

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
September 19, 2024 at 3:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

John Fjeldahl called the meeting to order at 3:00 p.m.

1. Roll Call:

The following members were present:

Burlington City- None

Minot City- Paul Pitner (alternate), Lisa Olson

Surrey City- Michael Thiesen

Ward County- John Fjeldahl

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Brittany Shefstad, and Nicole Robinson

Absent: Jerick Hedges, Harold Stewart, Bucky Anderson, Mark Jantzer

2.1. Review/Approval of the August Policy Board Meeting Minutes

Mike Thiesen moved to approve the August 22, 2024 meeting minutes as presented. The motion was seconded by Lisa Olson and carried the following vote: ayes: Pitner, Olson, Fjeldahl, and Thiesen; nays: none.

3. Old Business:

Item 3.1. Monthly Activities

On September 10, John Van Dyke led the initial Technical Advisory Committee Meeting that included the MTP Consultants attending virtually. He discussed modifying consultant interactions with TAC with the intention of reallocating cost savings from virtual meetings toward more meaningful and beneficial interactions throughout the project. He indicated that he has been meeting with the consultants bi-weekly.

Van Dyke informed members of a Transportation Demand Model Sub-Group which is a component of the Technical Advisory Committee and is focusing on transportation analysis zones. Van Dyke welcomed Policy Board Members to take part in this sub-group if they have interest. Meetings are bi-weekly.

Van Dyke reported the consultant is actively working on the financial analysis component of the MTP, with the member jurisdictions being solicited for data in order to better forecast future financials. He will be introducing himself and presenting the MTP to the member jurisdictions beginning with Ward County on October 1st and the City of Minot, Burlington, and Surrey on October 7th. He discussed public engagement opportunities and the MTP website.

Van Dyke reminded the group that the UPWP is the budget. The 2024 and 2025 budgets are waiting on final approval. Upon approval, Van Dyke will submit each to Federal Highway, FTA, and NDDOT.

Regarding the Public Participation Plan (PPP), Van Dyke reported receiving four comments from the public and will respond to them within the final PPP document. He shared a summary of meetings and trainings he attended and dates of upcoming training and days he has scheduled off. He also reported executing a legal contract with the law team at Ebeltoft.Sickler and that the EIN has been successfully cancelled by the IRS.

2024 UPWP Amendment #1

Van Dyke explained that the amendment is lowering the accountant hours originally allocated, and adding those hours to an office assistant position. He showed members the track changes form and discussed the benefits of using current office assistant employees of member jurisdictions rather than hiring an office assistant specifically for the MPO. He mentioned the need for a full-time position in the future.

Lisa Olson moved to approve Amendment #1 of the 2024 UPWP as presented. This was seconded by Mike Thiesen and carried the following vote: ayes: Pitner, Olson, Fjeldahl, and Thiesen; nays: none.

2025 UPWP Final Draft

Van Dyke reminded members he had presented the draft at the July 25, 2024 Policy Board Meeting where it was approved and then submitted to Federal Highway, NDDOT, and FTA for review. Comments were received by these agencies and corresponding changes were made by Van Dyke.

Paul Pitner moved to approve the final draft of the 2025 UPWP as presented. This was seconded by Lisa Olson and carried the following vote: ayes: Pitner, Olson, Fjeldahl, and Thiesen; nays: none.

Metropolitan Transportation Plan (MTP) Update

At the September 10 TAC Meeting the consultants attended virtually and presented the MTP goals, objectives, and policies. All of the documents and slides used in the presentation are available to the MPO Policy Board.

October 15th and 16th are scheduled dates for public engagement opportunities. There will also be InputID opportunities to map areas of particular interest. There will be 6 focus groups held in November to help in the further development of goals, objectives, and policies. TAC helped provide names of companies and organizations to add to the list of stakeholders. Policy Board members discussed this list. Thiesen pointed out the new MPO logo and Van Dyke explained how the consultants came up with it.

New Business:

ATAC Agreement

Van Dyke provided an overview of the ATAC Agreement and discussed the financial requirements of membership. He was able to get the 2024 membership dues waived due to being under contract with the DOT. Wayne Zacher discussed some of the contract details. Van Dyke asked for approval of the contract.

Thiesen moved to approve the Executive Director to execute the three-year contract as presented. The motion was seconded by Pitner and carried the following vote: ayes: Pitner, Olson, Fjeldahl, and Thiesen; nays: none.

Monthly Financial Report

Brittany Shefstad presented the balance sheet, income statement, and a list of expenditures for the month of August. Van Dyke clarified that the consultant fees would be added to the next monthly report.

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

Other Business

Opportunity for Public Comment

No public present

John Fjeldahl asked how often the MPO Director is meeting with committees. Van Dyke explained that he has monthly meetings with the TAC and the Policy Board, bi-weekly meetings with the MTP Consultants and the Transportation Demand Model Committee. He also meets with sub-groups for the MPP Project, attends MPO Directors Meetings, and one-on-one meetings with Wayne Zacher. Fjeldahl asked for clarification on the structure and process regarding how projects get to the Policy Board. Van Dyke clarified that Policy Board will be presented with project memo's, and information resulting from public engagement. He also suggested the possibility of the consultants attending virtually to present updates. He explained how the information gets from subgroups to Policy Board. Dana Larsen provided examples for further clarification.

All the jurisdictions are providing data, information, and documents to the consultants who then put everything together and present it to TAC and the sub-groups for review. The consultants proceed with changes based on feedback received and are also responsible for presenting at the public engagement opportunities. Van Dyke encouraged Policy Board members to attend one of the public engagement opportunities to see the presentations.

Zacher clarified that ultimately the jurisdictions and Policy Board will be making the final approvals. Van Dyke and Larsen emphasized this being primarily a time of data collection that will eventually lead to more actionable projects. Van Dyke will ask the consultants to present on the public engagement and stakeholder feedback at the December Meeting.

Adjournment

There being no further business, Thiesen moved to adjourn the meeting. The motion was seconded by Olson and carried unanimously. The meeting adjourned at 4:12 pm.