

The 648th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, October 16, 2025 – 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 September 25, 2025 Action Item
 - d. Approve October 2025 Bills Action Item
2. Consent Agenda **Action Item**
 - a. September 2025 End-of-Month Report
 - b. Metro COG 3rd Quarter Report
 - c. Audit Services Contract Addendum
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2026 Metro COG Public Meeting Schedules **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held
Thursday, November 20, 2025 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/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.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.

647th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, September 25, 2025 – 4:00 PM

Members Present:

Chuck	Hendrickson	Moorhead City Council
Brenton	Holper	City of Horace (Alt. for S. Landstrom)
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Dave	Piepkorn	Fargo City Commission
Art	Rosenberg	Fargo Planning Commission
Dave	Steichen	Dilworth City Council
Michelle	Turnberg	Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer (ex-officio)

Members Absent:

Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Brad	Olson	West Fargo City Commission
Mike	Reitz	MATBUS Representative
Thomas	Schmidt	Fargo Planning Commission
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Joel	Vettel	Cass County Commission
Shiloh	Wahl	MnDOT District 4 Engineer (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Will	Hutchings	NDDOT - Local Government Division
Darvin	Becker	Fargo, ND
Marcella	Becker	Fargo, ND
Nick	Dietrich	Back 40
Paul	Gleye	Fargo, ND
Jeremy	Gorden	City of Fargo Engineering
Mike	Graalum	ND Dakota Resource Council
Eric	Hodgson	City of Fargo Engineering
Matt	Kern	Back 40

Tom	Knakmuhs	City of Fargo Engineering
Robert	Kost	6357 27th St S, Fargo, ND
Brent	Mitchell	6205 25th St S, Fargo, ND
Carol	Pink	Fargo, ND
Brandon	Raboin	West Fargo, ND
Walter	Samuel	Fargo, ND
Janel	Simonson	Fargo, ND
Johnathan	Stafford	Fargo, ND
Kevin	Torgerson	Strong Town Fargo
Nate	Vollmuth	Back 40
Julie	Wieser	Fargo, ND

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 PM, on Thursday, September 25, 2025 by Chair Mongeau noting that a quorum was NOT present. Although no business could be conducted until a quorum was obtained, Chair Mongeau noted that several visitors were present to provide public comments and she would begin the meeting with public comments and then address business and action items when a quorum was present. Introductions were then made.

3a. Public Comment Opportunity

The following attendees commented on the 64th Avenue/I-29 Interchange Project in the 2026-2029 TIP:

Kevin Torgerson - Strong Towns advocate for a Stronger Community. Increasing the capacity of roads increases the traffic, it does not lessen it.

Nate Volmout – Representing Back 40. The project follows the wishes of the Planning Department. Putting ramps in would increase tax base to Fargo.

Robert Kost – Resident. Summarized that 64th Avenue wasn't designed for an interchange.

Brent Mitchell – 64th wasn't designed for an interchange and urges Metro COG to add 76th back in.

Janel Simonson – Resident. It will increase traffic and have already been intruded on by the city of Fargo. None of the people on the east side believed we would have an interchange because that's what they were told.

Walter Samuel – It is unfortunate things were not transparent. Residents were told nothing but an interchange back in 2019. The city can't be trusted.

Johnathan Stafford – Resident of Maple Leaf Loop South. In agreement with those opposing the 64th Avenue project and support a ramp placed on 76th Avenue.

**** Chair Mongeau thanked the visitors for their comments and announced that a quorum was present to conduct Board business. ****

1b. Approve Order and Contents of Overall Agenda, approved

Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the September 25, Policy Board Meeting.

Mr. Piepkorn moved, seconded by Mr. McDougall

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the August 21, 2025 Meeting.

MOTION: Approve the August 21, 2025 Policy Board Meeting Minutes.

Ms. Turnberg moved, seconded by Mr. Hendrickson.

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the September 2025 Bills as listed on Attachment 1d.

MOTION: Approve the September 2025 Bills List.

Mr. Hendrickson moved, seconded by Ms. Mattson.

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Mongeau asked for approval of Items a-e on the Consent Agenda.

a. August 2025 Month End Report

b. Adoption of Metro COG Self-Certifications

c. Acceptance of 2024 Financial Audit

d. IRA Contact Authorization

**MOTION: Approve Items a-e on the Consent Agenda.
Ms. Mattson moved, seconded by Mr. McDougall.
MOTION, passed
Motion carried unanimously.**

3. REGULAR AGENDA

3b. 2026-2029 TIP Adoption

Mr. Altenburg presented information on the 2026-2029 Transportation Improvement Program. He stated this is a statutorily mandated four-year plan which details all federally-funded projects. The TIP is updated regularly with a public participation period with every amendment. Every project listed has funding identified.

Policy Board Members stated the 64th Avenue/I-29 Interchange Project is on the Fargo Commission agenda Monday at 5 PM. Residents can voice their opinion during the meeting.

**MOTION: Approve the Final Draft Metro COG 2026-2029
Transportation Improvement Program (TIP)
Mr. Piepkorn moved, seconded by Mr. Steichen
MOTION, passed
Motion carried unanimously.**

3c. 2026-2027 UPWP Adoption

Mr. Griffith stated all the comments regarding the July draft UPWP from oversight agencies have been addressed and incorporated into the document. The 2024 CPG Turnback funding, Safe and Accessible Transportation Set-Aside funding (Complete Streets) and MnDOT State Planning Grant funding are all shown separately for reference.

There are breakdowns of the 2026 and 2027 projects showing the 80/20 Federal and local match funding splits. Mr. Griffith pointed out changes required for line item 800p in the Overhead Costs table on page 103, along with the description of line item 800p on page 102. The total amount of funding for 2026 is \$1,942,396.65 and \$1,763,325.32 for 2027.

**MOTION: Approve adoption of Metro COG's 2026-2027 Unified
Planning Work Program & Budget, with the changes proposed and
with the inclusion of comments received from NDDOT, MnDOT,
FHWA, and FTA during their 30-day review period.
Ms. Mattson moved, seconded by Mr. Steichen**

MOTION, passed
Motion carried unanimously.

3d. 2025 Minnesota Federal Functional Classification

Ms. Beierle Pavek presented information regarding the Minnesota Federal Functional Classification stating the Adjusted Urbanized Area Boundary (AUZA) was approved by the FHWA in December 2023. The North Dakota Federal Functional Classification was updated and approved in 2024.

Staff met with local jurisdictions to get feedback, analyzed the proposed changes, and detailed these changes on the map and change list. City of Moorhead staff specifically requested a change to include a segment of 15th Avenue North from 11th St N to Highway 75 be upgraded to a Minor Arterial from a Major Collector.

MOTION: Approval of the Policy Board of the 2025 Minnesota Functional Classification as Proposed
Ms. Mattson moved, seconded by Mr. McDougall
MOTION, passed
Motion carried unanimously.

3e. Moorhead I-94 & 20th Street Interchange Study

Mr. Farnsworth stated the I-95 and 20th Street Interchange Study kicked off in 2023. At the first meeting held there were seventeen people in favor of the project and four people opposed. Stakeholders were contacted to find out how they used the interchange and to provide comments and feedback on future and alternative plans for the interchange.

Seventy interchange designs were considered before narrowing them down to five. Getting 28th Street to connect was a challenge. Roundabouts wouldn't work with the railroad tracks so close to the interchange area. One of the options was a modified single quadrant which the public preferred. The final report was brought to the agencies, Moorhead City Council, TTC and now the Policy Board. The City of Moorhead will have to decide what they would like to do going forward and work closely with MnDOT and FHWA-MN. One of the items discussed was encouraging the City to have more signage to lessen confusion of motorists driving in the interchange area.

MOTION: Approve the Moorhead I-94 & 20th St Interchange Study
Mr. Hendrickson moved, seconded by Ms. Mattson.
MOTION, passed
Motion carried unanimously.

3f. TTC Bylaw Amendment

Mr. Griffith stated Metro COG drafted the proposed amendment to the TTC Bylaws. Legal Counsel and the jurisdictions had the opportunity to look at them and give input. The amendment will formally establish the Prioritization Committee as a sub-committee of the TTC.

Changes were made to address the concerns of smaller jurisdictions that may not have a professional engineer on staff. After TTC recommended approval, NDDOT asked that a few words (in bold) be added for clarification. Metro COG staff supports all of the proposed revisions and has provided a “clean” copy of the proposed amendment for consideration in the packet. Metro COG's attorney offered suggestions to ensure compliance with the State's Open Meeting Law.

MOTION: Approve the proposed TTC Bylaw amendment formally establishing the Prioritization Committee as recommended by the TTC and including the verbiage provided by NDDOT.

Ms. Mattson moved, seconded by Mr. Piepkorn.

MOTION, passed

Motion carried unanimously.

4. Additional Business

Mr. Griffith stated that rather than wait until closer to the end of the year, he would like to bring forward the 2026 public meeting schedule at the October meeting to address meeting time changes for the November and December meetings to avoid conflicts with Diversion Authority Board meetings to ensure both Boards could obtain quorums to conduct their end-of-year business.

5. Adjourn

With no further business, Chair Mongeau adjourned the meeting.

The 647th Meeting of the FM Metro COG Policy Board held Thursday, September 25, 2025 was adjourned at 5:25 PM.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD ON THURSDAY, October 16, 2025 at 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

If there are any changes after the Accountant looks at the information, a new copy will be submitted with the changes highlighted. Thank you!

