



Central Dakota MPO Policy Board Meeting
Thursday, January 23, 2025, at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)
Any person needing special accommodation for the meeting is requested to notify the
City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

Recommended Motion: I move to approve the minutes of the December 19, 2024 meeting as presented.

3. OLD BUSINESS

3.1. MONTHLY ACTIVITIES

This item is informational only; no action required.

3.2. BYLAWS AMENDMENT - FIRST VOTE

Recommended Motion: I move to approve the first of two votes required to amend the bylaws as presented.

4. NEW BUSINESS

4.1. CHAIR/VICE CHAIR APPOINTMENTS

4.2. FINANCE DOCUMENTS

Recommended Motion: I move to approve the Financial Statement as presented including any necessary changes as outlined in Attachment A.

4.3. LETTER OF SUPPORT - RAISE GRANT SUBMITTAL (WARD COUNTY/CITY OF MINOT JOINT APPLICATION)

Recommended Motion: I move to approve the Policy Board Chair sign the Letter of Support for the Ward County/City of Minot joint application

for RAISE grant funding.

5. OTHER BUSINESS

5.1. ADMINISTRATIVE POLICY MANUAL

Activity: Discuss Wages and Performance Review Procedures and Other Administrative Policy Items As Needed.

5.2. JOB DESCRIPTIONS

Activity: Discuss Transportation Specialist Position in Relation to 2026-2027 Unified Planning Work Program Creation

TAC unanimously recommends creation of a Transportation Specialist position to begin in 2026.

5.3. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT



CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES

December 19, 2024 at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

John Fjeldahl called the meeting to order at 4:31 p.m. The following were present:

Burlington City- Jerick Hedges

Minot City- Harold Stewart, Mark Jantzer, Lisa Olson

Surrey City- Michael Thiesen

Ward County- John Fjeldahl, Jim Rostad

Others Present: John Van Dyke, Will Hutchins (virtual), Dana Larsen, Wayne Zacher (virtual), Stacey Hanson (virtual), Brittany Shefstad (virtual), Leslie Noehre (virtual), Angie Stenson (virtual), Scott Harmstead (virtual), Blue Weber (virtual), Lance Meyer (virtual), and Nicole Robinson

Review/Approval of the November Policy Board Meeting Minutes

Mike Thiesen moved to approve the November 21, 2024 meeting minutes as presented. The motion was seconded by Harold Stewart and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

New Business:

Grant Applications

Van Dyke gave an overview of the motion and answered questions regarding the grants. Jantzer moved to approve the grant applications as presented. This was seconded by Rostad and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none;

Finance Documents

Van Dyke presented the monthly financial report and answered applicable questions. Thiesen moved to approve the monthly financial report as presented. This was seconded by Jantzer and carried unanimously.

Old Business:

Metropolitan Transportation Plan Update – Consultant Presentation

Angie Stenson introduced herself and gave a brief overview of the presentation. She then outlined some of the key points of the 2050 Metropolitan Transportation Plan. Les Noehre then introduced himself and gave an overview of the phase 1 engagement. Blue Weber then introduced himself and reviewed the Street Condition and Efficiency Survey results. Noehre summarized the focus group listening sessions and shared key themes. Weber summarized the overall engagement results. Stenson reviewed the tasks that have been completed as well as some travel trends and main issues pointing towards areas of focus. Scott Harmstead introduced himself and discussed NDSU's ATAC travel demand model (TDM). He ended with some of the future goals and objectives. Stenson concluded the presentation with a final review of the upcoming tasks and next steps.





Van Dyke asked Policy Board to provide input on areas or information related to the project that they would like to see presented in the future by the consultants. Olson asked how snow removal pertained to the MPO and discussion ensued around the MPO creating policy that affects the coordination of jurisdictions regarding snow removal. Hedges asked if the phase 1 engagement attendance was as expected. Stenson replied that it was average engagement for a long-range plan. Noehre pointed out that controversy often engages the public more than long-term planning.

Other Business

Thiesen made a motion to table the remainder of the agenda until the January meeting. The motion was seconded by Olson and carried unanimously.

Opportunity for Public Comment

No public present

Adjournment

There being no further business, Thiesen moved to adjourn the meeting. The motion was seconded by Jantzer and carried unanimously. The meeting adjourned at 5:30 pm.





MONTHLY ACTIVITIES UPDATE JANUARY 23, 2025

The following information is provided to keep the Policy Board members apprised of the ongoing activities, deadlines, and overall efforts to be accomplished through the next month and beyond. This document will be updated, including the type and depth of information that is provided, to be as informative and helpful to the Policy Board members.

MTP

Past Month

- 1) Bi-weekly meetings w/Executive Director
- 2) Reviewed Financial Plan Memo
- 3) Goals, Objectives, and Policies Subgroup meeting
- 4) Reviewed Goals, Objectives, and Policies document ahead of subgroup meeting

Upcoming Month

- 1) Bi-weekly meetings w/Executive Director
- 2) Consultant presentation at TAC
- 3) Document review and overall project coordination

'24 UPWP

Past Month

- 1) Invoice/reimbursement request
 - a. 2024 invoices will continue to be received for the next month

Upcoming Month

- 1) Invoice/reimbursement request
- 2) Close out 2024 UPWP contract

'25 UPWP

Past Month

- 1) Consolidated Planning Grant executed in late December; active as of January 1, 2025.

Upcoming Month

- 1) Invoice/reimbursement request review

'26-'27 UPWP

Past Month

- 1) Continued discussion surrounding '26/'27 plans/studies at January TAC meeting





Upcoming Month

- 2) Begin restructuring of '26/'27 UPWP to accommodate two-year planning horizon, with 2nd year illustrative (BIL expires end of '26 and funding may be estimated, but ultimately unknown at this time).
- 3) Continue refinement of '26/'27 planning projects/studies

MPO Website and Social Media

Past Month

- 1) Facebook account
 - a. Nicole continues to work on this effort.

Upcoming Month

- 1) Explore website options following purchase of centraldakotampo.org domain.

Administration

Past Month

- 1) Meetings
 - a. MPO Director's Discussions
 - i. December 31
 - ii. January 7
 - b. Will Hutchings/CDMPO 1-on-1 Meetings:
 - i. December 31
 - ii. January 7
 - iii. January 14
 - iv. January 21
 - c. ND MPO Coordination Meeting
 - i. January 22
 - d. TAC – January 14, 2025
- 2) Trainings
 - a. Planning for Advanced Air Mobility – Planning Advisory Service (PAS) Report 606a
- 3) Legal
 - a. N/a
- 4) Bylaws
 - a. Written process for absences
 - b. Reformatted/branded existing document
- 5) GIS
 - a. Collected/refined/reformatted several Title VI datasets at the Census Tract/Block Group level
 - i. Will use this information for Title VI efforts
- 6) Title VI
 - a. Review of GF-EGF Title VI Plan
 - b. Meeting w/GF-EGF Executive Director regarding Title VI Plan methodology
- 7) Administrative Policy Manual
 - a. Interviewed all three other North Dakota MPO Executive Directors regarding wage determinations, pay increases, and performance evaluations
 - i. Created proposed process (included in agenda)





- 8) Other
 - a. Created DRAFT Transportation Specialist job description
 - b. Reformatted ED job description

Upcoming Month

- 1) Meetings
 - a. Similar quantity to last month
- 2) Legal
 - a. N/a
- 3) Trainings
 - a. N/a
- 4) GIS
 - a. Continue creation of MPO-wide maps with a focus on Title VI

Time Off

Past Month

- Thursday, December 26 (partial); Friday, December 27 (full)

Upcoming Month

- None planned at this time; medical appointments as needed.

