Central Dakota Metropolitan Planning Organization Meeting Minutes

Thursday, March 27, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:33 PM

1. ROLL CALL

The following were present:

Burlington City- Kelsey Flick (alternate)
Minot City- Mark Jantzer, Lisa Olsen, Harold Stewart
Surrey City- Michael Thiesen
Ward County- John Fjeldahl, Jim Rostad

Members Absent: Jerick Hedges

Others Present: Will Hutchings, Brittany Shefstad, Hannah Hornberger, Bryan Banfill, and Brian Horinka

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE FEBRUARY 27, 2025 MINUTES

Mike Thiesen moved to approve the minutes of the February 27, 2025 meeting as presented. The motion was seconded by John Fjeldahl, and carried the following vote: ayes: Jantzer, Olsen, Fjeldahl, Thiesen, Rostad, Stewart and Flick; nays: none

3. OLD BUSINESS

3.1 WAGES AND PERFORMANCE REVIEW DISCUSSION CONT.

John Van Dyke added the verbiage that no wage adjustments would occur without Policy Board approval. Mike Thiesen questioned if the board would be paying for COLA summary every year. Mark Jantzer noted that the salary comparison chart is just a broad range to reference. John Fjeldahl had discussed the score sheet that the county uses for their performance reviews. The full board will perform the performance reviews.

Mike Thiesen moved to adopt the Wages and Performance Reviews as presented. The motion was seconded by Jim Rostad, and carried the following vote: ayes: Jantzer, Fjeldahl, Olsen, Thiesen, Rostad, Stewart and Flick; nays: none.

4. NEW BUSINESS

4.1 UPDATED MONTHLY ACTIVITIES

John Van Dyke gave an update on the Metropolitan Transportation Plan (MTP), mentioning a meeting with the project management team and the development of a travel demand model. The travel demand model is currently five-months behind schedule, although the consultant part of the project is still expected to complete prior to the end of the year. Executive Director Van Dyke will present the final plan in January in lieu of the consultant to ensure the project does not push into 2026.

4.2 2025 UPWP AMENDMENT #1

John Van Dyke reviewed the summary of the changes. He explained that because more was accomplished in 2024 with the MTP that demand will be less for 2025 and the funds will be reallocated to the Transit Development Plan (TDP) and traffic signal data collection project.

Harold Stewart moved to approve the 2025 UPWP Amendment #1 as presented. The motion was seconded by Lisa Olsen and carried the following vote; ayes: Fjeldahl, Rostad, Jantzer, Thiesen Olsen, Stewart and Flick; nays: none.

4.3 TRANSIT DEVELOPMENT PLAN – REQUEST FOR PROPSALS (RFP)

John Van Dyke, Executive Director reviewed the Request for Proposals for the Transit Development Plan. Van Dyke noted the RFP was created in close consultation with Brian Horinka, Transit Superintendent, Bryan Banfill, Public Works Operations Director, and Tom Joyce, Assistant City Manager, all with the City of Minot (Transit Provider). Van Dyke reviewed the project's timeline, which expects to kick off Summer 2025, providing actionable information/data to Minot City Council for 2027 budgeting purposes, with a final plan to be provided in August 2026. A steering committee will also be formed. NDDOT has reviewed the RFP and provided preliminary approval.

Brian Horinka noted that a recent phone discussion with Federal Transit Administration (FTA) provided information that will lead to including some additional language within the RFP to allow the TDP to act as the Coordinated Plan. The suggested motion includes flexibility to approve the plan subject to additional necessary language as identified by NDDOT and other agencies and the necessary changes will be made prior to the RFP being officially noticed.

Lisa Olsen moved to approve the Request for Proposals subject to necessary changes following review by NDDOT & other agencies, as necessary. The motion was seconded by Jim Rostad, and carried the following vote: ayes: Jantzer, Olsen, Fjeldahl, Thiesen, Rostad, Stewart and Flick; nays: none

4.4 FINANCE DOCUMENTS

Harold Stewart moved to approve the Finance Statements as presented. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Fjeldahl, Rostad, Olsen, Jantzer, Stewart, Thiesen and Flick; nays: none.

4.5 UNSPENT 2024 CPG REDISTRIBUTION FOLLOW-UP

John Van Dyke discussed that any unspent funds in the year would be "kicked back" to NDDOT, then these funds would be available in the future for other MPO's in the state to use as needed. John explained that there is no need for any additional funds currently.

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

ADJOURNMENT

There being no further business, Lisa Olsen moved to adjourn the meeting. The motion was seconded by Mike Thiesen, and carried unanimously. The meeting adjourned at 5:13 PM.