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
American United Life Insurance Company							
	American United Life Insurance Company	11/1/2025	G00622518 11/25		8/11/2025	\$ 110.48	
Total for American United Life Insurance Company							\$ 110.48
Adam Altenburg							
	Adam Altenburg	10/16/2025	10/16/2025	Sept Reimbursement	10/16/2025	\$ 1,347.39	
							\$ 1,347.39
Balance Tax & Accounting							
	Balance Tax & Accounting	10/1/2025	5859		11/1/2025	\$ 1,575.00	
Total for Balance Tax & Accounting							\$ 1,575.00
Blue Cross Blue Shield Of ND							
	Blue Cross Blue Shield Of ND	10/15/2025	Nov Premium		11/1/2025	6,227.47	
Total Blue Cross Blue Shield Of ND							\$ 6,227.47
Bolton and Menk							
	Bolton & Menk	9/26/2025	374882	2026-30 Transit Dev Plan	10/26/2025	4,465.20	
Total Bolton and Menk							\$ 4,465.20
Brady Martz							
	Brady Martz	9/22/2025	885929	Audit 2025 YE	10/22/2025	6,405.00	
Total Brady Martz							\$ 6,405.00
Cardmember Services							
	Zoom					95.97	
	United Airlines			Maddox flight-AMPO		953.95	
	United Airlines			Altenburg flight-AMPO		407.76	
	Hornbachers			Bubbly-meetings		11.00	
	Amazon			Tape-laptop cables-plotter ink		151.26	
	Microsoft			monthly fee		49.57	
	Omni Providence Hotel			Maddox hotel-AMPO		1,431.75	
Total Cardmember Services							\$ 3,101.26
Case Plaza LLC							
	Case Plaza LLC	10/9/2025	11/25 Rent		11/9/2025	7,816.00	
Total Case Plaza LLC							\$ 7,816.00
Eide Bailly LLP							
	Eide Bailly LLP	10/6/2025	SI00045526		11/6/2025	1,192.00	
Total Eide Bailly LLP							\$ 1,192.00
Ben Griffith							

If there are any changes after the Accountant looks at the information, a new copy will be submitted with the changes highlighted. Thank you!

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
	Ben Griffith	10/16/2025	10/16/2025	Sept Reimbursement	10/16/2025	\$ 367.15	
Total Ben Griffith							\$ 367.15
HDR							
	HDR	10/6/2025	1200761495	Railroad Study	11/6/2025	\$ 14,873.56	
Total HDR							\$ 14,873.56
Hutman							
	Hutman	9/15/2025	38192	Website Maintenance	10/15/2025	\$ 300.00	
Total Hutman							\$ 300.00
Liberty Business Systems, Inc							
	Liberty Business Systems, Inc	10/11/2025	3965377	monthly lease	11/5/2025	182.93	
	Liberty Business Systems, Inc	10/6/2025	570890	Per Copier Cost	11/6/2025	540.45	
Total Liberty Business Systems, Inc							\$ 723.38
Michael Maddox							
	Michael Maddox	10/16/2025	10/16/2025	Sept Reimbursement	10/16/2025	\$ 481.95	
Total Michael Maddox							\$ 481.95
Metro COG Staff							
	Metro COG Staff	9/15/2025		Employee withholding	9/15/2025	40.00	
	Metro COG Staff	9/30/2025		Employee withholding	9/30/2025	40.00	
Total Metro COG Staff							\$ 80.00
Midco Business							
	Midco Business	10/11/2025	November		11/1/2025	332.46	
Total Midco Business							\$ 332.46
Mutual of Omaha							
	Mutual of Omaha	10/9/2025	1967983426		11/1/2025	234.59	
Total Mutual of Omaha							\$ 234.59
Ohnstad Twichell							
	Ohnstad Twichell	10/6/2025	206928	Legal Fees	11/6/2025	318.50	
Total Ohnstad Twichell							\$ 318.50
Payroll Professionals							
	Payroll Professionals	9/15/2025				80.00	
	Payroll Professionals	9/30/2025				80.00	
Total Payroll Professionals							\$ 160.00
ReadiTech							
	ReadiTech	10/1/2025	2586800-Nov		11/1/2025	69.00	

If there are any changes after the Accountant looks at the information, a new copy will be submitted with the changes highlighted. Thank you!

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
Total for ReadiTech						\$	69.00
Wex Health Inc							
	Wex Health Inc	9/30/2025	0002233216-IN		10/30/2025	25.00	
Total for Wex Health Inc						\$	25.00
TOTAL						\$ 50,205.39	\$ 50,205.39

Payroll Liabilities

Federal Withholding	3,447.75
Federal Social Security - ee	1,725.67
Federal Social Security - er	1,725.67
Federal Medicare - ee	403.60
Federal Medicare - er	403.58
Minnesota Withholding	106.00
North Dakota Withholding	186.00
Health Savings	660.42
Employee IRA	1,115.80
Employer IRA	590.87
Total	\$ 10,365.36
Grand Total	\$ 60,570.75

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: October 9, 2025
Re: **Metro COG 2025 3rd Quarter Report**

As we prepared to close out the 2024 UPWP budget in January of this year, NDDOT and FHWA requested that we revise and update our Annual and Quarterly Reports.

The cover page and format are pretty much the same, but additional and more detailed financial information is now being included each quarter, primarily, the tracking of staff hours, planning project costs, along with percentages of billing and project completion. This will presumably help in closing out the 2025 UPWP budget at the end of the year and with the preparation of the 2025 Annual Report for our oversight agencies. Some of the numbers for overhead expenses and the end-of-month report will change slightly, once they are approved by Policy Board and included in the Quarterly Report before transmittal to oversight agencies.

Staff is requesting approval of the 3rd Quarter Report which then will be transmitted to both NDDOT and MnDOT with revised and updated amounts when approved by Policy Board.

Requested Action: Approval of Metro COG 2025 3rd Quarter Report with revisions as necessary for transmittal to oversight agencies.

METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Unified Planning Work Program

Quarterly Progress Report: July 1, 2025 to September 30, 2025

Approved by Policy Board: October 16, 2025

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from July 1, 2025 to September 30, 2025, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percentage complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent from July 1, 2025 through September 30, 2025, and the percentage of the budget spent

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For more information regarding the information presented,
please contact the Fargo-Moorhead Metropolitan Council of Governments

<i>FM Metro COG</i>	<i>701-532-5100</i>
<i>1 – 2nd Street North</i>	<i>fmmetrocog.org</i>
<i>Case Plaza, Suite 232</i>	<i>metrocoq@fmmetrocoq.org</i>
<i>Fargo, ND 58102-5807</i>	

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2025 Staff Activities by UPWP Work Element

2025 UPWP Work Element	2025		2025*	
	Budget	Staff Hours	Revised Budget*	Revised Staff Hours*
100 Policy and Administrative Forums	\$80,164.30	1,260	\$80,164.30	1,260
200 Contracted Planning	\$156,604.22	2,555	\$135,814.31	2,274
300 Federal Transportation Planning & Documentation	\$175,004.77	2,749	\$188,367.17	2,929
400 Technical Transportation Data & Analysis	\$108,854.99	2,188	\$113,720.29	2,258
500 Transit Planning	\$18,479.45	360	\$21,007.13	384
600 Bicycle & Pedestrian Planning	\$60,857.75	1,344	\$63,187.35	1,384
700 Local Planning Assistance	\$89,443.45	1,587	\$77,321.83	1,344
800 General Administration**	\$304,134.36	5,006	\$309,507.09	5,126
900 Publications Public Information and Communication	\$22,236.62	441	\$15,810.70	311
1000 Community Planning and Technical Assistance	\$9,689.96	190	\$20,569.70	410
TOTALS	\$1,025,469.87	17,680	\$1,025,469.87	17,680

*2025 Budget and Staff Hours revised by Administrative Modification on May 15, 2025

**Includes estimates of staff leave time (holiday, vacation and sick leave)

Please Note that on May 15, 2025, Metro COG approved an Administrative Modification to its 2025-2026 UPWP, adjusting staff hours (as seen in the table above), along with contracted planning projects funding amounts and completion dates. These were budget neutral adjustments that did not increase overall staff hours or funding amounts. These changes have been reflected throughout this quarterly report.

100 Policy and Administrative Forums

Task 100	Policy and Administrative Forums		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	36%	75%
Staff Hours	Programmed	Expended		
2025	\$80,164.30	\$28,716.53		

Objective: To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas, and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

101 Metro COG Policy Board

Status: 75% Complete

- Prepared for and attended Policy Board Meetings on January 16, February 20, and March 20 in Metro COG's large conference room
- Prepared for and attended Policy Board Meetings on April 17, May 15, and June 19 in Metro COG's large conference room
- Prepared for and attended Policy Board Meetings on July 17, emergency call meeting July 26, August 21, and September 25 in Metro COG's large conference room
- Attended staff meetings regarding development of Policy Board agendas
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review Policy Board draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated Policy Board Orientation Guide and created separate handout for acronyms
- Conducted orientation sessions for new Policy Board members
- Updated Policy Board member contact information and distribution lists

102 Metro COG Executive Committee

Status: 75% Complete

- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes
- Prepare for and attend Executive Committee meetings on January 6, February 3 and March 3 in Metro COG's large conference room
- Prepare for and attend EC meetings on April 7, May 5 and June 2 in Metro COG's large conference room
- Prepare for and attend EC meetings on August 4 and September 8 in Metro COG's large conference room (the July 7 meeting was cancelled)
- Review EC draft meeting minutes, agenda prep and meeting packet review, assembly, and distribution
- Review Executive Committee draft meeting minutes, agenda prep and meeting packet review and assembly

103 Transportation Technical Committee (TTC)

Status: 75% Complete

- Prepared for and attended TTC meetings on January 9 and February 13. The meeting for March 13 was cancelled due to lack of agenda items
- Prepared for and attended TTC meetings on April 10, May 8. The June 12th meeting was cancelled.
- Prepared for and attended TTC meetings on July 10, August 14, and September 11.
- Attended staff meetings regarding development of TTC agendas
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets
- Updated TTC member contact information and distribution lists
- Research and draft TTC Bylaw amendment to formally establish Prioritization Committee as a TTC sub-committee – adopted by Policy Board on September 25

104 Federal, State, and Local Committee Meetings

Status: 75% Complete

Quarter 1:

- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in Regional Traffic Safety Advocates roundtable meeting on January 22
- Follow up items from Regional Traffic Safety Advocates roundtable meeting
- Attend annual Clay County Intergovernmental Retreat
- Participate in MNDOT I-94 Corridor Study Review Committee meeting on February 6
- Attended Cass Clay Food Commission Meeting on January 8 and March 12
- Attended GIS Committee Meeting on January 17
- Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on January 27
- Participated in LRRB EV Charging Infrastructure TAP meeting on February 3
- Participated in the North Dakota Clean Cities Advisory Roundtable meeting on February 26
- Participated in ICLEI CGC meetings on February 27 and 28
- Participated in WCI session on March 6
- Reviewed REVIR Working Group meeting materials and correspondence
- Attend Clay County Intergovernmental Retreat
- Attended ND Legislative Freight Advisory Committee meetings via Teams on January 2, February 6, and March 6
- Attended FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination January 28-30
- Reviewed NDDOT Urban Grant Program applications and related materials
- Attended NDDOT Urban Grant Program Committee meeting via Teams on March 31 to score and prioritize project applications
- Attend bi-weekly NDDOT-MPO Directors Teams meetings
- Attend monthly NDDOT MPO Directors Teams meetings
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Attended/facilitated 1Q NDDOT-MPO meeting via Teams on February 28
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on March 12

Quarter 2:

- Attended MnDOT MPO Directors meeting in St. Cloud via Teams on May 13th
- Attended MnDOT West Central District 4 ATP meetings in Fergus Falls on April 4th and June 6th
- Annual MnDOT West Central District 4 Leadership meeting with Metro COG on May 29th
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on June 18th
- Attended ND Legislative Freight Advisory Committee meetings via Teams on April 3rd and June 5th
- Attended NDDOT Directors Advisory Council meeting for Transportation Connection LRTP Update via Teams on May 28th
- Attended ND MPO Office Operations meeting organized by MPO Liaison via Teams on June 2nd
- Participated in LRRB EV Charging Infrastructure TAP meeting on April 23rd
- Reviewed REVIR Working Group meeting materials and correspondence
- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in MN Toward Zero Deaths Roundtable meeting on April 29th
- Participated in Regional Traffic Safety Advocates roundtable meeting on April 16th
- Participated in ND-ATAC meeting on May 7th
- Participated in MnDOT I-94 Corridor Study Study Review Committee meeting on May 1st

Quarter 3:

- Participate in MnDOT I-94 Corridor Study Review committee meeting on August 14
- Participated in LRRB EV Charging Infrastructure TAP meeting on September 4
- Reviewed REVIR Working Group meeting materials and correspondence
- Monthly meetings with ND MPO Directors via Teams
- Attend bi-weekly MPO Directors meetings with Will Hutchings and other ND MPO Directors, except when there's a conflict with MATBUS Coordination Committee meetings on third Wednesdays
- Attended Metro COG Mid-Year Review with NDDOT, MnDOT, FHWA and FTA on Tuesday, July 22
- Attended MnDOT-MPO Directors Summer Workshop in Mankato Wednesday, July 30 through Friday, August 1
- Attend quarterly NDDOT-MPO Office Operations meetings via Teams with NDDOT MPO Coordinator

- Coordination with NDDOT MPO Coordinator for Fall Directors meeting agenda preparation
- Attended NDDOT-MPO Fall Directors meeting in Bismarck on Tuesday, September 30
- Attended NDDOT Freight Advisory Committee meeting on Thursday, September 4 via Teams

DRAFT

200 Contracted Planning Services

Task 200	Contracted Planning Services		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	42%	86%
Staff Hours	Programmed	Expended		
2025	\$135,814.31	\$57,127.06		

Objective: To conduct Metro COG's annual contracted planning projects for the purpose of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

201 NDSU ATAC Participation (Technical Support) (Year 1 of 3)

Task 201	NDSU ATAC Participation		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025		
Financial	Programmed	Expended		
2024	\$2,500.00	\$2,500.00	100%	8%
2025	\$10,000.00	\$2,500.00	25%	25%
Project Total	\$32,500.00	\$5,000.00	15%	33%

Status: 33% Complete

Q1: Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

Q2: Attended ND MPO Spring ATAC Partnership meeting at NDSU on May 7 and review of ATAC contract invoice.

Q3: (No 3Q invoice received as of this date)

205 Moorhead Intersection Data Collection (Year 1 of 3)

Task 205	Moorhead Intersection Data Collection		Percent Billed	Task Percent Complete
	Task Start/End	Financial		
	1/2025	12/2025		
	Programmed	Expended		
2025	\$16,492.00	\$4,947.40	30%	75%
Project Total	\$49,474.00	\$4,947.40	10%	25%

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third ($\frac{1}{3}$) of intersections within the City of Moorhead.

Status: 25% Complete

Q1: Work during the 1st quarter included initial project kick-off tasks and coordination of the upcoming tasks.

Q2: During the 2nd quarter work included field data collection, video data recording, and turning movement counts.

Q3: During the third quarter work included collecting turning movement counts and updating the Synchro model. (No 3Q invoice received as of this date)

207 Moorhead I-94 & 20th Street Interchange Analysis (Year 3 of 3)

Task 207	Moorhead I-94 & 20 th St Interchange Analysis		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2023	\$169,182.87	\$62,330.93	90%	37%
2024	\$107,639.62	\$79,055.08	73%	84%
2025	\$27,768.39	\$27,768.37	100%	100%
Project Total	\$169,182.87	\$169,154.38	100%	100%

The purpose of this project is to reanalyze interchange concepts at I-94 and 20th Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City’s Street Network, and how such a change may fit into the City’s future land use plans for the area. Past interchange concepts will be reviewed, and new or modified concepts will further examine the feasibility of modifying this interchange.

Status: 100% Complete

Q1: The first quarter consisted of typical project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule and next steps. Stakeholder meetings were held on February 3 with follow-up communication with some individual stakeholders. On February 25 the fourth Study Review Committee meeting was held. The second public engagement phase was held in March, which consisted of online engagement as well as a public open house on March 11. Analysis and documentation of public input followed the public input opportunity. Coordination was also held with the city of Moorhead to refine interchange alternatives and discuss roadway connections.

Q2: The second quarter consisted of project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule. During the second quarter the draft document was developed and reviewed by Metro COG staff. The draft document was then sent to SRC members and oversight agencies for review and comments. Comments were then reviewed and incorporated accordingly into the document before sending to the public for review.

Q3: The I-94 & 20th St Interchange Analysis was wrapped up in the third quarter. This entailed review and implementation of comments received, and presentations to Moorhead City Council, TTC and Policy Board. Other activities included progress meetings when necessary and other project closeout efforts such as review and approval of the final invoice. Adopted by Policy Board September 2025.

208 West Metro Perimeter Highway Corridor Study (Year 3 of 3)

Task 208	West Metro Perimeter Highway Corridor Study		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2023	\$250,000.00	\$46,968.64	19%	19%
2024	\$150,000.00	\$114,302.56	65%	65%
2025	\$99,791.08	\$20,626.55	20.67%	72%
Project Total	\$250,000.00	\$181,897.75	72.75%	72%

The purpose of this study would be to pick up where the Interstate Operations Analysis left off relative to future needs of the corridor. The Interstate Operations Analysis projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way purchased for the Red River Diversion Project is available for a portion of the corridor north of I-94. In the future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-

of-way. The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

Status: 72% Complete

Q1: The first quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth Study Review Committee meeting was held on January 13 which entailed coordination and preparation prior to the meeting. A follow-up meeting was held with Metro COG staff to discuss potential highway alignment alternatives. In February Metro COG project management was handed off from Dan Farnsworth to Michael Maddox.

The new project manager reviewed the project in order to understand what scope items had been completed and which are outstanding. Metro COG desires a change in direction regarding this project to consider feedback received from the City of Horace. The project manager met with the consultants to talk about this new direction for the study. The study is currently on hold while the new direction for the scope of work is worked out with the consultant.

Q2: Review West Metro Perimeter Highway Corridor Study proposed scope modification from HDR to study alternatives. Coordinated and attended internal staff meetings and discussions regarding City of Horace's opposition to study alternatives. Project has been on hold for rescoping.

Q3: Metro COG met with the project stakeholders to discuss the new direction and kick-off the new direction of the study. Staff and consultants met to discuss strategy and schedule meetings.

209 Horace Downtown Core Neighborhoods Plan (Year 2 of 2)

Task 209	Horace Downtown Core Neighborhoods Plan		Percent Billed	Task Percent Complete	
	Task Start/End	Financial			Programmed
2024	1/2025	\$128,777.39	\$128,582.41	100%	65%
2025		\$67,695.48	\$64,112.53	95.2%	95%
Project Total		\$196,472.75	\$192,694.94	98.07%	98%

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the city, and connectivity to surrounding neighborhoods is limited. The City of Horace is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the City's core.

Status: 98% Complete

Q1: Metro COG and the consultant hosted two large public engagement events that provided alternatives for the public to weigh in on regarding integration of path and streetscape improvements within the core areas of Horace. A presentation was also made to the Horace City Council.

Q2: During the second quarter the consultant and Metro COG worked to finalize the draft study document as well as to formulate and approach to approve the final plan. This included discussing on how to address Horace City Council concerns with the content of the plan and a broad-level misunderstanding of the purpose of the plan. The consultant also finalized the neighborhood connections part of the document. One SRC meeting was held.

Q3: Metro COG and the consultant met multiple times to discuss the progress of the project and to develop a draft plan. The consultant delivered a draft plan for internal review. The project team scheduled informational

meetings with Horace elected officials to bring them up to speed on the direction of the planning effort and to see if they had any comment on components of the draft plan.