NOTE – This document will be reformatted to focus on prior month's activities and to provide more depth by Program Area (Section) as outlined in the UPWP. The information will ultimately contain more detail and reduce the administrative demand in preparing this monthly report. Upcoming Month activities will be removed, as they are extremely conceptual. An example of how prior month's activities will be reformatted is provided on the subsequent page.





Week Thirty-five - January 13, 2025 - January 17, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve P-card transactions - **Friday**
 - ☐ Update hours log for week thirty-five - **Friday**
 - ☐ Create update for Week Thirty-six tasks- **Friday**
 - ☐ *Policy Board*
 - ☒ Review Policy Board meeting minutes - **Wednesday**
 - ☐ Assemble Policy Board agenda - **Thursday**
 - ☐ Update monthly activities - **Wednesday/Thursday** (update form)
 - ☒ *TAC*
 - ☒ TAC Meeting - **Tuesday**
 - ☒ *Other Meetings*
 - ☒ NDDOT One-on-one - **Tuesday** (after TAC)
 - ☒ NDDOT MPO Director's meeting (Canceled) - **Wednesday**
 - ☒ Alternate - Met one-on-one with Stephanie Halford RE Title VI and other MPO-related business
 - ☐ Working Lunch - Central Dakota MPO/City of Minot Community Development Coordination - **Friday**
 - ☒ *Establish CDMPO Title VI Plan*
 - ☒ Perform one task item - see [here](#)
 - ☒ Complete GF-EGF Title VI Plan Review - **Monday**
 - ☒ Add notes [here](#)
 - ☐ *GIS*
 - ☐ Perform one task item - see [here](#)
 - ☐ Check margins of error between census tracts and block groups to determine whether it is substantially different; Update methodology accordingly. **Friday**
 - ☐ *Administrative Policy Manual* - see [here](#)
 - ☐ Include performance review options in PB agenda for January - **Wednesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☐ *2024 UPWP*
 - ☐ Complete Year-end Report
 - ☒ Update remaining section narratives - **Monday**
 - ☒ Update tables where finalized financial data is known - **Monday**
 - ☒ *2025 UPWP*
 - ☒ N/a
 - ☒ *2026/2027 UPWP*
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ AAM PAS Report
 - ☒ Read through Chapter 2 - **Wednesday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ N/a
- ☐ **Section 220 - Transit Development Plan**
 - ☐ Complete review of one TDP (add notes [here](#))- **Friday**
 - ☐ Gather TDP RFQs from other ND MPOs - **Thursday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a



CENTRAL DAKOTA
MPO
BY-LAWS

ADOPTED DATE: OCTOBER 26, 2023
REVISED DATE: JANUARY 23, 2025





ARTICLE I. ORGANIZATION

1. These By-Laws shall regulate and govern the affairs of the Central Dakota Metropolitan Planning Organization, hereinafter referred to as the "MPO", organized pursuant to Title 23, Section 134 Regulations, specifically part 450, 650, and 49 CFR part 613. The MPO shall perform metropolitan and areawide planning for the geographic area comprised of the cities of Minot, Surrey, and Burlington and portions of Ward County.
2. The MPO shall also serve as a coordinating agency for investigations and studies for improvement of transportation services in the Metropolitan Area, shall disseminate information regarding comprehensive planning and proposals for improvement of the Metropolitan Area, and shall promote general public support for such plans and programs as the Metropolitan Planning Organization Policy Board, hereinafter referred to as the "Policy Board", may endorse.

ARTICLE II. DECLARATION OF POLICY

1. The MPO finds and declares that the people within the Metropolitan Area have a fundamental interest in the orderly development of the area.
2. The MPO further finds and declares:
 - a. That the members have an interest in the preparation and maintenance of a long-range transportation plan for the development of the area to serve as a guide to the political subdivisions within the area;
 - b. That the continuing growth of the area presents problems that are not confined to the boundaries of a single political subdivision;
 - c. That the area, by reason of its governmental jurisdictions, presents special problems of development that can be dealt with most effectively by a Metropolitan Planning Organization;
 - d. That the area is well adapted to unified consideration; and
 - e. That in order to assure, insofar as possible, the orderly and harmonious development of the area, and to provide for the needs of future generations, it is necessary for the people of the area to form a Metropolitan Planning Organization to serve as a coordinating agency to harmonize the activities of federal, state, and local agencies, and to render assistance and create public interest and participation in the development of the area.





ARTICLE III. FUNCTIONS

1. The MPO shall prepare and adopt and keep current a Metropolitan Transportation Plan (MTP) and recommend policies for the development of the area. The plan shall be based on existing conditions and probable future growth and shall be made with the general purpose of guiding a coordinated and harmonious development that will promote the health, safety, and general welfare of the inhabitants. The Plan shall also seek to promote efficiency and economy in the process of land development and population distribution to reduce the waste of resources; and it shall promote an efficient and economic utilization and conservation of the means of production of food and water, of sanitary and other facilities and of natural resources, and transportation.
2. The MPO shall be apprised of all local plans and projects that have areawide implications.
3. The MPO shall act as the official areawide planning agency for the Metropolitan Area and shall be designated as a consortium of governments for federal legislation dealing with transportation, land use, and any other issue deemed appropriate by their respective governing bodies and as the official Area Planning Organization as required by the United States Department of Transportation.

ARTICLE IV. MEMBERSHIP

1. The Policy Board shall consist of officials from the political subdivisions making up the MPO and shall be allowed representation as follows:

<u>Member</u>	<u>Entity</u>
City Council	City of Minot
City Council	City of Minot
City Manager	City of Minot
City Council	City of Surrey
City Council	City of Burlington
Commissioner	Ward County
Commissioner	Ward County

- a. Each member of the Policy Board receives one vote.
 - b. Members shall be appointed by their respective political subdivisions.
 - c. Each political subdivision is allowed to have one alternate member appointed by their governing body.
 - d. The alternate member shall have full voting rights in the absence of the designated Policy Board member.
2. Term of Office – Members of the Policy Board shall serve for a term of two years except that members of the respective political subdivisions holding memberships by virtue of their elected positions shall hold office only during their respective terms of office.





