CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
July 25, 2024 at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

John Fjeldahl called the meeting to order at 4:30 p.m. The following were present:

Burlington City- Jerick Hedges
Minot City- Mark Jantzer, Lisa Olson
Surrey City- Michael Thiesen
Ward County- John Fjeldahl, Bucky Anderson

Others Present: John Van Dyke, Stephen Joersz, David Lakefield, Dana Larsen, Wayne Zacher, Stacey Hanson, Paul Benning (virtual), Brittany Shefstad, and Nicole Robinson

Absent: Harold Stewart

Review/Approval of the June Policy Board Meeting Minutes
Mike Thiesen moved to approve the June 27, 2024 meeting minutes as presented. The motion was seconded by Lisa Olson and carried the following vote: ayes: Jantzer, Olson, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Old Business:
Proposed changes to Urbanized Area Functional Class Network
John Van Dyke presented a table that records the changes made to the Urbanized Area Functional Class Network. Stephen Joersz and Wayne Zacher answered questions and gave further clarification.

Mike Thiesen moved to approve the proposed changes to the urbanized area functional class network as presented. The motion was seconded by John Fjeldahl and carried the following vote: ayes: Jantzer, Olson, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Draft 2025 Unified Planning Work Program (UPWP)
The Technical Advisory Committee, at their June 11, 2024 meeting, recommended the Transit Development Plan (TDP) to be the next plan pursued with any available funds in 2025.

John Van Dyke presented the changes made to the 2025 Unified Planning Work Program Draft. He emphasized that the de-obligation/reauthorization process is still being solidified, specifically noting that unused funds at the end of the year will be gone, with an opportunity of receiving some of those funds back in 2025 or 2026. Wayne Zacher answered further questions and gave greater clarification regarding the fund distribution process. John Fjeldahl asked what would happen if the MPO spends more than the allocated funds. Van Dyke responded that anything over would be local cost. He then provided an example of how to stretch out studies to prevent overspending.

Van Dyke provided a comparison of the 2024 and 2025 budget and broke down the additional costs for 2025. He anticipated transferring some accounting and executive director hours to a part-time office assistant position to help with overall cost-effectiveness. The cost of office rent was also lowered by changing the proposed location of the MPO office in the Public Works Building to the City Hall Building.

Wayne Zacher clarified that the MTP, UPWP, and the TIP are the required documents for the MPO and gave further explanation regarding the de-obligation/reauthorization process. Van Dyke stressed the importance of completing the MTP and also of getting the UPWP approved and contract in place prior to the beginning of 2025. The board discussed the UPWP draft process and timeline. Jerick Hedges asked for clarification regarding the local match. Wayne Zacher confirmed the 80/20 federal/local match had been met.

Mark Jantzer moved to approve the draft 2025 Unified Planning Work Program (UPWP) as presented. The motion was seconded by Lisa Olson and carried the following vote: ayes: Jantzer, Olson, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

New Business:

Monthly Activities

John Van Dyke confirmed that he received an executed MTP Contract and had an initial meeting with the consultant Friday, July 19. He said the QBS documentation has been compiled, submitted, and approved by NDDOT. He will be meeting bi-weekly with the consultants beginning August 8 to receive updates. September 10th the consultants will be providing an update at the TAC Meeting.

In September Van Dyke will be doing a member jurisdiction tour to introduce himself and promote the Metropolitan Transportation Plan and the public engagement activities that will happen in October.

Van Dyke gave an update on the legal representation for the MPO. John Fjeldahl asked for clarification regarding the NDDOT involvement in MPO Contracts. Wayne Zacher clarified that the NDDOT legal team will not be reviewing MPO Contracts. Van Dyke confirmed the MPO would have a draft contract ready for approval by the August meeting.

Monthly Financial Report

John Van Dyke gave a brief overview of the financial report. John Fjeldahl asked how the MPO receives the funding. Brittany Shefstad noted that the MPO is reimbursed as funds are spent.

Lisa Olson moved to approve the monthly financial report as presented. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Jantzer, Olson, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Central Dakota MPO Draft Public Participation Plan

John Van Dyke explained that the Public Participation Plan is designed to explain the procedures the MPO plans to use to solicit engagement from the public, keeping them informed of opportunities to participate in the transportation planning process.

Lisa Olson moved to approve the Central Dakota MPO Draft Public Participation Plan as presented. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Jantzer, Olson, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for August 22, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Mike Thiesen moved to adjourn the meeting. The motion was seconded by Lisa Olson and carried unanimously. The meeting adjourned at 5:39 pm.