211 Heartland Trail Alignment Analysis (Year 2 of 2)

Task 211	Heartland Trail Alignment Analysis		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2024	\$187,500.00	\$180,938.89	96%	72%
2025	\$68,889.94	\$68,433.72	84%	100%
Project Total	\$250,000.00	\$249,372.61	99.8%	100%

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

Status: 100% Complete

Q1: The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. On January 15, Metro COG presented Heartland Trail Study information to PartnerSHIP 4 Health and on January 29 the fourth Study Review Committee meeting was held. In March, the draft report was developed and reviewed by Metro COG, prior to the review by the public and SRC. Other coordination included discussing an optimal trail rest stop location with the City of Dilworth.

Q2: The second quarter consisted of project management activities such as progress calls and review of invoices and progress reports. Coordination meetings with BNSF occurred during the second quarter. The fifth and final SRC meeting was held on April 24th and the draft document was developed. The draft document was distributed to the SRC, stakeholders, oversight agencies, and the public for review and comment. Comments were received, reviewed and incorporated into the document accordingly. In late May Metro COG staff began presentations to local jurisdictions boards. These included: Clay Co Board of Commissioners, Moorhead City Council, Moorhead Park Board, and Hawley City Council. Review of Heartland Trail draft report.

Q3: The Clay Co Heartland Trail Routing Analysis wrapped up in the third quarter. Presentations were given to the following jurisdictions: Dilworth Planning Commission, Dilworth City Council, Glyndon City Council. Presentations were then provided to TTC and Policy Board. Adopted by Policy Board in August 2025. Other activities included a meeting in Frazee to discuss future trail planning efforts, research of other trails in the region, review and approval of the final invoice, and other project closeout efforts such as completion of the consultant evaluation form.

212 MATBUS 2026-2030 Transit Development Plan (Year 2 of 2)

Task 212	2026-2030 Transit Development Plan		Percent Billed	Task Percent Complete
	Task Start/End			
Financial	1/2025	12/2025		
	Programmed	Expended		
2024	\$99,790.47	\$113,562.06	114%	57%
2025	\$99,790.47	\$85,125.91	85%	42%
Project Total	\$199,580.94	\$198,687.97	99%	99%

In 2024, the Metro COG will begin updating the 2021-2025 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2026-2030.

Status: 99% Complete

Q1: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #2 on January 30 and focus group meetings on January 30 and 31; assisted with open house on March 7 and additional route surveys for West Fargo and Dilworth.

Q2: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on May 19; assisted with additional route surveys for West Fargo and Dilworth and draft deliverables. Review monthly invoices for accuracy.

Q3: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on August 19 and virtual public open house on August 27; reviewed and provided comments on final draft deliverables including coordinated human services transportation plan.

214 West 94 Area Transportation Plan (Year 2 of 2)

Task 214	West 94 Area Transportation Plan		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2024	\$225,000.00	\$224,902.14	100%	69%
2025	\$100,073.40	\$100,050.87	100%	98%
Project Total	\$324,974.78	\$324,953.01	100%	98%

The purpose of this project is to build upon the concept that was developed as part of West Fargo's 13th Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates. The study will also need to examine the future right-of-way needs of the corridor,

along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

Status: 98% Complete

Q1: The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Three Study Review Committee meetings were held in the first quarter – one on January 15, one on February 19, and another on March 19. A public open house was held on February 27 with coinciding online engagement. Aside from the direct public engagement, this effort also entailed public outreach and notifications, development and preparation of public engagement materials, follow-up items, review and documentation of results, and more. Development of the draft report will begin in April.

Q2: The second quarter consisted of project management activities such as progress calls and review of invoices and progress reports. Activities during the second quarter consisted of developing the draft document, reviewing and commenting on the draft document, and then distributing the draft document to the SRC, stakeholders, oversight agencies, and the public for review and comment. Review of West 94 ATP draft report.

Q3: The third quarter consisted of project management activities such as progress calls and review of invoices and progress reports. During the third quarter staff reviewed and responded to the draft comments on the draft document. Comments from NDDOT were also reviewed in detail and discussed with the study team to determine next steps for the study's completion. Meetings were held with consultants and West Fargo staff.

215 Metro Railroad Needs Study (Year 2 of 2)

Task 215	Metro Railroad Needs Study		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2024	\$100,000.00	\$109,578.47	109%	27%
2025	\$290,421.53	\$200,414.34	69%	78%
Project Total	\$390,421.53	\$309,992.81	79%	78%

BNSF Railroad participated in two meetings with Metro COG and additional meetings with local officials to request the metro area's participation in a rail study. They offered \$150,000 in financial participation. Local jurisdictions have identified several matters that they would like studied relative to railroad bridges, street alignments near railroads, conversion of at-grade crossings to grade separations, and future roadway extensions that will require railroad grade separations.

Status: 78% Complete

Q1: Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended pop-up event at the Rourke Museum for Moorhead Frostival Winter Event with consultant on February 1. Attended pop-up event at Spring-a-Ding-Fling/Kiwanis Pancake Karnival with consultant at the Fargodome on February 8. Attended Stakeholder Committee meeting #1 in Metro COG's large conference room on February 6. Attended SRC meeting #2 in Metro COG's large conference room on March 19.

Q2: Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended Stakeholder Committee meeting #2 in Metro COG's large conference room on April 3. Reviewed public engagement plan and prepare for upcoming public meetings in July.

Q3: Attended bi-weekly check-in meetings with project consultant via Teams. Attended Metro Railroad Needs Study public meeting at West Fargo Rustad Recreation Center on Tuesday, July 1. Attended Metro Railroad Needs Study public meeting at Fargo Downtown Public Library on Tuesday, July 8. Attended Metro Railroad

Needs Study public meeting at Hjemkomst Center in Moorhead on Thursday, July 10. Attended Metro Railroad Needs Study public meeting at City Depot in Dilworth on Monday, July 14. Reviewed draft of Metro Rail Needs Study 2025 Public Outreach Report from HDR and provided comments and feedback. Scheduled final SRC meeting for Wednesday, October 15 with consultant and reserved Metro COG conference room.

225 University Drive & 10th Street Corridor Study (Year 5 of 5)

Task 225	University Drive and 10 th Street Corridor Study		Percent Billed	Task Percent Complete
	1/2025	6/2025		
Financial	Programmed	Expended		
2024	\$129,655.57	\$113,984.13	88%	88%
2025	\$20,370.66	\$20,202.12	99%	99%
Project Total	\$400,000.00	\$399,743.62	99%	99%

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10th Street (Hwy 81) from a one-way pair to two-way streets between 19th Avenue N and 13th Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified

and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts on transit routes, bicyclists and pedestrians will be identified and addresses as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning-level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this

long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

Project was amended by the Metro COG Policy Board on November 16, 2023 to include scoping for the second phase of the project which was left unscoped in the initial contract in order to incorporate the findings of the initial phase. Phase 2 of the Study, which consists of addressing issues discovered in the first phase, will continue into 2024 and 2025. The study will also further examine a switch to two-way operations of just the downtown portion of University Drive and 10th Street. It will also address the westward growth of downtown and how bicycle and pedestrian amenities can be integrated to make it more multimodal friendly.

Status: 99% Complete

Q1: Metro COG met with City leadership and news media about elements of the plan. Staff met with the consultant to work out billing issues. The consultant is currently producing the draft plan.

Q2: Metro COG staff worked with the consultant to develop a draft document, which was then released for review, first by Metro COG staff and then by the entire SRC. Staff has spent substantial time in reviewing the document as well as coordinating comments with local jurisdictions and NDDOT. Staff began to lay out an approval process timeline for the plan.

Q3: The approval process was determined in coordination with the project SRC. One SRC meeting was conducted. Staff provided the draft plan to the state and federal agencies for comment. Met with the attorney regarding State Open Meeting Law interpretations. Attended NDDOT Management Presentation on Wednesday, September 3 via Teams. The project consultant and staff presented the plan to NDDOT management.

228 Kindred Comprehensive Plan (Year 2 of 2)

Task 228	Kindred Comprehensive & Transportation Plan		Percent Billed	Task Percent Complete
Task Start/End	1/2025	9/2025		

Financial	Programmed	Expended		
2024	\$62,991.57	\$44,344.83	70%	44%
2025	\$36,995.03	\$55,630.07	150%	56%
Project Total	\$99,986.60	\$99,974.90	100%	100%

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic.

Status: 100% Complete

Q1: Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on February 21; provided assistance and additional comments on draft deliverables.

Q2: Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on April 23; provided assistance and additional comments on draft deliverables; attended Planning Commission meeting on June 16. Reviewed Comp Plan document and provided comments and worked with consultants to find RPZ in Kindred.

Q3: Attended Kindred City Council on July 2nd; approved by TTC and Policy Board in August 2025

300 Federal Transportation Planning and Documentation

Task 300	Federal Transportation Planning Documentation		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	54%	75%
Staff Hours	Programmed	Expended		
2025	\$188,367.17	\$101,075.26		

Objective: To develop, research, and implement Federal transportation planning directives and regulations.

