



Central Dakota MPO Policy Board Meeting

Thursday, November 30, 2023, at 3:00 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. REVIEW/APPROVAL OF OCTOBER POLICY BOARD MEETING MINUTES

Documents:

[10262023 MPO MEETING MINUTES.PDF](#)

2. UPDATE ON THE TO DO LIST

Documents:

[CDMPO TO DO LIST.PDF](#)

3. ADDITIONAL DISCUSSION

4. NEXT SCHEDULED MEETING

The next policy board meeting is scheduled for December 21, 2023 at 3:00 pm.

1. Does MPO plan to maintain 4th Thursday afternoon PB meeting into the New Year?
2. Does MPO want to take over scheduling the PB meetings or is Wayne to extend the recurrence?
 - o Current meeting recurrence is on Wayne's calendar until end of Dec 2024 and can stay there unless the MPO wants to take over scheduling.

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
October 26, 2023 at 3:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Chair Theisen called the meeting of the Central Dakota MPO to order at 3:00 pm, the following were present:

Burlington City- Zach Walker

Minot City- Lisa Olson, Harold Stewart, Mark Jantzer

Surrey City- Michael Theisen

Ward County- Bucky Anderson, John Fjeldahl, Shelly Weppler

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Lance Meyer, Stacey Hanson, Korby Seward, Michael Johnson, and Mikayla McWilliams

Review/Approval of September Policy Board Meeting Minutes

The September 28, 2023 meeting minutes were presented for review and approval. Shelly Weppler moved to approve the September 28, 2023 meeting minutes. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker, Weppler; nays: none.

Executive Director Job Announcement

The policy board agreed the job description should be posted, but without the designation there is no current funding. Stacey Hanson mentioned there are State Planning and Research funds, which are federal funds that could be used. It would require one of the entities to hold a contract with the NDDOT and there is a 20% match required for the funds spent. The work program with Federal Highway would need to be amended.

The policy board discussed the dollar amount that would be needed to cover the start of the Central Dakota MPO process such as the Executive Director salary, advertising for the job posting, and administration fees. Harold Stewart mentioned the City of Minot could hold the contract with the NDDOT and cover the 20% match, but would like to see the City of Minot credited the money spent against the dues for 2024. Stacey Hanson mentioned the contract would need an amount but the City of Minot would only have to have a 20% match to the money that was spent.

Shelly Weppler motioned the policy board move forward with funding steps with the City of Minot holding the contract with the NDDOT. The motion was seconded by Zach Walker and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker, Weppler; nays: none.

The policy board discussed the requested amount for the contract. They decided to budget for 6 months of salary for the Executive Director (\$60,000), moving expenses (\$10,000), and advertising costs (\$5,000).

Shelly Weppler motioned the contract for the NDDOT planning grant would include 6 months of salary, advertising costs, and moving expenses for a total of \$75,000.00. The motion was seconded by Mark

Jantzer and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker, Weppler; nays: none.

The timeframe on the grant would be the amendment submitted, asked for expedited review, and set up the contract with the City of Minot (Wayne, Michael, and Stacey will work it up).

Mark Jantzer motioned the 20% match the City of Minot would be fronting on the State Planning and Research funding contract be allocated as part of the 2024 MPO dues for the City of Minot. The motion was seconded by Shelly Weppler and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker, Weppler; nays: none.

Second Reading of Bylaws

Lance Meyer did a brief overview of the discussed changes from the September meeting.

Mark Jantzer motioned the board approve the bylaws on second reading. The motion was seconded by Shelly Weppler and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker, Weppler; nays: none.

Central Dakota MPO 3C Agreement

Wayne Zacher had distributed this agreement to the group just prior to the meeting. It is a very general contract and has all the necessary requirements in it. He questioned the contact information portion of the contract and the authorized representative for signature. Wayne also mentioned the Transit Operator Superintendent would likely have to sign. This agreement rolls out the roles and responsibilities and at some point, the Federal Highway will be looking for this agreement to be in place.

Harold Stewart mentioned it might be beneficial to have the contact information to be general and just state the MPO Executive Director with the e-mail and phone number linked to this department. This would allow for the agreement to stay in place without having to change the document if the MPO Executive Director position changes.