3. Vacancies – Any vacancy shall be filled in the same manner as is provided for in the original designation.
4. Certification – Each member shall be certified as a member by means of written communication from their respective political subdivision, which shall become part of the records of the Policy Board.
5. Officers – The officers shall consist of a Chair, Vice Chair, and Executive Director.
 - a. Chair – The Chair shall be a voting member of the Policy Board from the City of Minot, City of Surrey, and Ward County and shall preside at all meetings of the Policy Board for a term of one (1) year.
 - b. Vice Chair – The Vice Chair shall be a voting member of the Policy Board from the City of Minot, City of Surrey, City of Burlington, and Ward County and shall exercise the functions of the Chair in their absence for a term of one (1) year.
 - c. The Chair and Vice-Chair shall be appointed in January of each year.
 - d. Executive Director – The Executive Director of the MPO shall exercise the functions of the authorized recording officer of the Policy Board and shall be empowered to execute official instruments of the Policy Board as authorized by the Policy Board.
6. Absences – Policy Board members shall notify the Executive Director of known absences ahead of the respective meeting for which they will not be present and make arrangements with the alternate member to attend on their behalf.
 - a. Removal for Unexcused Absences – It is reasonable to expect that absences may occur from time-to-time due to the necessity to perform other duties related to elected office, personal employment, illness, or other extenuating circumstances that inhibit members from attendance at all regularly scheduled meetings throughout a calendar year. However, frequent absences by any member will have a negative impact on the Policy Board's ability to: 1) achieve quorum; 2) ensure that all members fully comprehend the material for which they are rendering a decision; and 3) base decisions on a region-wide perspective.

Therefore, any member that is absent for three (3) or more regularly scheduled meetings in a calendar year shall be subject to review by the Policy Board. The review shall be undertaken through discussion at a meeting whereby at least four (4) members, exclusive of the member subject of the discussion, are present. The review shall include a finding by a majority of the members, exclusive of the member subject of the discussion, whether an exceptional circumstance warranting excusal exists. If no such exceptional circumstance is found, the majority of the members, exclusive of the member subject of the discussion, may further find that the member is stayed from acting in their capacity on the Policy Board and that their position is considered vacant until either of the following actions are taken by the respective political subdivision: 1) Reappointment; OR 2) Appointment of an alternate member.





Should a member be reappointed by a political subdivision, the respective member shall not be subject to review by the Policy Board for the remainder of the calendar year for which the review was initiated.

ARTICLE V. MEETINGS

1. The MPO Policy Board shall generally meet on a monthly basis and shall fix a time and place for the meetings. Special meetings may be called or regular meetings cancelled or re-scheduled at the discretion of the Chair or Executive Director.
2. The Policy Board and Technical Advisory Committee shall keep records of all its meetings. The MPO's records shall be public records available for inspection by any interested parties at reasonable times during regular business hours.
3. All MPO meetings shall be open to the public.
4. Quorum: A quorum for the transaction of Policy Board business shall consist of the majority (4) of the Policy Board members.
5. Rules of Order – Except as otherwise required by these Articles, the Rules of Order shall be in accordance with the latest edition of ROBERT'S RULES OF ORDER, REVISED.

ARTICLE VI. POWERS AND DUTIES

1. The MPO shall prepare, maintain, and regularly update the plans set forth below. In preparation of the plans, the Policy Board shall seek to harmonize the general plans of the cities and county within the area and plans and planning activities of the federal, state, and local agencies.
 - a. Metropolitan Transportation Plan (MTP) – The MTP will serve as the basis for developing the communities' future transportation network. The MTP identifies and priorities-prioritizes transportation related projects with implementation time frames including short-range (0-5 years), medium-range (5-15 years), or long-range (15+ years). The MTP is updated at regular intervals and has a planning horizon of at least twenty (20) years.
 - b. Transportation Improvement Plan (TIP) – The MPO shall prepare and submit annually a staged multi-year program of transportation improvement projects in each political subdivision. The TIP for the Metropolitan Area lists all the transportation improvement projects proposed to be funded and constructed by Federal Highway Administration and certain Federal Transit Administration programs during a four (4) year time period.
 - c. Unified Planning Work Program (UPWP) – The MPO shall, at an interval required by NDDOT, prepare an annual Work Program for allocation of PL funds. This allocation shall be based on a listing of tasks to be accomplished by the MPO each year.





- d. Multi-jurisdictional Plans – The MPO shall review and act on all transportation plans and projects that clearly and substantially affect multiple political subdivisions within the Metropolitan Area.
2. Adoption – Before adoption of a plan or any revision thereto, it may be referred to each city and county planning commission for review with approval of the appropriate governing body as deemed necessary by the Policy Board, and the Policy Board shall allow a reasonable time for response. The MPO shall seek the cooperation and advice of the cities and county, state and federal agencies, and organizations and others interested in its functions. The Policy Board shall adopt plans and studies or portions thereof by majority vote.
3. Certification of Plan – The Policy Board shall certify adopted plans and studies or portions thereof, to the legislative bodies and planning commissions within the Metropolitan Area, to all public utilities affected by the plans and studies, and to any state or federal department or agency concerned with or affected by the plans on request.
4. Other Powers and Duties of the MPO:
 - a. To conduct studies and research pertaining to planning and development and to make recommendations based on these studies.
 - b. To provide, when possible, technical services to the member political subdivisions.
 - c. To receive and dispense grants and funds from federal, state, or local governments or from individuals and foundations within the budget established or amended by the Policy Board.
 - d. To enter into agreements or contracts for any service necessary or convenient for carrying out the purposes of the MPO.
 - e. To acquire, hold, improve, maintain, own, manage, or lease personal or real property, equipment, or other services and to implement plans.
 - f. Hire and supervise MPO Executive Director.

ARTICLE VII. TECHNICAL ADVISORY COMMITTEE

1. Technical Advisory Committee – A Technical Advisory Committee (TAC) of skilled and experienced persons to study and report on matters related to any of the functions of the MPO is hereby established. The TAC shall be composed of the of the following members:
 - a. City of Burlington Auditor
 - b. City of Burlington Public Works Director
 - c. City of Minot City Engineer
 - d. City of Minot Principal Planner
 - e. City of Minot Transit Superintendent
 - f. City of Surrey City Engineer
 - g. Ward County County Engineer
 - h. Ward County Planning and Zoning Administrator
 - i. NDDOT Minot District Engineer
 - j. NDDOT MPO Coordinator
 - k. Central Dakota MPO Executive Director





2. Any member may have an alternate serve in their place with full voting rights.
3. A quorum will consist of six (6) voting members.
4. The MPO Executive Director shall serve as the TAC Chair.
5. The purpose of the TAC is to discuss and coordinate technical transportation matters that are under consideration by the MPO. Such matters may include highway, transit, auto/rail, bicycle, and pedestrian planning activities. The TAC will act in an advisory capacity to the Policy Board and the MPO's respective political subdivisions concerning transportation activities.

ARTICLE VIII. INFORMATION COORDINATION

1. To facilitate the planning and development of the Metropolitan Area, all political subdivisions, planning agencies, and others within the area are requested to apprise the MPO of all public plans, maps, reports, regulations, and other documents as well as amendments and revisions thereto, that are related to the activities of the MPO.

ARTICLE IX. FINANCIAL PROVISIONS

1. Prior to June 30th of each year, the Policy board shall adopt, by majority vote, a proposed UPWP and budget required for the operation of the MPO.
2. The local matching funds necessary to use federal and state planning funds by the respective political subdivisions must be provided by the respective political subdivisions per federal and state management requirements.
 - a. The local match from each political subdivision shall be based on their respective population as determined by the decennial census.
3. Audits and Records – Books, records, and accounts shall be kept as prescribed by state and federal law. All vouchers shall be submitted to the MPO for approval and signed by the Executive Director of the MPO. The vouchers shall then be submitted to the City of Minot Finance Department for processing following City of Minot policies and procedures.