301 Transportation Improvement Plan (TIP)

Status: 75% Complete

Quarter 1:

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination with NDDOT regarding FHWA TA Reporting
- Planning, Organizing, Facilitating, and Implementing Prioritization Committee, Public Input, TTC and Policy Board Meetings. Preparing and sending out funding award letters, and notifying NDDOT, MnDOT, and each jurisdiction of funding selection.
- Coordination and preparing for draft 2026-2029 TIP Timeline and Document.
- Coordination, Documentation, and presenting Amendment #4 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation Amendment #5 for 2025-2028 TIP.
- Assit with Transit Improvement Plan documents
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Attended TTC Prioritization Committee meetings to discuss project soliciations

Quarter 2:

- MN TA special funding application coordination
- Assist with TIP chapter 7 on Performance Measures
- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination, preparing for, and integration of draft 2026-2029 TIP Timeline, Document, and Project List.
- Presenting Amendment #5 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting of Amendment #6 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation for Administrative Modification #1 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation for Amendment #7 for 2025-2028 TIP
- Preparing for, presenting at, and leading the discussion at the fifth and sixth meeting of the Prioritization Committee.
- Reading the 2050 MTP that was approved on April 17, 2025
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Review project solicitations follow-up with staff
- Attended TTC Prioritization Committee meetings to discuss project solicitations, prioritization and programming of construction projects

Quarter 3:

- TA and CRP solicitation review
- Review Draft TIP
- Develop map of Projects
- Environmental Considerations projects and mapping
- Meeting with Metro COG staff
- Coordinate with the jurisdictions
- Attended 2026-2029 TIP development meetings
- Reviewed drafts of 2026-2029 TIP

- Attended public input session at Hjemkomst Center on Tuesday, Sep. 2
- Coordination, preparing for, integration of comments, updating document, preparing for public input meeting, and attending public input meeting of draft 2026-2029 TIP Timeline, Document, and Project List.
- Coordination, Documentation, and presenting of Amendment #7 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting of Amendment #8 for 2025-2028 TIP to TTC and Policy Board.
- Review and finalization of 2026-2029 TIP

302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting

Status: 75% Complete

Quarter 1:

- Meetings to discuss current project status and budgets
- Review of project budgets
- Review current 2025 UPWP for potential amendment
- Begin preparations for 2026-2027 UPWP

Quarter 2:

- Review of 2025 UPWP Amendment #1
- Meeting to discuss current project status and budgets
- Review of project budgets
- Prepare 2025 UPWP Administrative Modification #1
- Prepare DRAFT 2026-2027 UPWP & Budget
- Meet with local jurisdictions to discuss proposed planning projects and funding for 2026-2027 UPWP

Quarter 3:

- Meeting to discuss current project status and budgets
- Meeting to discuss 2025 and 2026 charge codes

- Developed estimated hours and scopes of work for 2026 and 2027 projects
- Developed RFP for 2026 Area-Wide Traffic Counts
- Provided estimated 2026 hours for next UPWP
- Reviewed 2026-2027 UPWP
- Review and preparation of 2025 UPWP Administrative Modification # 1
- Review 2026-2027 overhead budget and spreadsheets with Angela
- Follow-up with local jurisdictions on proposed planning projects for UPWP
- Prepare draft 2026-2027 UPWP and Budget for July approval and submittal to oversight agencies for comments
- Prepare updated self-certifications for inclusion in TIP and UPWP
- Incorporation of comments and feedback received from oversight agencies of July draft of 2026-2027 UPWP and Budget
- Prepare final draft of 2026-2027 UPWP and Budget for September adoption and submittal to oversight agencies
- Preparation of quarterly reports

303 Public Participation

Status: 75% Complete

Quarter 1:

- Developed public participation outreach and materials for Moorhead I-94 & 20th St Interchange Study
- Attend Moorhead I-94 & 20th St Interchange Open House
- Developed summary of Moorhead I-94 & 20th St Interchange survey and public comments
- Public participation outreach for the West 94 Area Transportation Plan
- Review Public Participation Plan requirements for 2050 MTP update

Quarter 2:

- Developed public participation outreach and materials for the West Fargo SRTS Study public engagement

- Pop-up event for West Fargo SRTS Plan on May 14th
- Attended Kindred Comp Plan open house on April 23rd
- Review Public Participation Plan requirements for 2050 MTP update
- Reviewed public engagement plan for rail study and prepared for upcoming public meetings in July.

Quarter 3:

- Loco Daze – Dilworth Comp Plan Public Event
- Internal meetings and discussions regarding proposed updates to Metro COG's Public Participation Plan
- Attended 12th/15th Avenue Bridge public meeting at Horace Mann Elementary School in Fargo on Tuesday, September 16
- Attended 12th/15th Avenue Bridge public meeting at St. Francis Catholic Church in Moorhead on Thursday, September 18

304 Congestion Management Process

Status: 75% Complete

Quarter 1:

- Review revisions and comments responses to updated CMP
- Incorporation of CMP into TIP

Quarter 2:

- Assisted to incorporate the CMP into the TIP
- Incorporation of the CMP into the Metro Profile
- Review revisions and comments responses to oversight agencies regarding updated CMP
- Discuss implementation and reporting for CMP

Quarter 3:

- Incorporate the CMP into TIP
- Incorporate the CMP into Metro Profile

- Review transportation software options for congestion management reporting

305 Federal and State Rules and Regulations Compliance and Maintenance

Status: 75% Complete

Quarter 1:

- Review updated 3C Agreement between Metro COG, NDDOT, MnDOT, and MATBUS (City of Fargo)
- Review and distribute MnDOT GHG (Greenhouse Gas) Reduction Target materials to TTC and Policy Board members
- Review Q4 and Annual Report

Quarter 2:

- Review and format content for Q1 Report
- Coordinate on quarterly report format and content with MPO Liaison
- Review and verify information of projects and UPWP for Q1 Report
- Participated in Federal TPM Insights: MPO Perspectives survey and discussion via Teams

306 Civil Rights/Title VI/LEP/Environmental Justice

Status: 75% Complete

- LEP data and population numbers for the FM Metropolitan area
- Completed annual Title VI/ADA training
- Staff discussion regarding pending/potential program changes
- Prepare for and submit Title VI/LEP materials to NDDOT Office of Civil Rights for 2024 Title VI/LEP audit
- On-site Title VI/LEP audit review by NDDOT on September 9

307 2050 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

Status: 75% Complete

Quarter 1:

Staff have been working to address issues with the draft 2050 MTP. Metro COG staff have been working with the consultant to integrate comments made by its oversight agencies and to prepare the document for adoption. This also included regularly bi-weekly meetings with Metro COG's oversight agencies to discuss comments and find agreement on ways to move the document forward to adoption. A public meeting was held at the Fargo Downtown Public Library on January 9

Quarter 2:

- Attend bi-weekly meetings with state and federal oversight agencies to discuss progress on 2050 MTP update
- Review and respond to emails from oversight agencies regarding 2050 MTP update
- Review website postings for 2050 MTP updates
- Prepare for adoption of updated 2050 MTP by Policy Board on April 17

308 US Census Coordination and Technical Assistance

Status: 75% Complete

Quarter 1:

- Reviewed monthly ND and MN census reports
- Reviewed U.S. Census updates

Quarter 2:

- Reviewed monthly ND census reports

- Reviewed U.S. Census updates
- Reviewed IPUMS updates

Quarter 3:

- Reviewed monthly ND census reports
- Reviewed U.S. Census updates
- Reviewed IPUMS updates

309 TMA Transition

Status: 0% Complete

- No Activities reported this quarter

310 TIP Project Monitoring

Status: 75% Complete

Quarter 1:

- Coordinating with MATBUS, NDDOT, and MNDOT
- Meeting with City of Fargo for coordinating trails including VA trail including Public Input Meeting
- Coordinating with City of Fargo, West Fargo, Horace, Moorhead, Dilworth, and Cass County
- Main Avenue Coordination Meeting
- Meeting for update of Fargo River Trail project
- 17th Avenue Reconstruction Coordination Meeting
- Attended regular review meetings to discuss TIP amendments and progress

Quarter 2:

- Mapping, managing shapefiles, updating shapefiles
- Coordination with local jurisdictions, NDDOT, MnDOT and MATBUS

- Meeting with City of Fargo for coordinating trails including the VA trail
- Attended regular review meetings to discuss TIP amendments and progress

Quarter 3:

- Developed 2026-2029 TIP Dashboard
- coordinating with MATBUS
- Coordinating with NDDOT
- Coordinating with MNDOT
- Coordinating with City of Fargo
- Coordinating with City of West Fargo
- Coordinating with City of Horace
- Coordinating with City of Moorhead
- Coordinating with City of Dilworth
- Coordinating with Cass County
- Meeting with City of Fargo for coordinating trails including the VA trail
- Attended regular meetings with local jurisdictions regarding TIP projects
- Attended project management meetings for TIP projects

400 Technical Transportation Data and Analysis

Task 400	Technical Transportation Data & Analysis		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	64%	75%
Staff Hours	Programmed	Expended		
2025	\$113,720.29	\$73,209.09		

Objective: To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

401 Performance Measures

Status: 75% Complete

Quarter 1:

- Reviewed performance measures developed as part of Metro COG's performance-based planning needs
- Compile data from various agencies
- Present data to TTC and Policy Board
- Submit data to Federal Highway Administration
- Attended regular Performance Measures staff meetings in preparation for adoption in February
- Discuss distribution of NDDOT Performance Measure data with FHWA-ND
- Performance Measure data discussion between NDDOT and Metro COG staff via Teams

Quarter 2:

- Coordinating the gathering of data, PM 1

- Prep data for July 22nd Mid-Year Review

Quarter 3:

- Coordinate with NDDOT and MnDOT for 2026 Targets
- Internal meetings and discussions regarding NDDOT's PM1 Safety Targets for 2026
- Review of transportation software applications used for PM analysis

402 Federal Functional Classification Update

Status: 75% Complete

Quarter 1:

- Review of guidelines and documents used for decision-making
- Data collection
- Develop Timeline
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network
- Follow-up with MnDOT on Moorhead FFC request submittal

Quarter 2:

- MN jurisdiction meetings
- Mapping and data management
- Coordination with MnDOT
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network
- Follow-up with MnDOT on Moorhead FFC request submittal

Quarter 3:

- Proposed map and change log

- Submit proposed materials to relevant jurisdictions
- Update and produce FFC maps and related database
- Jurisdiction meetings and coordination
- Created TTC and Policy Board memos, presentations, resolutions and presented to each committee/board
- Coordination with staff, local jurisdictions and MnDOT regarding update of Federal Functional Classification in Clay County, Minnesota

403 Travel Demand Model (TDM) Maintenance and Operation

Status: 75% Complete

Quarter 1:

- Provided TAZ data to Moorhead as requested
- Provided future traffic volumes to West Fargo per request

Quarter 2:

- Provided NDDOT with TDM data
- Review & comment on ATAC online interactive TDM map/dashboard

Quarter 3:

- 2026 TDM discussion. ATAC draft addendum review
- Coordinated minor TDM update with consultant/ATAC

404 Freight and Goods Movement

Status: 25% Complete

Quarter 1:

- No activities reported this quarter

Quarter 2:

- Attended Chamber of Commerce's Midwest Summit on Agriculture at Red River Valley Fairgrounds on June 10

Quarter 3:

- Attended "Talking Freight: Bureau of Transportation Statistics Presents Freight Data and Analytics" webinar from FHWA on Tuesday, September 23

405 FM Metropolitan Profile

Status: 75% Complete

Quarter 1:

- Data collection and management
- Document Outline Creation
- Developing a timeline and dividing tasks
- Researching data release timeframe from the ACS and other data organizations

Quarter 2:

- Document Outline Creation
- Incorporation of the System performance chapter
- Coordination with local jurisdictions for data collection
- Attended Check-In meetings
- Data gathering from jurisdictions
- Coordination meetings to discuss progress

- Development of outline of chapters, including changes to additional information

Quarter 3:

- Created document outline
- Incorporate the System Performance chapter
- Coordination with local jurisdictions for data collection
- Attend check-in meetings
- Collect, coordinate, and present data

406 Traffic Data Collection & Analysis

Status: 50% Complete

Quarter 1:

- Developed scope of work for 2026 metro area-wide traffic counts
- Internal meeting to discuss 2026 metro area-wide traffic
- Coordination with MNDOT Traffic Counting staff on MNDOT / MPO data collection

Quarter 2:

- Developed scope of work for 2026 metro area-wide traffic counts
- Assisted city of Fargo with deploying traffic counters
- Developed 2024 metro-wide traffic count map
- Provided traffic count data to developer as requested
- Participated in MnDOT webinar regarding traffic counts

Quarter 3:

- Deployed traffic counting equipment and sent data to City of Moorhead
- Developed 2024 metro-wide traffic count map

- Provided traffic count data to developer as requested
- Comparison of DOT and Metro COG traffic counts to Urban SDK data
- Provided forecasted traffic counts to West Fargo Engineering per request
- Gather data and develop 2024 Traffic Count Map

407 Metropolitan Transportation Technical Assistance

Status: 75% Complete

Quarter 1:

- Participated in 64th Ave Interchange progress meeting
- Provided information to MN DNR for Buffalo River State Park Management plan
- Meeting with City of Fargo & NDDOT to discuss safety project coordination
- Attended to miscellaneous metropolitan technical assistance needs

Quarter 2:

- Attended to miscellaneous metropolitan technical assistance needs
- Wrote a letter of support for former ATAC employee as requested
- Discussion with City of Casselton about ND Hwy 18
- Coordination with local partners on SS4A grant application

Quarter 3:

- Provided RFP example to a MN MPO staff member
- Provided consultant project checklists to NDDOT and other MPOs
- Attended to miscellaneous metropolitan technical assistance needs

408 ITS/Traffic Operations Technical Assistance

Status: 50% Complete

Quarter 1:

- SMART Grant coordination
- Attended ND Traffic Roundtable meeting on March 19th & 20th

Quarter 2:

- Review of ATAC project invoices
- Provided preliminary traffic analysis of Hwy 18 at new development in Casselton
- Provided information to FHWA contractor regarding local TSMO efforts

409 GIS Management, Mapping & Graphics

Status: 75% Complete

Quarter 1:

- Assisted with coordination GIS request from city of Moorhead
- Assisted with GIS analyses for Metro COG internal projects
- Create existing conditions maps in GIS for West Fargo SRTS Plan
- Create an interactive map for the Dilworth Comprehensive Plan
- Create an interactive map for the West Fargo Safe Routes to School Plan
- Maintain, update and manage critical data sets to support the implementation of and development of required documents.
- Gather GIS data from local jurisdictions and the DOTs as needed
- Performance measures data collection and presentation to TTC and Policy Board
- Minnesota Federal Functional Classification update mapping
- Various mapping requests from staff
- General maintenance of GIS files

Quarter 2:

- Assisted with GIS analyses for Metro COG internal projects
- Wrote letter of support for former ATAC employee as requested
- Discussion with city of Casselton about ND Hwy 18
- Coordination with local partners on SS4A grant application
- Interactive map for the Dilworth Comprehensive Plan (Maintenance & Updates)
- Interactive map for the West Fargo SRTS Plan (Maintenance & Updates)
- Meeting with Metro COG staff and Moorhead GIS staff to discuss changes to Metro COG bike map app
- Supporting staff requests for mapping, graphics and other data management assistance
- Technical meeting with Moorhead GIS staff
- Dilworth Comp Plan Future Land Use Map
- FM Bike Map Web App Development
- MN FFC Map for visualization and update of the FFC system
- Attending webinars, meetings and educational content to keep up to date with the latest technology
- Urban SDK training and check-in meetings

Quarter 3:

- Maintenance and updates to Interactive map for West Fargo SRTS Plan
- Meeting to discuss changes to Metro COG bike map app
- Mapping for various projects: FFC, TIP, Dilworth Comp Plan
- Data Management
- Gather GIS Data from Local, County, State, and National Sources
- Maintain updated GIS database
- Coordinating the GIS Committee Fall Meeting
- Urban SDK, Streetlight, and ESRI consultant access management
- Assisted with GIS analyses for Metro COG internal projects

500 Transit Planning

Task 500	Transit Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	43%	75%
Staff Hours	Programmed	Expended		
2025	\$21,007.13	\$8,945.32		

Objective: To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

501 Transit Technical Assistance

Status: 75% Complete

Quarter 1:

- Reviewed TTC Bylaws regarding changing MATBUS representation.
- Attended to miscellaneous transit technical assistance needs
- Discuss TTC Bylaw amendment regarding MATBUS representation with MATBUS staff and with legal counsel
- Prepare TTC Bylaw amendment regarding MATBUS representation
- NDDOT/Metro COG/MATBUS coordination meeting with Becky Hanson via Teams
- Discussions with MATBUS and Metro COG staff regarding Remix software

Quarter 2:

- Meeting with Resource Connect on June 11 with additional follow-up
- Attended to miscellaneous transit technical assistance needs
- Researched nonprofit eligibility of 5310, 5307, & 5339 grants
- Discussions with MATBUS and Metro COG staff and Remix regarding activation of additional software module

Quarter 3:

- Work on Transit section of Metro Profile
- Attend public hearing at the Fargo City Commission for the proposed MATBUS cuts
- Attend Fargo City Commission meeting for Proposed MATBUS cuts
- Composed meeting minutes for July, August, September special call, and September MATBUS meetings
- Attended to miscellaneous transit technical assistance needs
- Attended MATBUS Transit Development Plan project management meeting
- Attended various meetings with MATBUS staff on various transit planning issues

502 MATBUS Coordinating Board

Status: 75% Complete

Quarter 1:

- Prepared the agenda and packet materials for the January, February, and March MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Attend MCC meetings January 15th, February 19th, and March 19th
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on January 15, February 19, and March 19 in Metro COG's large conference room

Quarter 2:

- Prepared the agenda and packet materials for the April and May MATBUS Coordinating Committee meetings (June meeting was cancelled)
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on April 16 and May 21 in Metro COG's large conference room (the June 18 MATBUS Coordination Committee meeting was cancelled)

Quarter 3:

- Prepare the agenda and packet materials for the July 16, August 20, Special call meeting on September 10th, and September 17th
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Review agendas for and attend MATBUS Coordination Committee meetings on July 16, August 20, September 10 (special call meeting) and September 17

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600 Bicycle and Pedestrian Planning

Task 600	Bicycle & Pedestrian Planning		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	60%	75%
Staff Hours	Programmed	Expended		
2025	\$63,187.35	\$38,010.81		

Objective: To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

601 Bicycle-Pedestrian Activities and Technical Assistance

Status: 75% Complete

Quarter 1:

- Finalization of Moorhead Safe Routes to School Plan
- Presentations to Moorhead City Council and Moorhead School Board on January 13
- Follow-up from Bicycle Friendly Communities designation
- Developed bylaws for Bicycle & Pedestrian Committee
- Reviewed Dilworth's MN safe routes to school infrastructure grant
- Technical assistance regarding ADA transition plan
- Coordination with bike map app developer
- Participated in Trails & Open Spaces meeting with City of Fargo on January 14th and March 11
- Bicycle & Pedestrian Committee meeting on March 12
- Follow-up items from Bicycle & Pedestrian Committee meeting
- Updating the 2025 Pedestrian Count Report
- Collecting Bicycle and Pedestrian Data
- Creation of the new Fargo-Moorhead Bike map app in Arc-Online

Quarter 2:

- Participated in downtown Fargo bike infrastructure tour with Strong Towns on May 8th
- Developed bike/ped project status table as requested by Bike/Ped Committee
- Coordination of bicycle safety education materials
- Wrote letter of support for Fargo Parks Rec Trails Program grant
- Participated in Trails & Open Spaces meeting with City of Fargo on May 13th
- Development of new online FM bikeway map
- Coordinated bicycle roundtable meeting with PeopleForBikes President
- Bicycle & Pedestrian Committee meeting on June 18th
- Helped Maintain Eco-Counters by validating data
- Assisted with the yearly Bike-Ped Count report

Quarter 3:

- Assist in maintaining Eco-Counters by validating data
- Put up/take down bike/ped counters for annual count report
- Assist with creation of the bike map app
- Attend Fargo-Moorhead Bicycle Roundtable meeting on July 23.
- Developed bike/ped project status table as requested by Bike/Ped Committee
- Wrote letter of support for Fargo Parks Rec Trails Program grant
- Participated in Trails & Open Spaces meeting with City of Fargo on July 8th
- Coordinated Fargo-Moorhead Bicycle Roundtable meeting for July 23rd
- Coordination of new FM bikeway map
- Provided best practices to West Fargo City Commissioner regarding bicycle ordinances
- Interview with Forum about pedestrian safety
- Presentation at Moorhead Town Hall on Aug 21st regarding Moorhead Safe Routes to School
- Development and advertisement of citizen representative application
- Fargo-Moorhead Bike Map Development and Presentation
- Attended Metro COG Fall Bike-Ped Committee meeting on Wednesday, September 24

