CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
June 27, 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- Alternate Jerick Hedges
Minot City- Harold Stewart, Lisa Olson
Surrey City- Michael Thiesen
Ward County- John Fjeldahl, Bucky Anderson

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Stacey Hanson, Paul Benning, Kristen Sperry, Jenna Zelinski, Brittany Shefstad, and Mikayla McWilliams

Review/Approval of the May Policy Board Meeting Minutes
Mike Thiesen moved to approve the May 23, 2024 meeting minutes as presented. The motion was seconded by Harold Stewart and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Old Business:
Metropolitan Transportation Plan (MTP) Consultant Selection
John Van Dyke began discussion explaining how Bolton & Menk/SRF scored slightly higher than Stantec/Ackerman. The NDDOT approved to move forward with interviews with only the two proposals received. June 11, 2024 the TAC committee recommended to move forward with Bolton & Menk. NDDOT will need the fully signed resolution to be submitted.

The proposal had a schedule included, but John Van Dyke believes there is a 2-4 week delay due to the proposal schedule beginning July 1, 2024. John is going to ask them to advance some of the financial analysis to ensure adequate spending in 2024. This is budgeted over the next two years and in place by 2026 for the MTP/TIP. The consultant would be expected to provide updates to the TAC and/or Policy Board.

Lisa Olson moved to approve the Executive Director to begin negotiations and enter into a contract for services with Bolton and Menk not to exceed $519,998.24 and for Policy Board Chair Fjeldahl to sign Resolution 2024-1 to direct the same. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Finance Discussion
The board discussed the billing process and presenting expenditures for approval with Jenna and Brittany. Jenna Zelinski, Comptroller, discussed bringing the Policy Board a monthly financial report and allowing the Executive Director authority to approve. The July regular meeting will be the first meeting that will have a financial report.

Lisa Olson moved to approve the Executive Director have the authority to approve up to $5,000 in discretionary spending. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

New Business:
Transportation Asset Management Program (TAMP)

John Van Dyke provided the Policy Board with highlights from a training attended on transportation asset management program. Highlights include:

- Avoiding long-term losses for short-term gains (state of good repair objective)
- Short-term targets should be long-term mileposts (project prioritization)
- Long-term goal focus
- Prioritization with the MPO

Monthly Activities

John Van Dyke provided the board with his past and upcoming activities. He discussed the need for the board to obtain legal representation. John has already requested a sample contract from the Fargo MPO. Board members were asked to reach out to John if there are any other recommendations on legal representation. So far, attorneys Brian Van Grinsven and Kelly Hendershot have been recommended.

Safe Streets and Roads for All (SS4A) Grant Application

This is a grant program the City of Minot has participated in the year 2023. This grant will provide funding for studying crash data in order to identify any high injury networks. It is an 80/20 percent funding source. There are implementation funds available also, but the SS4A grant needs to be completed first. The deadline for the application is August 29, 2024 and it would require a $40,000 local match.

Lisa Olson moved to deny the Executive Director to pursue grant funding through the 2024 SS4A Grant opportunity. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Preliminary 2025 Unified Planning Work Program (UPWP) Presentation

John Van Dyke presented the UPWP draft numbers to the policy board for them to provide guidance on any significant changes. He plans to bring the UPWP draft for approval on the July 2024 meeting. The UPWP details where the grant funds get spent. 2024 funds will get de-obligated if not spend during the year given, but the funds can be reauthorized with an amendment to the UPWP in the next year.

John discussed how the financial hours were reduced for 2025, which will allow for a part time administrative assistant to fit into the budget. The UPWP for 2025 also has MTP development included. Studies for the future would be the Transit Development Plan. The UPWP contract needs to be in place by December 31, 2024 so the deadline for approval will be August/September.

NDDOT Additional Information

None

Election – New Appointments and Existing Bylaws

With the election changes, Zach Walker will likely be replaced by Jerick Hedges. Zach Walker was the Vice Chair of the CDMPO. Mike Thiesen moved Lisa Olson become the Vice-Chair of the CDMPO. The motion was seconded by Harold Stewart and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Carrie Evans will also need to be replaced as the alternate for the City of Minot. Staff will work with the Mayor to get an appointment on an upcoming City Council meeting.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for July 25, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Harold Stewart moved to adjourn the meeting. Motion was seconded by Mike Thiesen and carried unanimously. The meeting adjourned at 6:03 pm.