ARTICLE X. ADOPTION AND AMENDMENTS

1. These by-laws may be amended, or new by-laws adopted, at any regular or special meeting provided notice is included on the Policy Board's agenda. It shall take a majority vote of the Policy Board's voting membership to amend or adopt these by-laws. The adoption or amendment of the by-laws shall become effective after the second affirmative vote of the Policy Board.





ARTICLE XI. CODE OF ETHICS

1. A standard of conduct shall govern the performance of the MPO's officers, employees, board members, or agents engaged in the award and administration of contracts. No employee, officer, board member, Executive Director, or agent of the MPO may participate in the selection, award, or administration of such a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
 - a. The employee, officer, board member, Executive Director, or agent;
 - b. Any member of the immediate family of any of the above listed;
 - c. The business partner of any of the above listed; or
 - d. An organization that employs, or is about to employ, any of the above.
2. Furthermore, officers, employees, board members, the Executive Director, or agents may neither solicit nor accept personal gratuities, favors, or anything of monetary value from present or potential contractors or sub-recipients. The only exceptions to the policy include the following unsolicited gifts:
 - a. The gift of receipt of awards, and memorial plaques or trophies, having nominal intrinsic value; or
 - b. The gift of breakfast, lunch, or dinner.
 - c. A benefit that has been approved by the Policy Board.
3. Violation of these standards render the sale, lease, or contract voidable by the MPO, or by a court of competent jurisdiction. Any monies paid as a result of such violation may be recovered by a joint and several action from the parties to the sale, lease, or contract and the MPO official, Executive Director, employee or its agent interested in the same. Any officer employee board member or agent of the MPO proven to have violated these standards shall be subject to disciplinary action and the proven violations shall constitute just cause for the following actions:
 - a. Reprimand;
 - b. Suspension;
 - c. Discharge or forfeiture of office.
4. Reprimand or suspension shall constitute disciplinary action as authorized by the Chair for the Executive Director, and by the Executive Director for employees or agents. Discharge or forfeiture of office will be at the direction of the Policy Board after due and proper hearing for officers and board members. It is expressly understood that members of the Policy Board are representatives of political subdivisions comprising the MPO and these disciplinary proceedings set forth herein shall be in addition to any proceedings undertaken by the individual appointing authorities with respect to each appointed members of the Policy Board.





Adopted this _____ day of _____, _____

Chair, Central Dakota MPO Policy Board

ATTEST:

| _____
Executive Director, Central Dakota MPO

DRAFT



CENTRAL DAKOTA
MPO
BY-LAWS

ADOPTED DATE: OCTOBER 26, 2023
REVISED DATE: JANUARY 23, 2025





ARTICLE I. ORGANIZATION

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 - e. That in order to assure, insofar as possible, the orderly and harmonious development of the area, and to provide for the needs of future generations, it is necessary for the people of the area to form a Metropolitan Planning Organization to serve as a coordinating agency to harmonize the activities of federal, state, and local agencies, and to render assistance and create public interest and participation in the development of the area.





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2. The MPO shall be apprised of all local plans and projects that have areawide implications.
3. The MPO shall act as the official areawide planning agency for the Metropolitan Area and shall be designated as a consortium of governments for federal legislation dealing with transportation, land use, and any other issue deemed appropriate by their respective governing bodies and as the official Area Planning Organization as required by the United States Department of Transportation.

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Commissioner	Ward County

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3. Vacancies – Any vacancy shall be filled in the same manner as is provided for in the original designation.
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5. Officers – The officers shall consist of a Chair, Vice Chair, and Executive Director.
 - a. Chair – The Chair shall be a voting member of the Policy Board from the City of Minot, City of Surrey, and Ward County and shall preside at all meetings of the Policy Board for a term of one (1) year.
 - b. Vice Chair – The Vice Chair shall be a voting member of the Policy Board from the City of Minot, City of Surrey, City of Burlington, and Ward County and shall exercise the functions of the Chair in their absence for a term of one (1) year.
 - c. The Chair and Vice-Chair shall be appointed in January of each year.
 - d. Executive Director – The Executive Director of the MPO shall exercise the functions of the authorized recording officer of the Policy Board and shall be empowered to execute official instruments of the Policy Board as authorized by the Policy Board.
6. Absences – Policy Board members shall notify the Executive Director of known absences ahead of the respective meeting for which they will not be present and make arrangements with the alternate member to attend on their behalf.
 - a. Removal for Unexcused Absences – It is reasonable to expect that absences may occur from time-to-time due to the necessity to perform other duties related to elected office, personal employment, illness, or other extenuating circumstances that inhibit members from attendance at all regularly scheduled meetings throughout a calendar year. However, frequent absences by any member will have a negative impact on the Policy Board's ability to: 1) achieve quorum; 2) ensure that all members fully comprehend the material for which they are rendering a decision; and 3) base decisions on a region-wide perspective.

Therefore, any member that is absent for three (3) or more regularly scheduled meetings in a calendar year shall be subject to review by the Policy Board. The review shall be undertaken through discussion at a meeting whereby at least four (4) members, exclusive of the member subject of the discussion, are present. The review shall include a finding by a majority of the members, exclusive of the member subject of the discussion, whether an exceptional circumstance warranting excusal exists. If no such exceptional circumstance is found, the majority of the members, exclusive of the member subject of the discussion, may further find that the member is stayed from acting in their capacity on the Policy Board and that their position is considered vacant until either of the following actions are taken by the respective political subdivision: 1) Reappointment; OR 2) Appointment of an alternate member.





Should a member be reappointed by a political subdivision, the respective member shall not be subject to review by the Policy Board for the remainder of the calendar year for which the review was initiated.

ARTICLE V. MEETINGS

1. The MPO Policy Board shall generally meet on a monthly basis and shall fix a time and place for the meetings. Special meetings may be called or regular meetings cancelled or re-scheduled at the discretion of the Chair or Executive Director.
2. The Policy Board and Technical Advisory Committee shall keep records of all its meetings. The MPO's records shall be public records available for inspection by any interested parties at reasonable times during regular business hours.
3. All MPO meetings shall be open to the public.
4. Quorum: A quorum for the transaction of Policy Board business shall consist of the majority (4) of the Policy Board members.
5. Rules of Order – Except as otherwise required by these Articles, the Rules of Order shall be in accordance with the latest edition of ROBERT'S RULES OF ORDER, REVISED.

ARTICLE VI. POWERS AND DUTIES

1. The MPO shall prepare, maintain, and regularly update the plans set forth below. In preparation of the plans, the Policy Board shall seek to harmonize the general plans of the cities and county within the area and plans and planning activities of the federal, state, and local agencies.
 - a. Metropolitan Transportation Plan (MTP) – The MTP will serve as the basis for developing the communities' future transportation network. The MTP identifies and prioritizes transportation related projects with implementation time frames including short-range (0-5 years), medium-range (5-15 years), or long-range (15+ years). The MTP is updated at regular intervals and has a planning horizon of at least twenty (20) years.
 - b. Transportation Improvement Plan (TIP) – The MPO shall prepare and submit annually a staged multi-year program of transportation improvement projects in each political subdivision. The TIP for the Metropolitan Area lists all the transportation improvement projects proposed to be funded and constructed by Federal Highway Administration and certain Federal Transit Administration programs during a four (4) year time period.
 - c. Unified Planning Work Program (UPWP) – The MPO shall, at an interval required by NDDOT, prepare an annual Work Program for allocation of PL funds. This allocation shall be based on a listing of tasks to be accomplished by the MPO each year.