Mark Jantzer motioned to approve the 3C agreement with the Section 10 changes to the authorized representative. The motion was seconded by Zach Walker and carried the following vote: ayes: Jantzer, Olson, Stewart, Thiesen, Walker; nays: Anderson, Weppler.

Additional Discussion

UPWP Status Update

Lance Meyer provided an overview of the draft he has started to work on. This sites such things as work activities, website hosting, MTP, programs, long-range planning, and short-range planning. Lance is still working on the budget layout for the MPO.

Designation Status Update

The letter is on Ron's desk as of the 24th. Wayne also presented and went through the to do list for the MPO.

CDMPO To Do List			
Task	Start Date	Due Date	Comments
Bylaws	on going		Second reading at Oct PB mtg
MPO ED Job Posting		ASAP	The Exec Director job announcement should be out
UPWP	ASAP	11/30/2023	
3C Agreement		11/30/2023	NDDOT to initiate, plan to have at October PB Meeting
Title VI Process			
Boundaries	on going	12/29/2023	Boundaries were sent to FHWA and FTA 9/14, FTA didn't have any issues, but haven't heard back from FHWA yet
Designation by Governor	on going	12/29/2023	Request for designation has been signed, Response has been drafted
MPO Contract		12/31/2023	this is needed to provide CPG funds to MPO
Rdwy Functional Class Update		12/29/2025	Roadway functional class updates for Census defined urban boundaries
Public Participation Plan			Will need to have in place sooner than later
TIP		7/31/2026	First official TIP is due 12/29/26, but it would need to be in the STIP
Internal policies & procedures	on going		This will be ongoing for the ED once on board
MTP	1/1/2024	12/29/2026	
Website			Could work this into MTP to have the consultant develop a branding plan for the MPO if so desired

Wayne did add the sam.gov registration that needs to be completed as well once the designation letter is signed.

Additional Motion

Shelly Weppler motioned the policy board move forward with advertising the job once funding is in place. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker, Weppler; nays: none.

Adjournment

There being no further business, Shelly Weppler motioned the board meeting be adjourned. Motion was seconded by Harold Stewart and carried unanimously. The meeting adjourned at 4:11 pm.

The next meeting is scheduled for November 30, 2023 at 3:00 pm at the 3rd Floor Executive Conference Room at City Hall.

CDMPO To Do List				
Task	Start Date	Due Date	Complete date	Comments
Bylaws			10/28/2023	Approved at Oct PB Mtg
MPO ED Job Posting		ASAP		NDDOT working on SPR contract with Minot to make reimbursable
UPWP	ASAP			LM working on Draft
3C Agreement		11/30/2023		PB provided Mike approval to sign at Oct PB Meeting. WZ waiting on contact info from Minot for who should be shown in contract (transit). LM will be 3C Contract Contact to assign the signers. Put Brian's name and contact information
Title VI Process				
Boundaries		12/29/2023	11/9/2023	FHWA completed initial review of UZA; MPA is at Governor with designation request letter for approval/designation. Sent week of 10/30. Letter sent from Governor 11/9/23 the letter to the Governor included the Map. UZA at FHWA for approval 11/21
Designation by Governor		12/29/2023	11/9/2023	Information and draft designation letter sent to Governor's office week of 10/30. Designation letter from the Governor sent 11/9.
MPO Contract		12/31/2023		this is needed to provide CPG funds to MPO, but we will have some time as we will enter an SPR contract with Minot to get started
Rdwy Functional Class Update		12/29/2025		Roadway functional class updates for Census defined urban boundaries. Letter will be sent to jurisdictions requesting they update functional class after UZA approval. Goal to have completed by 12/29/24
Public Participation Plan				Will need to have in place sooner than later

TIP		12/29/2026		Goal is to have official TIP by 7/2026 to get projects in the STIP. Need to have MTP completed before we can have TIP because MTP feeds the TIP
Internal policies & procedures	on going			This will be ongoing for the ED once on board
MTP	1/1/2024	12/29/2026		Will likely need to work with Lance and Dana to get an RFP developed, so can get a consultant on board. Example MTP RFPs sent to LM and DL on 11/7
Website				Could work this into MTP to have the consultant develop a branding plan for the MPO if so desired
Sam.gov registration				DLak questioned if this couldn't just be City of Minot registration. WZ will dig into. NDDOT has internal (LGD and Finance) discussion scheduled for 11/28 to discuss.