602 Bicycle and Pedestrian Counts and Analysis

Status: 75% Complete

Quarter 1:

- Collecting bike/ped data
- Updated the 2024 Bike/Pedestrian Count Report
- Maintaining Pedestrian Count Equipment
- Installing new pedestrian counters

Quarter 2:

- Reviewed 2025 Bike/Ped Count Report
- Review & documentation of quotes from vendors for automated bike/ped counters
- Research into bike/ped counters PL fund eligibility
- Meeting with Metro COG staff regarding bike/ped counter purchase eligibility
- Collecting bike/ped data.
- Updating Pedestrian Count Report.
- Internal coordination on analysis for Count Report
- Preparing for and attending Bike Ped Committee Meeting
- Organizing and coordinating RFQ for pedestrian counters; coordination internally, with NDDOT, and with vendors.
- Assisting with the West Fargo Safe Routes to School site visits
- West Fargo Safe Routes to School Bike Rodeo Outreach Event
- Attending and presenting at the Bike/Ped Committee meeting on June 18th

Quarter 3:

- Download data and review video from counters
- Met with Eco Counter to discuss bike/ped counter purchase
- Replaced batteries in Metro COG bike/ped counters
- Coordination of annual bicycle/pedestrian counts

- Set up / picked up cameras for annual bike/pedestrian counts
- Preparing for and attending Bike Ped Committee Meeting on July 23,2025
- Organizing and coordination for pedestrian counters purchase. Coordination internally, with NDDOT, and with vendors.
- Attending the Bike/Ped Committee meeting on July 23,2025
- Attended various meetings with staff regarding purchase of Bike-Ped Counters

603 Heartland Trail Extension (Countywide Coordination – Clay County Portion)

Status: 75% Complete

This activity is separate from the Heartland Trail Study currently underway and expected to be completed in June 2025.

- Participated in Becker Co Heartland Trail coordination meeting

Quarter 3:

- Researched differences of state vs regional trail per request of Clay Co Commission
- Coordinated new Heartland Trail Task Force

604 West Fargo School District Safe Routes to Schools Plan Update (Year 1 of 2)

Status: 75% Complete

This SRTS project is led by Metro COG staff and expected to take two years to complete, due to the size of the West Fargo School District and the number of schools in the district.

Quarter 1:

- Project kickoff
- Created documentation
- Gathered existing conditions

- Developed PRZ maps
- Development of public/parent surveys
- Site observation coordination
- Study Review Committee meeting #1 on March 17th
- Coordination with West Fargo regarding project kick off
- Scheduling for on-site observations

Quarter 2:

- Development of public/parent outreach, notifications, and survey
- School site observations
- Meetings with school PTOs
- Development of public engagement materials
- Review of public comments
- Pop-up event at West Fargo Bike Rodeo on May 14th
- Document Creation
- Coordination with West Fargo and Harwood about marketing materials
- Conducted on-site observations for each of the schools
- Created materials for online public engagement (Interactive online map, Survey, etc)
- Created materials for in-person public engagement (Bike Safety Rodeo) on May 14th
- Developing observed challenges tables and maps
- Coordinated SRC #2 in Mid-July
- Presented to Parent teacher associations about the plan and public engagement opportunity
- Attended Chamber of Commerce presentation on May 6th entitled: Pulse of Crime: Safety, Perception, and Business Impact
- Review and discuss West Fargo SRTS scope of work and purchase memo for compliance with CS/SATO requirements and follow-up with MPO Liaison

Quarter 3:

- Ordered bicycle/pedestrian counters for West Fargo SRTS plan
- Documentation of observed challenges portion of report
- Coordinate with stakeholders about marketing material

- Developed observed challenges tables and maps
- Developed Recommendations tables and maps
- Assisted with identifying lead agencies and prioritize each recommendation
- Held the SRC #2 in Mid-July
- Held the SRC #3 in Mid-September

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700 Local Planning Assistance

Task 700	Local Planning Assistance		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	14%	75%
Staff Hours	Programmed	Expended		
2025	\$77,321.83	\$11,074.22		

Objective: Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

701 Agency Outreach

Status: 75% Complete

Quarter 1:

- No activities this quarter

Quarter 2:

- Participated in panel discussion as part of MnDOT Complete Streets training on June 25th
- Various meetings with local consulting firms, local jurisdictions and other organizations

Quarter 3:

- Submitted and coordinated presentation for ND Transportation Conference
- Provided letter of support to Hawley for MHFP grant application
- Meet with Fowiza at Immigrant Development Center in Moorhead

702 Local Planning Assistance

Status: 75% Complete

Quarter 1:

- Coordination with the City of Casselton regarding transportation funding sources for roadway improvements
- Presented to Strong Towns on January 8
- Attended to miscellaneous local planning assistance needs
- Discussion with MATBUS about service level
- Supporting Dilworth Comp Plan Project
- Various meetings with local consulting firms, local jurisdictions and other organizations
- Attend Dilworth Planning Committee Meeting
- Attend City Hall Meeting

Quarter 2:

- Coordination with regional trauma and EMS regions with 2025 SS4A application for rural Midwest trauma BloodSync network
- Attended to miscellaneous local planning assistance needs
- Planning assistance for the Dilworth Comprehensive Plan
- Attended Dilworth Future Land Use Planning Meetings

Quarter 3:

- Attend local planning commission meetings in Dilworth
- Education and Outreach efforts
- Followed up with 2025 SS4A application for rural Midwest trauma BloodSync network

- Attended to miscellaneous local planning assistance needs
- Attended Big Sky Passenger Rail Authority meeting on train station development on Monday, August 11

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800 General Administration

Task 800	General Administration		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	40%	75%
Staff Hours	Programmed	Expended		
2025	\$309,507.09	\$123,598.98		

Objective: To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and report on activities of the agency. Includes estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

801 General Administration, Management, IT, and Secretarial

Status: 75% Complete

Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickhoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Prepare, process and review bi-weekly payroll
- Prepared and submitted bi-weekly timesheets for review and approval
- Regular and ongoing file maintenance and organization
- Scanned approved timesheets
- Update Monthly and Quarterly reports

- Title VI Training Videos
- Attend to daily emails, voicemails, and document organization
- Updated Quarterly reports
- Timesheets
- Attended Staff meetings
- Organize files
- Regular and ongoing file maintenance and organization
- Exit Interview

Management

- Various discussions and consultations with MPO liaison on various MPO topics
- Prepare for and facilitate bi-weekly staff meetings
- Review and approve bi-weekly timesheets; prepare monthly timesheet report for NDDOT reimbursement request
- Assemble and forward job descriptions and evaluation forms to Minot MPO Director and follow-up call to discuss in more detail
- Prepare powerpoint presentation for and attend FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination
- Attended MnDOT/Moorhead TH 10/75 Open House meeting at Hjemkomst Center on January 14
- Drafted and submitted response letter to NDDOT's letter regarding 2050 MTP Federal Findings
- Prepare latest 3C Agreement for Policy Board adoption
- Regular meetings with staff project managers for project status updates
- Prepare and process bi-weekly payroll
- Prepare and conduct annual employee evaluations
- Attended various passenger rail study meetings, both in-person and virtually
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Prepare and review formatting of Quarterly Reports for oversight agencies
- Review APTA Surface Transportation Re-Authorization Recommendations from MATBUS
- Attended West Fargo Growth Area Master Plan Open House on May 21st

- Completed annual performance evaluations

IT Management

- IT assistance from Eide Bailly for various computer and system issues
- Software application coordination
- Plotter training
- Remix transit scheduling software application coordination
- Renew Firewall contract for 3 years
- Review various transportation and office software applications for annual budgeting, including Urban SDK

802 Financial Budgeting and Tracking

Status: 75% Complete

- Revise and update time codes in timekeeping software for new year
- Attended NDDOT Indirect Rate Exit Interview meeting via Teams on January 2
- Review and approve bills and invoices for payment processing
- Various discussions and close coordination with MPO liaison on various MPO budgeting topics, especially 2024 End-of-Year Closeout preparation
- 2024 End-of-Year Closeout preparation; preparation and review of spreadsheets; comparison/analysis of budget and expenditures
- Review and approve purchase orders
- Review and approve monthly bank and credit card statements
- Renew Sam.gov entity registration; also updated administrator rights and other information
- Prepared and sent out invoices for local jurisdictions' 2025 annual dues and 2025 local match for projects
- Review and approve monthly NDDOT reimbursement request packet
- Review and finalize updated Annual Report to NDDOT and FHWA
- Submittal of supplemental reimbursement requests for 2024 invoices and direct cost purchases
- Review and approve invoices and bills for payment

- Reconcile bank and credit card statements
- Prepare and submit NDDOT reimbursement requests
- Preparatios for 2024 annual audit the week of April 21st
- Prepare and respond to auditor's questions and requests for information for 2024 annual audit
- Preliminary budget presentation to Clay County Board of Commissioners on May 6th
- Respond to requests for information and materials from the NDDOT Financial Audit Office regarding Indirect Rate Review
- Provided Presentation to Clay County (MN) Commissioners Budget hearing on Tuesday, July 15
- Provided Presentation to Cass County (ND) Commissioners Budget Hearing on Wednesday, July 23
- Submitted revised Indirect Rate Request and copy of 2024 financial audit report to NDDOT Financial Adit Office for Indirect Rate Review