- d. Multi-jurisdictional Plans – The MPO shall review and act on all transportation plans and projects that clearly and substantially affect multiple political subdivisions within the Metropolitan Area.
2. Adoption – Before adoption of a plan or any revision thereto, it may be referred to each city and county planning commission for review with approval of the appropriate governing body as deemed necessary by the Policy Board, and the Policy Board shall allow a reasonable time for response. The MPO shall seek the cooperation and advice of the cities and county, state and federal agencies, and organizations and others interested in its functions. The Policy Board shall adopt plans and studies or portions thereof by majority vote.
3. Certification of Plan – The Policy Board shall certify adopted plans and studies or portions thereof, to the legislative bodies and planning commissions within the Metropolitan Area, to all public utilities affected by the plans and studies, and to any state or federal department or agency concerned with or affected by the plans on request.
4. Other Powers and Duties of the MPO:
 - a. To conduct studies and research pertaining to planning and development and to make recommendations based on these studies.
 - b. To provide, when possible, technical services to the member political subdivisions.
 - c. To receive and dispense grants and funds from federal, state, or local governments or from individuals and foundations within the budget established or amended by the Policy Board.
 - d. To enter into agreements or contracts for any service necessary or convenient for carrying out the purposes of the MPO.
 - e. To acquire, hold, improve, maintain, own, manage, or lease personal or real property, equipment, or other services and to implement plans.
 - f. Hire and supervise MPO Executive Director.

ARTICLE VII. TECHNICAL ADVISORY COMMITTEE

1. Technical Advisory Committee – A Technical Advisory Committee (TAC) of skilled and experienced persons to study and report on matters related to any of the functions of the MPO is hereby established. The TAC shall be composed of the of the following members:
 - a. City of Burlington Auditor
 - b. City of Burlington Public Works Director
 - c. City of Minot City Engineer
 - d. City of Minot Principal Planner
 - e. City of Minot Transit Superintendent
 - f. City of Surrey City Engineer
 - g. Ward County County Engineer
 - h. Ward County Planning and Zoning Administrator
 - i. NDDOT Minot District Engineer
 - j. NDDOT MPO Coordinator
 - k. Central Dakota MPO Executive Director





2. Any member may have an alternate serve in their place with full voting rights.
3. A quorum will consist of six (6) voting members.
4. The MPO Executive Director shall serve as the TAC Chair.
5. The purpose of the TAC is to discuss and coordinate technical transportation matters that are under consideration by the MPO. Such matters may include highway, transit, auto/rail, bicycle, and pedestrian planning activities. The TAC will act in an advisory capacity to the Policy Board and the MPO's respective political subdivisions concerning transportation activities.

ARTICLE VIII. INFORMATION COORDINATION

1. To facilitate the planning and development of the Metropolitan Area, all political subdivisions, planning agencies, and others within the area are requested to apprise the MPO of all public plans, maps, reports, regulations, and other documents as well as amendments and revisions thereto, that are related to the activities of the MPO.

ARTICLE IX. FINANCIAL PROVISIONS

1. Prior to June 30th of each year, the Policy board shall adopt, by majority vote, a proposed UPWP and budget required for the operation of the MPO.
2. The local matching funds necessary to use federal and state planning funds by the respective political subdivisions must be provided by the respective political subdivisions per federal and state management requirements.
 - a. The local match from each political subdivision shall be based on their respective population as determined by the decennial census.
3. Audits and Records – Books, records, and accounts shall be kept as prescribed by state and federal law. All vouchers shall be submitted to the MPO for approval and signed by the Executive Director of the MPO. The vouchers shall then be submitted to the City of Minot Finance Department for processing following City of Minot policies and procedures.

ARTICLE X. ADOPTION AND AMENDMENTS

1. These by-laws may be amended, or new by-laws adopted, at any regular or special meeting provided notice is included on the Policy Board's agenda. It shall take a majority vote of the Policy Board's voting membership to amend or adopt these by-laws. The adoption or amendment of the by-laws shall become effective after the second affirmative vote of the Policy Board.





ARTICLE XI. CODE OF ETHICS

1. A standard of conduct shall govern the performance of the MPO's officers, employees, board members, or agents engaged in the award and administration of contracts. No employee, officer, board member, Executive Director, or agent of the MPO may participate in the selection, award, or administration of such a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
 - a. The employee, officer, board member, Executive Director, or agent;
 - b. Any member of the immediate family of any of the above listed;
 - c. The business partner of any of the above listed; or
 - d. An organization that employs, or is about to employ, any of the above.
2. Furthermore, officers, employees, board members, the Executive Director, or agents may neither solicit nor accept personal gratuities, favors, or anything of monetary value from present or potential contractors or sub-recipients. The only exceptions to the policy include the following unsolicited gifts:
 - a. The gift of receipt of awards, and memorial plaques or trophies, having nominal intrinsic value; or
 - b. The gift of breakfast, lunch, or dinner.
 - c. A benefit that has been approved by the Policy Board.
3. Violation of these standards render the sale, lease, or contract voidable by the MPO, or by a court of competent jurisdiction. Any monies paid as a result of such violation may be recovered by a joint and several action from the parties to the sale, lease, or contract and the MPO official, Executive Director, employee or its agent interested in the same. Any officer employee board member or agent of the MPO proven to have violated these standards shall be subject to disciplinary action and the proven violations shall constitute just cause for the following actions:
 - a. Reprimand;
 - b. Suspension;
 - c. Discharge or forfeiture of office.
4. Reprimand or suspension shall constitute disciplinary action as authorized by the Chair for the Executive Director, and by the Executive Director for employees or agents. Discharge or forfeiture of office will be at the direction of the Policy Board after due and proper hearing for officers and board members. It is expressly understood that members of the Policy Board are representatives of political subdivisions comprising the MPO and these disciplinary proceedings set forth herein shall be in addition to any proceedings undertaken by the individual appointing authorities with respect to each appointed members of the Policy Board.





