City of Minot

Central Dakota MPO Policy Board Meeting
Thursday, December 21, 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 NOVEMBER POLICY BOARD MEETING MINUTES

   Documents:

   11302023 MPO MEETING MINUTES DRAFT.PDF

2. DISCUSSION ON POLICY BOARD 2024 CHAIR AND VICE CHAIR
3. TO DO LIST UPDATE
4. SPR CONTRACT UPDATE WITH CITY OF MINOT
5. ADDITIONAL BUSINESS

   - **Central Dakota MPO is proposing to hold the 1st TAC meeting January 9, 2024 at 10:30 am in the Public Works Building. The TAC meeting will have to be published. FHWA has requested a call-in or virtual option as FHWA and FTA are not able to attend in person that day.**

6. NEXT SCHEDULED MEETING

   The next scheduled meeting is January 25, 2023 @ 3:00 pm in the 3rd floor Executive Conference Room.

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
November 30th, 2023 at 3:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Chair Thiesen 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 Thiesen
Ward County- Bucky Anderson, John Fjeldahl,

Others Present: Dana Larsen, Wayne Zacher, Lance Meyer, Stacey Hanson, Korby Seward(online), Michael Johnson, and Marisa Haman.

Review/Approval of October Policy Board Meeting Minutes

The October 26th, 2023 meeting minutes were presented for review and approval. Lisa Olson moved to approve the October 26th, 2023 meeting minutes. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Updates on the to Do List

Chair Thiesen advised he has the Governor's approval letter and he will hold onto it until the Executive Director and facilities are in place.

Wayne Zacher advised he added one comment to the 3C Agreement. After the agreement is signed by NDDOT, it will be forwarded to Lance Meyer for identification of the city signers. Next the agreement will be forwarded to Chair Thiesen for MPO signature and lastly returned to NDDOT for final signatures.

MPO contract will come after UPWP is approved. In the meantime, Mr. Zacher is working on the SPR with the City of Minot for the reimbursement for Executive Director position salary and costs for a few months. If all goes according to plan, the SPR contract will be on the agenda for approval by Minot City Council at the December 18th, 2023 council meeting.

Discussion was held regarding indirect rates. Stacey Hanson recommended that the City of Minot ensure any indirect costs are included in the contract. These indirect costs may include space, resources, website, financial transactions, etc. provided by the city.

Ms. Hanson also mentioned that a scope of services will need to be included with the SPR Contract. In a prior meeting the policy board had approved Executive Director salary, advertisement costs for the job posting, and relocation assistance funding amounts.

Mr. Meyer and Mr. Zacher agreed to work together to prepare the scope of services.

Ms. Hanson also advised that because the MPO does not have policies in place currently, the relocation assistance will have to follow the NDDOT's relocation policy which allows for a maximum of $5,000. She advised that if the City of Minot has a relocation assistance policy, that could be utilized instead. Harold Stewart advised the city does not have a formal policy.

Mr. Zacher continued with updates. He advised that he had changed the TIP completion date from July 31st, 2026 to December 29th, 2026 as Federal Highway Department advised that the TIP cannot be completed until the MPT is completed.

Mr. Zacher advised that a tax id number and SAM.gov registration need to be obtained. Discussion was held regarding who is authorized to obtain and what information is required. Chair Thiesen will work on these two items.

<u>Additional Discussion</u>

Mr. Stewart reminded the board of prior discussions regarding obtaining outside legal counsel and whether or not additional funding for legal counsel should be included in the SPR Contract.

Discussion ensued regarding what additional costs should be included.

Also discussed was advertising the Executive Director position. The position will not be advertised until late December after SPR contract is approved.

Ms. Olson moved to include the following items in the SPR Contract: $2,500 for legal fees, cost of landline phone, as well as reducing the relocation assistance from the previously approved $10,000 down to $5,000. The motion was seconded by John Fjeldahl and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Ms. Hanson asked that performance measures be added onto the To Do List. Mr. Zacher will find out when deadlines are as they are not set due to Central Dakota MPO being newly established. The State will set targets. The MPO will have 180 days after the State targets are set to set their own targets or accept the State targets. Mr. Fjeldahl asked for target examples. Mr. Zacher outlined descriptions of targets including safety, bridge conditions, greenhouse gases, paving conditions, and transit.

Mr. Meyer presented a draft of the 2024 Unified Planning Work Program (UPWP) document.

Mr. Meyer suggested the board review and bring any comments back to the next couple of meetings. Meyer will add the legal fees into the UPWP.

Mr. Larsen and Mr. Meyers are working on the RFP for the MPT. If an Executive Director is not hired at the time RFPs are being collected, Mr. Larsen or Mr. Myers will be the point of contact. The RFPs will need to be reviewed and then interviews will be held with interview panel consisting of jurisdictional representation and NDDOT members. The interview panel will provide recommendation of hiring to the policy board for final decision.

Michael Johnson recommended the policy board approve the UPWP draft with current changes including $7,500 in legal fees and advertising fee costs. Mr. Jantzer moved the UPWP draft be approved. The motion was seconded by Ms. Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

<u>Next Scheduled Meeting/2024 Meetings</u>

The next meeting is scheduled for December 21st, 2023 at 3:00 pm at the 3rd Floor Executive Conference Room at City Hall.

Meetings will continue to be the fourth Thursday of each month in 2024. Technical Board meeting more than likely be held the third week of each month.

Adjournment

There being no further business, Ms. Olson motioned the board meeting be adjourned. Motion was seconded by Chair Thiesen and carried unanimously. The meeting adjourned at 4:18 pm.

The next meeting is scheduled for January 25th, 2024 at 3:00 pm at the 3rd Floor Executive Conference Room at City Hall.