

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
August 22, 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 (virtual), Harold Stewart
Surrey City- Michael Thiesen
Ward County- John Fjeldahl

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Stacey Hanson, Derek Pfeifer, Kelsey Flick, and Nicole Robinson

Absent: Lisa Olson, Bucky Anderson

Review/Approval of the June Policy Board Meeting Minutes

Mike Thiesen moved to approve the July 25, 2024 meeting minutes as presented. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Old Business:

Metropolitan Transportation Plan (MTP) Update

John Van Dyke informed the group that the consultants will meet virtually with TAC for the first time on September 10.

Public Participation Plan (PPP) Update

The public comment period began on August 17 and will run through October 5. Van Dyke gave a brief overview of what the Public Participation Plan is. A press release was completed and he also provided an interview with KX News that aired on August 14.

Unified Planning Work Program (UPWP) Update

Van Dyke reminded the group that the UPWP is the budget. He reviewed the mid-year report. Wayne Zacher clarified that no money has been used out of the UPWP as of now, but will be spent to reimburse funds taken from the SPR Contract. The group discussed the relevance of professional association membership.

Van Dyke will process a formal amendment to reflect the budget changes associated with lowering hours for an accountant position and adding an office assistant position.

Monthly Activities

Van Dyke shared a summary of his activities.

New Business:

Revised 2024 PB Meeting Dates

Van Dyke proposed changing the dates of the upcoming September, November, and December MPO Policy Board Meeting Dates.

Thiesen moved to approve the revised 2024 PB meeting dates for September, November, and December. The motion was seconded by Jerick Hedges and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Proposed 2025 TAC and PB Meeting Dates

Thiesen moved to approve the 2025 TAC and PB meeting dates as presented. The motion was seconded by Harold Stewart and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Legal Services Agreement

Van Dyke presented a legal services contract with Kelly Hendershot of Ebeltoft and Sickler.

Jantzer moved to approve the Executive Director execute the professional services contract with Ebeltoft.Sickler.Lawyers, PLLC as presented. The motion was seconded by Jerick Hedges and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Lease Agreement

Van Dyke provided information on the progress of the Office Sharing Agreement. The members decided to wait on approving this agreement until it is in final draft form.

Monthly Financial Report

Van Dyke reviewed the expenditures for July.

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

Other Business

Opportunity for Public Comment

The group discussed opportunities for public engagement. Fjeldahl asked if any feedback has been received from the press release or interview. Van Dyke stated that the most valuable feedback emphasized the importance of electronic communication for the sake of flexibility. He emphasized that October will provide multiple opportunities for public engagement at in-person events.

Derek Pfeifer introduced himself as Paul Benning's replacement as the Director for Local Government with the Department of Transportation. He provided a brief history of his career and was welcomed by Fjeldahl.

Jerick Hedges introduced Kelsey Flick as the alternate for Burlington.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for September 19, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Thiesen moved to adjourn the meeting. The motion was seconded by Hedges and carried unanimously. The meeting adjourned at 5:23 pm.