Adopted this _____ day of _____, _____

Chair, Central Dakota MPO Policy Board

ATTEST:

Executive Director, Central Dakota MPO

DRAFT



City of Minot, North Dakota
Balance Sheet
Central Dakota Metropolitan Planning Organization
December 31, 2024
With Comparative Totals for December 31, 2023
Preliminary
(Unaudited)

	December 31, 2024	December 31, 2023
ASSETS		
Cash and cash equivalents	\$ (16,336)	\$ -
Accounts receivable	193,333	-
Prepays	1,611	-
Total assets	<u>\$ 178,608</u>	<u>\$ -</u>
LIABILITIES		
Accounts payable	\$ 136,298	\$ -
Accrued salaries and benefits payable	3,128	-
Total liabilities	<u>139,426</u>	<u>-</u>
FUND BALANCE		
Nonspendable	\$ 1,611	-
Committed for CDMPO activities	37,571	\$ -
Total fund balance	<u>39,182</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 178,608</u>	<u>\$ -</u>

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
December 31, 2024
With Comparative Totals for December 31, 2023
Preliminary
(Unaudited)

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	December 31, 2024 Actual Amounts	Variance with Final Budget	December 31, 2023 Actual Amounts
REVENUES					
Federal revenues	\$ -	\$ 443,483	\$ 267,517	\$ (175,966)	\$ -
Local operating revenues	-	34,370	34,370	-	-
Interest income	-	-	1,584	1,584	-
Total revenues	-	477,853	303,471	(174,382)	-
EXPENDITURES					
Current					
Salaries	-	135,503	67,263	68,240	-
Employee benefits	-	40,113	17,541	22,572	-
Professional services	-	331,050	251,113	79,937	-
Property services	-	24,080	1,878	22,202	-
Purchased services	-	16,133	2,995	13,138	-
Supplies	-	7,475	-	7,475	-
Total expenditures	-	554,354	340,790	213,564	-
Excess (deficiency) of revenues over (under) expenditures	-	(76,501)	(37,319)	39,182	-
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	76,501	76,501	-
Total other financing sources (uses)	-	-	76,501	76,501	-
Net change in fund balance	\$ -	\$ (76,501)	39,182	\$ 115,683	-
Fund balance, January 1			-		-
Fund balance, December 31			\$ 39,182		\$ -

Expenditures:	Invoice #	Amount
1. 12/06/24 Payroll J. Van Dyke		\$ 5,814.69
2. 12/20/24 Payroll J. Van Dyke		\$ 5,718.93
3. Accountant Fee B.Shefstad		\$ 72.57
4. Accountant Fee B.Shefstad		\$ 379.64
5. Admin Fee N.Robinson		\$ 292.89
6. Admin Fee N.Robinson		\$ 200.36
7. AT&T	287342481817X12122024	\$ 45.96
8. American Planning Association Dues		\$ 635.00
9. Q4 Office Lease		\$ 775.00
10. Bolton & Menk, Inc.	352644	\$ 49,714.39
11. Bolton & Menk, Inc.	354008	\$ 83,662.37
12. Ebeltoft.Sickler.Lawyers PLLC		\$ 105.00
13. CDW Government, Inc.		\$ 122.97
14. Dell Marketing L.P.		\$ 39.75
15. Softchoice Corp.		\$ 383.90
Total of invoices		147,963.42



ATTACHMENT A - END-OF-YEAR FINANCIAL CONSIDERATIONS JANUARY 23, 2025

There are a few outstanding items that may or may not be included on the 2024 end-of-year financial statement. These items either incurred expenses (in part) in 2024, but were paid in 2025 or were erroneously charged to CDMPO account as a byproduct of being a part of the City of Minot and subject to end-of-year automated processing.

1. January 17 paycheck (pay period beginning December 29, 2024 thru January 11, 2025) (Applicable to ED, ACCT, and Office Assistant)
2. December AT&T (Service from December 5 thru January 4)
3. Small administrative end-of-year departmental expenses that may have been inadvertently charged to the CDMPO account (e.g. City of Minot postage)

The above are expected to have a marginal impact to the 2024 end-of-year financial statement. Nonetheless, in the spirit of transparency and to ensure the CDMPO/City of Minot can move forward in closing out the 2024 UPWP contract, these items should be considered in the approval 2024 end-of-year financial documentation provided.

Once staff receives confirmation from NDDOT surrounding the above, staff will either include, in part or full, or exclude the above from the 2024 end-of-year financial statement. Further, staff will then proceed to close out the 2024 UPWP contract. An updated end-of-year financial statement will be provided at the February 27, 2025 Policy Board meeting.





January 23, 2025

Secretary of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Re: 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Planning Grant Submittal for Minot's Accessible, Growth-Driving Intermodal Connector (MAGIC)

Dear Secretary of Transportation,

On behalf of the Central Dakota Metropolitan Planning Organization (CDMPO), I am writing this letter of support for North Dakota's Ward County and City of Minot's joint 2025 RAISE Planning Grant request to implement new highway connections south and west of Minot. The joint application is entitled MAGIC.

The City of Minot, Ward County, NDDOT, and all other project partners require federal grant assistance to plan and implement these improvements that will result in improved safety and mobility for the region, enhanced connections to northwest North Dakota's only regional trauma hospital, better access to the economy for agriculture and energy sectors, and reliable movement for Minot Air Force Base's 91st Missile Wing's operations.

Prior planning efforts included collaboration with industry representatives in Ward County, such as Enbridge and Minot Milling, with strong support. Alternative heavy freight routes will be able to bypass Minot's urban core, along US Highway 2, 52, and 83/Broadway, and these routes can help close a 16-mile gap in east-west freight routes south of Minot. These improved connections mean better access of goods and services to support this critical economy, and lower congestion on the existing US Highway network. Improved freight routes provide separation between trucks and passenger vehicles that will reduce the number of fatalities and serious delays especially during the morning rush hour when traffic is the heaviest.

The proposed alternatives contained in MAGIC will be an investment in a system that prioritizes all highway users. Southern Minot is unique with three of the state's eight US Highways converging near this project area, and this system is not forecasted to meet the needs of a region that has been steadily growing since 2000. With continued growth, efficient connectivity will be most important so that residents, and tourists, can get to areas where they live and work.

Additionally, with the recent opening of the new Trinity Hospital campus, emergency services will require alternative routes in and around the city to be able to quickly respond to emergencies for those in need. This hospital serves as the region's only Level II Trauma center, supporting 11 rural hospitals, as well as Fort Berthold and Turtle Mountain Reservations.

Lastly, Minot Air Force Base utilizes reliable and well-maintained routes that traverse the region and Minot. The 91st Missile Wing and 5th Bomb Wing will be supported indirectly, and possibly directly, with the completion of new roadway connections. Within the next 10 years, the United States Air Force will be renovating nearby facilities and missile sites. This will require the movement of materials, many of which currently run through Minot's urban core. The





improvements will lower congestion and provide routing alternatives for the operations and maintenance of some of our nation's most critical military assets.

For all the reasons above, I support and request your favorable consideration of Ward County and Minot's RAISE Planning Grant application for the MAGIC project.

Thank you,

Chair, Central Dakota MPO Policy Board





ADMINISTRATIVE POLICY MANUAL OUTLINE

JANUARY 23, 2025

Introductory Statement

This document is intended to provide direction on routine organizational activities. The Central Dakota MPO is ever-evolving and it can be expected this document will be revised frequently for the foreseeable future. Any policy included in this document is in effect as of the “effective date” included on the cover page and replaces all prior policies adopted regarding the same. These policies and procedures and other personnel statements that may be issued from time to time, are not a contract of any kind. Although they reflect current policy, they may be amended or rescinded without notice at the discretion of the Central Dakota MPO Policy Board.

Finance

Member Dues

- Paid by member jurisdictions at the beginning of the calendar year – dues received by MPO no later than February 15 of each year.

Maximum Purchase Amount Prior to PB Authorization Required

- Maximum financial amount prior to obtaining approval for a purchase is: \$5,000; Otherwise, ED required to obtain pre-approval for purchases. - Approved at the June 27, 2024 PB Meeting.

Monthly Bills

- Bills to be processed and paid as received; however, an expense report is to be included in the monthly financial report for review and approval of Policy Board. Bills are recurring/expected payments that have already been reviewed/approved by PB through another means such as contract approval OR are below the \$5,000 threshold as established for the ED for direct purchases.

Administrative

Time Off

- Executive Director time off request policy. For now, the chair needs to be informed.

HR Appellant Process

- Kelly H - With regard to your hearing process before the Policy Board, it probably makes sense for the organization to adopt a policy or related document laying out what that looks like. Since you are excepting that portion of the City's policies/processes, it would be nice to have the process for grievances for CDMPO employees defined specifically. For example, the Board has the sole authority to discipline or terminate the executive director – I assume that is final and the executive director is not entitled to an appeal? Whereas, if the executive director disciplines or fires a CDMPO employee, is that employee entitled to an appeal to the Policy Board? When are they required to file? How? Etc. Without additional employees at this time, it could be a pretty simple process for the executive director alone – with the idea that additional information be added if employees are ever added.

Wages and Performance Reviews (see attachment)



WAGES RANGES, WAGE ADJUSTMENTS, AND PERFORMANCE REVIEWS

JANUARY 23, 2025



The following information is provided for Policy Board discussion purposes. The Executive Director conducted interviews with each of the other three (3) North Dakota MPO Directors to ascertain how their organizations handle matters related to wage ranges, wage adjustments, and performance reviews. Also included is a recommended approach to be included in the Central Dakota MPO Administrative Policy Manual, which is presently being written.

Grand Forks-East Grand Forks MPO (GF-EGF MPO)

Wage Ranges and Wage Adjustments

GF-EGF MPO follows the City of Grand Forks grade/step process, where each position is assigned a pay grade that encompasses a pay range. Steps break the pay range into numerous levels that are awarded to employees through merit increases and/or tenure.

GF-EGF MPO applies a cost-of-living-adjustment (COLA) to adjust pay for employees each year. The COLA is determined by the City of Grand Forks. Every employee receives the determined COLA increase each year, irrespective of performance. For 2025, this amount was 2.15%.

In addition, GF-EGF MPO employees may be eligible for a merit increase should the employee meet expectations across a variety of different review categories. The merit increase is 2.5%.

GF-EGF MPO Finance Committee, which is comprised of three (3) Policy Board members, meets as-needed to discuss matters related to budgetary impacts, one of which is employee salary increases tied to job reclassifications. Increases stemming from job reclassifications are above and beyond the aforementioned COLA and merit increases.

Performance Reviews

The GF-EGF Executive Director (ED) receives their review directly from the Chair of the Policy Board (Chair) utilizing an established form. The Chair completes the form, assigning a number (one being lowest and five being highest) corresponding with the performance category being reviewed. A three, or "meets expectations", will result in successfully achieving the merit increase. The Chair and ED meet one-on-one to discuss the annual review.

The ED performs a similar review process for their direct reports and the Chair is not involved in non-ED employee reviews.





Fargo-Moorehead Council of Governments (FM COG)

Wage Ranges and Wage Adjustments

FM COG follows City of Fargo grade/step system when classifying job descriptions, tying a position/title to a similar position/title at the City of Fargo.

Job descriptions may not get updated immediately as the City of Fargo performs job description updates. Rather, FM COG reviews job descriptions with each vacancy and makes updates as appropriate.

Every year, FM COG surveys the seven member jurisdictions and inquires of the amount appropriated for cost-of-living adjustment (COLA) and merit pay increases. FM COG then averages the results of the seven member jurisdictions to come up with a recommended COLA and merit increase. This recommendation is provided to the Executive Committee (EC), a subset of the Policy Board (PB) for review, modification, if any, and recommendation to the full PB for final approval. For 2025, FM COG derived a 3% COLA increase from the average of their seven member jurisdictions. The Executive Committee modified the COLA increase to 3.25%; Policy Board concurred. COLA increases go into effect on January 1 of each year.

Merit increases are determined on an employee-by-employee basis upon satisfactory performance of their six-month probationary period and then upon their yearly anniversary thereafter. A merit increase goes into effect following a satisfactory performance review.

Performance Reviews

The Executive Director (ED) has a mandatory six-month probationary period upon hire. Following six months of employment, the ED performs a self-assessment, which is provided to the PB Chair (Chair). The Chair reviews the self-assessment, modifies as desired, and then provides to the Executive Committee (EC), a subset of the PB. The EC reviews the Chair's initial review, recommending the Chair make adjustments as deemed appropriate. The EC meets with the ED to provide the performance evaluation and directs Chair to write memo to the PB. The PB has final authority, but grants deference to EC in these matters.

General staff receives performance reviews from ED, with no Chair, EC, or PB involvement. Any impacts to the Unified Planning Work Program budget would be subject to PB review/approval.

Ben Griffith, Executive Director to send over the self-evaluation form and general staff performance review form.





Bismarck-Mandan MPO (BMMPO)

Wage Ranges and Wage Adjustments

The Bismarck-Mandan MPO (BMMPO) is housed within the City of Bismarck and therefore follows all City of Bismarck job descriptions, pay increase, and employee review procedures. There is no involvement by the BMMPO Policy Board.

Cost-of-living-adjustments and merit pay increases are determined annually by the Bismarck City Commission through their annual budget process. COLA increases are applied across the board irrespective of performance. Merit increases, if funding is available, are based on a satisfactory performance review.

Each employee is placed on probation for their first year as a condition of employment. During this timeframe, they are still eligible for COLA and merit pay increases. Both COLA and merit increases go into effect January 1 of each year.

Performance Reviews

Technically, the Principal Transportation Planner (PTP) fulfills the role as BMMPO Executive Director as part of their job duties. The PTP oversees the MPO Division within the Community Development Department and reports to the Community Development Director.

Staff within the MPO Division reports to the PTP who provides necessary performance reviews. The PTP receives their performance review directly from the Community Development Director.





Central Dakota MPO (CDMPO) (Proposed)

Wage Ranges and Wage Adjustments

Wage Ranges

Wage ranges for the Executive Director and other MPO staff are tied to wage ranges of similar positions at the City of Minot. As wage ranges are adjusted by the City of Minot from time to time, wage ranges for the Executive Director and other MPO staff adjust in tandem. **Table X.** below provides Central Dakota MPO positions and their City of Minot nearest equivalents.

Central Dakota MPO Position	City of Minot Nearest Equivalent
Executive Director	Community and Economic Development Director
Senior Transportation Planner/Transportation Planner III	Senior Planner/Planner III
Associate Transportation Planner/Transportation Planner II	Associate Planner/Planner II
Assistant Transportation Planner/Transportation Planner I	Assistant Planner/Planner I
Transportation Specialist, Senior	Office and Administrative Specialist, Senior
Transportation Specialist	Office and Administrative Specialist
Office Assistant, Principal	Administrative Clerk, Principal
Office Assistant, Senior	Administrative Clerk, Senior
Office Assistant	Administrative Clerk

Wage Adjustments

Wage adjustments for the Executive Director and other MPO staff do not occur without approval of the Policy Board. Wage adjustments may result in the need for an amendment to the Unified Planning Work Program (UPWP). When an amendment to the Unified Planning Work Program is necessary, the effective date of the wage adjustment is the beginning of the full pay period following approval of the amendment by state and federal partners.

Cost of Living Adjustment (COLA)

Annually, the Central Dakota MPO will closely follow budgetary processes and discussions related to cost-of-living-adjustments (COLAs) or equivalent for each of the member-jurisdictions. Based on these discussions, the CDMPO will generate an average COLA and present to the Policy Board for review and approval. Any COLA is to become effective on the first day of the first full pay period occurring in the new year.





Merit-based Adjustments

Following the mandatory one-year probationary period and annually thereafter, each employee is eligible for a merit-based wage adjustment, when adequate funding is available. The merit-based wage adjustment, if any, is to be determined by the Policy Board following a satisfactory performance review. Merit-based wage adjustments will become effective on the first day of the first full pay period following the Policy Board merit-based wage adjustment determination, subject to any delays stemming from the need to amend the Unified Planning Work Program as outlined in the Wage Adjustments section of this manual.

Performance Reviews

Following the mandatory one-year probationary period and annually thereafter, each employee will be subject to a performance review.

Executive Director

The Executive Director is to perform a self-assessment on a pre-established performance review form and provide it to the Policy Board Chair for review and amendment, if any is necessary. The Policy Board Chair and the Executive Director may meet to discuss the performance review form ahead of finalization. Following amendments, if any, the Policy Board Chair will provide the performance review form to the Policy Board at the next available CDMPO Policy Board meeting for review, who may approve as-is or make amendments. As part of the performance review process, the Policy Board will determine the applicable merit-based wage adjustment, if any.

Staff

Each CDMPO staff member is to perform a self-assessment on a pre-established performance review form and provide it to the Executive Director for review and amendment, if any are necessary. Following completion of the performance review form, the Executive Director will meet with the staff member to discuss the results. The Executive Director will provide a recommendation to Policy Board surrounding any merit-based wage adjustment, if any, at the next available CDMPO Policy Board meeting. As part of the performance review process, the Policy Board will determine the applicable merit-based wage adjustment, if any.





EXECUTIVE DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

DEFINITIONS

This position will plan, direct, manage and oversee the activities and operations of the MPO including urban and transportation planning; to coordinate assigned activities with other local and outside agencies; and to provide highly responsible and complex administrative support to the MPO Executive Board. This position receives general administrative direction from the MPO Chair and Executive Policy Board.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MPO Chair and Executive Policy Board. Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION OF WORK

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assume full management responsibility for all MPO services and activities including transportation and community planning, transportation improvements programming, grants, and public relations; recommend and administer policies and procedures.
2. Manage the development and implementation of MPO goals, objectives, policies and priorities for each assigned service area.
3. Establish, within MPO policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the MPO's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate MPO personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the MPO budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as





- appropriate and necessary.
8. Explain, justify, and defend MPO programs, policies, and activities; negotiate and resolve sensitive and controversial issues and assist local agencies in amending the transportation plan.
 9. Represent the MPO to other local agencies, elected officials and outside agencies; coordinate MPO activities with those of other departments, outside agencies and organizations.
 10. Provide staff assistance to the MPO Chair and Executive Policy Board; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; provide staff support to boards and commissions.
 11. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Provide high quality oral and written communications to local agencies and organizations to promote general awareness and consensus building.
 12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban and transportation planning.
 13. Solicit input from the local operational agencies to understand concerns. Provide creative solutions to maximize local benefits, minimize local costs and impacts while meeting federally mandated system requirements.
 14. Performs other related duties as assigned.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Operations, services and activities of a comprehensive MPO organization; Principles and practices of urban/transportation planning, design, regulation, implementation, administration and enforcement; Planning theory and social policies; Advanced site planning and architectural design techniques and methods; legal aspects of transportation planning and plan implementation; Land Use development; Principles of supervision, training and performance evaluation; Computers and planning related software; Statistical analysis, economics and economic development; Government purpose, function, policies, practices and administration; Research methods and analysis; Technical report writing; Principles and practices of program development and administration; Principles and practices of municipal budget preparation and administration; Applicable environmental laws and regulations; Pertinent Federal, State, and Local laws, codes and regulations.

Skills: Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.





Abilities: Plan, organize, direct and coordinate the work of lower level staff; Select, supervise, train and evaluate staff; Delegate authority and responsibility; Lead and direct the operations, services and activities of a comprehensive metropolitan planning organization; Interpret planning and zoning programs to the general public; Identify and respond to community and Executive Policy Board issues, concerns and needs; Develop and administer, departmental goals, objectives, and procedures; Prepare clear and concise administrative and financial reports; Solve complex planning problems; Prepare and administer large and complex budgets; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Research, analyze, and evaluate new service delivery methods and techniques; Interpret and apply Federal, State, and Local policies, laws and regulations.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typically, experience and training would be obtained by:

Experience: A minimum of 7 years of increasingly responsible urban and/or transportation planning experience, including 3 years of administrative and supervisory responsibility.

Training: Possession of a Bachelor degree in urban planning, transportation planning, public administration or a related field.

License or Certificate: Possession of a valid North Dakota driver's license within one month of employment.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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TRANSPORTATION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

DEFINITIONS

To provide specialized and administrative support for the Central Dakota Metropolitan Planning Organization (MPO). Work for this position is largely supportive in nature, performing tasks and duties to further metropolitan area transportation planning programs and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the MPO Executive Director. The position has no supervisory responsibilities.

ESSENTIAL FUNCTION OF WORK

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists with processing MPO expenditures for reimbursement; reviews invoices for accuracy; monitors encumbrances; prepares budget monitoring reports; assists with administrative modifications and amendments of the Unified Planning Work Program.
2. Prepares for and attends meetings; prepares agendas, minutes and agenda packets; distributes packets via mail and email; records minutes; prepares meeting rooms in advance of meetings.
3. Performs research and gathers, sorts, and cleans data; assists with preparation of grant applications; assists with creation and amendment of the Transportation Improvement Program.
4. Ensures MPO programs are operated in compliance with all Title VI regulations and guidelines.
5. Updates and maintains the MPO website and social media accounts; updates calendars and announcements; posts documents; creates and monitors links.
6. Prepares a variety of regular and special reports; makes maps using Geographic Information Systems (GIS) software; maintains MPO files and records.
7. Perform related duties and responsibilities as required.





QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Modern office practices and procedures; municipal policies and procedures; MPO program policies and procedures; grant management principals; budget management principals; and computers and job-related software programs.

Skills: Prioritize and organize work; establish and maintain effective working relationships with those contacted in the course of work; maintain files and records; use office equipment such as a computer, scanner, fax machine, and copier; and verbal and written communication.

Abilities: Detail-oriented; problem-solving/solution-focused mindset; think critically; strong desire to learn; and function well in a high-paced and, at times, stressful environment.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typically, experience and training would be obtained by:

Experience: Sufficient experience to understand the basic principles relevant to the major duties of the position, usually obtained by having had a similar position for two-to-three years.

Training: Graduation from high school or a general education degree (GED). Some college in urban or regional planning, geography, public policy and administration, or related field is preferred.

License or Certificate: Possession of a valid North Dakota driver's license.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Created: December 17, 2024

