CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
May 23, 2024 at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Mr. Walker called the meeting to order at 4:30 p.m. Chair Fjeldahl had asked him to cover in his absence. The following were present:

Burlington City- Zach Walker
Minot City- Harold Stewart, Lisa Olson, Mark Jantzer
Surrey City- Michael Thiesen
Ward County- Alternate Shelly Weppler

Others Present: Dana Larsen, Wayne Zacher, Stacey Hanson, Jenna Zelinski, Brittany Shefstad, and Anita Trana.

Review/Approval of April Policy Board Meeting Minutes

The meeting minute sets were presented. This included an additional one that had been held to interview and hire to fill the executive director position. Mr. Jantzer moved to approve both the April 25, 2024 Regular and April 29, 2024 Special meeting minutes. The motion was seconded by Mr. Thiesen and carried the following vote: ayes: Jantzer, Thiesen, Olson, Stewart, Walker, and Weppler; nays: none.

Introduction of New MPO Executive Director

John Van Dyke was introduced. He shared a little of his background in community planning and is looking forward to working with everyone.

Old Business:

Review/Approval of the UPWP Contract

A copy of the first UPWP contract was presented. The original is awaiting signoff. A few points were made being that the document is in standard format, lists the City of Minot as designated Subrecipient, and then the Period of Performance reflecting timing of finalizing halfway throughout the year. Signature blocks are also included from each of the representing areas. A new contract will be entered into for 2025. Cost share percentages were reviewed. City of Minot-69%, Ward County-27%, City of Surrey and City of Burlington each at 2% to make up the total local share. The option of having the City of Minot pay all dues upfront was considered with confirmation that each entity had already added a budget line item for this year. Mr. Thiesen moved for funds be collected upfront and to invoice each of the jurisdictions for their local 2024 Central Dakota MPO cost share to be paid by July 31, 2024. The motion was seconded by Ms. Weppler and carried the following vote: ayes: Thiesen, Weppler, Jantzer, Olson, Stewart, and Walker; nays: none. Mr. Stewart moved authorization for Chair Fjeldahl to sign the Central Dakota MPO 2024 UPWP contract. Motion seconded by Mr. Walker and carried the following vote: ayes: Steward, Walker, Thiesen, Jantzer, Olson, and Weppler; nays: none.

CDMPO 2050 MTP Update

A report of what's been worked on to date and upcoming activities was provided. John attended April's TAC meeting. An RFQ Selection Committee has been formed. Two competitive proposals have been received. Interviews will be held the first week of June and John will abstain from scoring having personal connections with both. The committee will begin contract negotiations and have a recommendation ready for June's Policy Board meeting. The UPWP will also need final adoption and formally be provided at June's meeting.

TO DO List Update

Updates include:

- Title VI pending all signatures.
- The TIP and MTP will come together after the MPO Contract is officially approved.
- Bylaw clarity requirement. Additional operating policies and procedures will be put in place as they come up.
- IRS registration cancellation

New Business:

None

Other:

Information is being collected to develop a 2025 UPWP contract as well as a Public Information Plan. Hopes are to have documents ready for presentation at June's Policy Board meeting. Legal representation was questioned with direction provided for John to research options to obtain an attorney on retainer. All members agreed John's time-off requests be pre-approved by Chair Fjeldahl and included in his monthly report.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for June 27, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Ms. Olson moved to adjourn the meeting. Motion was seconded by Ms. Weppler. Voice vote, all ayes. The meeting adjourned at 5:22 pm.