803 Professional Development, Education, and Training

Status: 75% Complete

- Attended National Highway Institute – Basics of Transportation Training
- Attended 2025 NDDOT Transportation Conference March 3-5
- Attended North Dakota Traffic Operations Roundtable March 19-20
- Attended Census Webinars
- Research development of dashboards and utilization of ArcGIS Online
- Researched 2025 training opportunities for staff
- Attended various webinars and training sessions for professional development and certificate maintenance
- Attended Bicycle Friendly Communities Workshop in Bismarck on May 21-22
- Participated in AASHTO Bike Guide webinar series
- Attended National Highway Institute – Basics of Transportation Training
- Attended ITOP Short Course
- Attended GIS-T in Portland, connection with other GIS staff at various MPOs across the USA
- Census Webinars

- VertiGIS Transforming Transportation with GIS Webinar
- HSIP Webinar / AI and Safety Performance Monitoring
- Attended various webinars and training sessions for professional development and certificate maintenance
- Researched 2025 training opportunities for staff
- Attended TRB "Tools of the Trade" conference in Albuquerque June 23-25
- Attended AARP ND (Re) Legalizing Smaller and More Affordable Housing
- Attended MN MPO Workshop in Mankato July 30 – Aug 1
- Attend Census Webinar
- GIS-P Study, continuing education
- Attend FHWA Webinars
- Began CFR 200 on-line training courses through NHI/Blackboard on-line platform

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900 Publications, Public Information, and Communications

Task 900	Publications, Public Information, and Communications		Percent Billed	Task Percent Complete
	1/2025	12/2025		
Task Start/End	1/2025	12/2025	95%	75%
Staff Hours	Programmed	Expended		
2025	\$15,810.70	\$15,021.83		

Objective: To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

902 Website and Social Media

Status: 75% Complete

- Update website with project data
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Social media coordination for public engagement event
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Reviewed Metro COG website and social media needs with staff to identify updates and improvements
- Produced social media materials for the West Fargo Safe Routes to School Plan
- Produced social media materials for the Dilworth Comprehensive Plan
- Review of website and list needed updates

- Update project webpage for West Fargo Safe Routes to School

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1000 Community Planning and Technical Assistance

Task 1000	Community Planning & Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	54%	75%
Staff Hours	Programmed	Expended		
2025	\$20,569.70	\$10,985.12		

Objective: To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

1001 Cass-Clay Food Systems Advisory Commission

Status: 75% Complete

- Prepared the agenda and packet materials for the Cass Clay Food Commission meetings
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings

1002 Dilworth Comprehensive Plan Update (Year 1 of 1)

Status: 75% Complete

Quarter 1:

- Metro COG kicked off the Dilworth Comprehensive in February 2025. Activities that were completed in the first quarter of 2025 include: creation of project website, development of a public engagement plan, preparations for the first study review committee meeting on March 5, preparation and distribution of an online community input survey, development of an interactive comment map, preparation for a community open house, including media and community notifications, ongoing development of a

community profile, weekly internal coordination meetings, monthly staff meetings with Dilworth, and monthly updates with the Dilworth Planning Commission.

- Dilworth Comprehensive Plan Update Data Coordination

Quarter 2:

- Continued regular internal coordination meetings, monthly staff meetings with the City of Dilworth, and monthly updates with the Dilworth Planning Commission. Additional activities completed in the second quarter of 2025 include: preparation of community notifications and materials for a community open house on April 24th, analyses and categorization of public comments received through community surveys and interactive comment map, development of community profile charts and graphs, initial analysis of recent transportation study recommendations, and development of a future land use map with assistance of Planning Commissioners and city staff.

Quarter 3:

- Continued regular internal coordination meetings, monthly staff meetings with the City of Dilworth, and monthly updates with the Dilworth Planning Commission. Additional activities completed in the third quarter of 2025 include: analyses of public comments received, analysis of recent transportation study recommendations, and refinements of future land use map with assistance of Planning Commissioners and city staff. Coordinated with the city of Dilworth for data and developed the document. Attended the focus group meeting with planning commission.

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: October 9, 2025
Re: **Audit Services Contract Addendum**

In March of 2023, the Policy Board approved the contract for auditing services to be provided by Brady Martz & Associates for 2022, 2023 and 2024. A clause in that contract allows for two one-year contract extensions (for our 2025 and 2026 audits) if desired. After that, we will be required to prepare an RFP seeking professional audit services for a three-year period.

Metro COG staff have been very pleased with Brady Martz. They have been a pleasure to work with and after three years, have developed an intimate understanding of Metro COG's finances. Our accountant and NDDOT's Audit Services Office have both spoken highly of Brady Martz.

I spoke with Brady Martz staff, asking if they were interested in continuing to provide auditing services to Metro COG and they said they would. For reference, Brady Martz's proposed fee to conduct Metro COG's 2025 audit is \$18,750, while the 2024 audit was \$16,100.

At their regular meeting on October 6, 2025, I discussed this with the Executive Committee, and they directed me to prepare a Contract Addendum for Brady Martz to provide auditing services and to place the Contract Addendum onto the agenda for Policy Board consideration and action.

Requested Action: Authorize the Executive Director to execute the attached one-year Contract Addendum with Brady Martz & Associates to provide audit services for Metro COG's FY 2025 financial audit.

2025 Contract Addendum for Auditing Services between Fargo-Moorhead Metropolitan Council of Governments and Brady Martz

Project: Auditing Services
Brady Martz

Client: Fargo-Moorhead Metropolitan Council of Governments

Purpose of Addendum: To extend services identified in the 2023 contract through 2026 (for the FY 2025 audit)

Background and Scope of Services

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) entered into a contract with Brady Martz on March 31, 2023 for the provision of annual audit services. The contract states, in Section J. Additional Services: "Metro COG may choose to extend this contract for Accounting Services for a contract period of up to an additional two (2) years for review of 2025 and 2026). Any such agreement shall be set forth in writing in an Addendum and shall be executed by the respective parties prior to Consultant's performance of any services thereunder."

At their October 6, 2025 meeting, Metro COG's Executive Committee recommended authorizing Executive Director Ben Griffith to enter into a one-year contract extension with Brady Martz to carry out auditing services for Metro COG's Fiscal Year 2025 as documented in the 2023 contract listed below:

- Test material account balances through substantive audit procedures.
- Confirm and reconcile cash balances.
- Agree depreciation schedule for fixed assets to trial balance.
- Agree material receivables to subsequent collections and review supporting documentation.
- Reconcile grant revenues and expenses.
- Review disbursements paid after year end for proper recording.
- Perform analytical procedures/review of payroll and payroll related expenses.
- Confirm and reconcile debt activity as applicable.
- Perform reasonableness test of accrued interest and interest expense as applicable.

- Test a sample of Metro COG's expenditures for proper support and approval.
- Perform analytical and detailed testing of revenue.
- Reconcile transfers and due to/from accounts, if any.

Fee

The fee for the above proposed services are as follows: a per-audit fee of \$13,750 for 2025, and a Single Audit Fee (per Federal programs over \$1,000,000) for \$5,000 for 2025, for a total of \$18,750 for audit year 2025. Both parties agree that if the scope of work changes significantly from the original proposal, a fee adjustment will be necessary.

Contract Terms & Conditions

Metro COG hereby authorizes, and Brady Martz hereby agrees, to the above-described Addendum for additional auditing services described herein, to be completed under the same Terms & Conditions of the original 2023 agreement signed by both parties and approved by the Metro COG Policy Board on October 16, 2025.

Metro COG Authorization:

Brady Martz:

Signature: _____

Signature: _____

Name: Ben Griffith

Name: Brian Opsahl

Title: Executive Director

Title: Principal

Date: _____

Date: _____

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: October 9, 2025
Re: **Metro COG 2026 Meeting Schedules**

Towards the end of each year, the Executive Director presents a proposed public meeting schedule for the upcoming year. The attached schedule presents meeting dates for the Transportation Technical Committee (TTC) and Policy Board, as well as a listing of Metro COG holidays for 2026. For the upcoming year, there are no conflicts with any public holidays.

All 2026 Policy Board meetings are to be held on the third Thursday of the month. All Policy Board meetings start at 4:00 PM with the exception of the November and December meetings, which will meet at 2:00 PM. After coordinating with Diversion Authority staff, it was determined that Policy Board meetings at 2:00 and Diversion Authority Board meetings at 3:30 on the third Thursdays of November and December would enable both Boards to obtain a quorum to address end-of-year business with no conflicts for members of both Boards. Metro COG will also need to move the meeting times for this year's November and December meetings to 2:00 instead of the regular 4:00.

At their regularly scheduled meeting on October 6, the Executive Committee unanimously recommend the Policy Board adopt the proposed 2026 Public Meeting Schedule for Metro COG and to move the meeting times for the November 20 and December 18, 2025 Policy Board meetings to 2:00 PM.

Requested Action: Approval of 2026 Metro COG's Public Meeting Schedules and moving the meeting times for the November 20 and December 18, 2025 meetings to 2:00 PM and direct staff to notice, post, and publish the public meeting schedules accordingly.

METRO COG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

2026 Metro COG Public Meeting Schedule

Transportation Technical Committee 10:00 AM		Metro COG Policy Board 4:00 PM	
January	11	January	15
February	8	February	19
March	14	March	19
April	11	April	16
May	9	May	21
June	13	June	18
July	11	July	16
August	8	August	20
September	12	September	17
October	10	October	15
November	14	November	19 (2:00 PM)
December	12	December	17 (2:00 PM)

Observed 2026 Federal Holidays

Date	Federal Holiday	Day of the Week
January 1	New Year's Day	Monday
February 16	Presidents' Day	Monday
May 25	Memorial Day	Monday
July 3	Independence Day	Friday
September 7	Labor Day	Monday
November 11	Veterans Day	Wednesday
November 26	Thanksgiving Day	Thursday
December 24	Christmas Eve	Thursday (Half Day)
December 25	Christmas Day	Friday

Metro COG is committed to ensuring all individuals regardless of race, color, sex, age, national origin, disability, sexual orientation, and 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 Savanna Leach, Metro COG Office Manager 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.

Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

A PLANNING ORGANIZATION SERVING

FARGO, HORACE, WEST FARGO, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA