Central Dakota Metropolitan Planning Organization
Meeting Minutes

Thursday, January 23, 2025, at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

John Fjeldahl called the meeting to order at 4:32 PM

1. ROLL CALL

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

Members Absent: None

Others Present: Wayne Zacher (virtual), Will Hutchings (virtual), Ron Merritt, Dave Lakefield, Brittany Shefstad, Jenna Zelinski, Dana Larsen, and Nicole Robinson.

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE DECEMBER 19, 2024 MINUTES

Mike Thiesen moved to approve the minutes of the December 19, 2024 meeting as presented. The motion was seconded by Lisa Olson, and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

3. OLD BUSINESS

3.1 MONTHLY ACTIVITIES

John Van Dyke provided an overview of his weekly checklist.

3.2 BYLAWS AMENDMENT – FIRST VOTE

John Van Dyke reviewed the amended MPO Policy Board Bylaws.

Mark Jantzer moved to approve the first of two votes required to amend the bylaws as presented. The motion was seconded by Lisa Olson, and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

4. NEW BUSINESS

4.1 CHAIR/VICE CHAIR APPOINTMENTS

Lisa Olson and Jim Rostad nominated Mark Jantzer to be the chair. The motion was seconded by Jerick Hedges, and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none; abstain: Jantzer

Jerick Hedges nominated Mike Thiesen to be the vice chair. The motion was seconded by Lisa Olson, and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

4.2 FINANCE DOCUMENTS

John Van Dyke reviewed the monthly financials.

Harold Stewart moved to approve the Financial Statement as presented including any necessary changes as outlined in Attachment A. The motion was seconded by Mike Thiesen, and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

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

Dana Larsen provided an overview of the plans stemming from the 2021 SW Corridor Study. NDDOT is working in conjunction with the City of Minot to submit an application for the RAISE Grant.

Mike Thiesen moved to approve the Policy Board Chair sign the Letter of Support for the Ward County/City of Minot joint application for RAISE grant funding. The motion was seconded by John Fjeldahl, and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

5. OTHER BUSINESS

5.1 ADMINISTRATIVE POLICY MANUAL

Van Dyke explained that the City of Minot and the CDMPO currently have a memorandum of understanding regarding CDMPO Administrative Operations. Van Dyke is creating a single Administrative Policy Manual. He reviewed the manual with board members.

He discussed re-allocating 2024 local match funds that were not spent. He asked members for input regarding how they would like to handle those funds. He gave examples from other MPO’s and recommended the creation of a reserve account.

John Fjeldahl motioned to have a reserve account set up, with a cap of $130,000. The motion was seconded by Lisa Olson, and carried the following vote: ayes: Jantzer, Olson, Stewart, Fjeldahl, Rostad, Thiesen, and Hedges; nays: none

Van Dyke discussed the process for wage and performance review used by the City of Minot and the MPO's at Grand Forks, Bismarck, and Fargo. He asked members to create a process. Members presented options from their perspective jurisdictions and discussed review deadlines. It was decided to bring this topic back at next month's meeting as an action item.

5.2 JOB DESCRIPTIONS

Van Dyke gave an overview of the Transportation Specialist Position and the reasoning behind the need. Van Dyke will move forward with acquiring wage and staff level estimates. The current plan is to implement the Transportation Specialist Position in 2026.

5.3 OPPORTUNITY FOR PUBLIC COMMENT

No public present

6. ADJOURNMENT

There being no further business, Rostad moved to adjourn the meeting. The motion was seconded by Olson, and carried unanimously. The meeting adjourned at 6:03 PM.