CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
December 21, 2023 at 3:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Present:
Burlington City- Zach Walker
Minot City- Lisa Olson, Mark Jantzer, and Harold Stewart
Surrey City- Michael Thiesen
Ward County- Bucky Anderson and John Fjeldahl
Also Present: Lance Meyer, Wayne Zacher, Dana Larsen, Paul Benning, Michael Johnson, Stacey Hanson, and Korby Seward,
Also Present: Beth Pietsch

Chair Thiesen called the meeting to order at 3:00 pm, with roll taken, and quorum present. Mr. Fjeldahl and Mr. Stewart not there yet.

Review/Approval of November Policy Board Meeting Minutes

The monthly minutes were presented for review. Mr. Walker moved to approve the November 30, 2023 meeting minutes. Motion 2nd by Mr. Jantzer. Motion passed unanimously on the following vote: Ayes: Walker, Jantzer, Olson, ~~Peach~~, Anderson, and Thiesen; Nays: None. A suggestion was made that abbreviations be spelled out moving forward so that people requesting minutes have a better understanding of the topics being referenced versus short form when reading. All members agreed to avoid using acronyms within future meeting minutes.

2024 Chair and Vice Chair

Discussion ensued on who will preside over the meetings in the new year. The idea of having rotation between the county and then each city every year was recommended but that would leave Burlington out of the 4-year cycle. Mr. Anderson moved to cast a unanimous ballot and appoint Mr. Fjeldahl as the 2024 Central Dakota MPO Policy Board Chairman. With no other nominations, voice vote. Motion passed unanimously. Having the Vice move into the role of Chair would be nice for the experience. Ms. Olson moved to nominate Mr. Jantzer as the 2024 Central Dakota MPO Policy Board Vice-Chairman. Mr. Thiesen moved to nominate Mr. Walker as the 2024 Central Dakota MPO Policy Board Vice-Chairman. Member Fjeldahl and Stewart both joined the meeting. Nominations ceased. Mr. Walker takes role of the 2024 Central Dakota MPO Policy Board Vice-Chairman based on the following cast votes: Walker (6), Jantzer (2).

To Do List

An update of tasks complete and items still pending was provided. The contract awaiting legal review is scheduled to be on the agenda for approval at Minot City Council's January 2. 2024 meeting. With approval, this will confirm funding plus enable the administrative position to be posted and filled. Comments were received back on the Unified Planning Work Program commending all for their efforts. The 3C Agreement has been signed along with Boundary Map approved. A list of projects desired to be included within the Transportation Improvement Program will be forthcoming. These will be specified plans that qualify for the federal funding received. Point was made that Jesse Berg from Moore

Engineering should avoid signing any firm proposals since he will be representing separately on the Technical Advisory Committee. Validating the entity through the System for Award Management is in progress and tax identification with the Internal Revenue Service, pending a filed name correction, has been obtained.

Additional Business

The first official Technical Advisory Committee meeting is set for January 9th to be held at the Minot Public Works Building. The working group is aware that some may not be able to attend in person and preparing for a virtual option. Publications, noticing, and taking minutes will be required. All members agreed that any Policy Board and Technical Advisory Committee meetings be recorded as well as minutes notated formally in writing.

Next Meeting & Adjournment

The next meeting is scheduled for January 25, 2024. Whether to set meetings later in the day was questioned. Mr. Stewart moved to hold Policy Board meetings at 4:00 p.m. on the fourth Thursday of each month. Motion 2nd by Ms. Olson. Aside from flexing work schedules, traveling, and then having other meetings in the evenings were all reasons mentioned. Mr. Stewart amended his motion to hold Policy Board meetings at 4:30 p.m. on the fourth Thursday of each month. Ms. Olson 2nd the amended motion. Motion passed unanimously on the following vote: Ayes: Stewart, Olson, Jantzer, Anderson, ~~Peach,~~ Walker, Fjeldahl, and Thiesen; nays: none. Meeting adjourned at 3:25 p.m.