Central Dakota MPO
Policy Board
Meeting Minutes

Thursday, April 24, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:32 PM

1. ROLL CALL

The following were present:

Burlington City- Jerick Hedges
Minot City- Mark Jantzer, Paul Pitner (alternate), Harold Stewart
Surrey City- Michael Thiesen
Ward County- Ron Merritt (alternate)

Members Absent: John Fjeldahl, Jim Rostad, Lisa Olsen

Others Present: Will Hutchings, Brittany Shefstad, Hannah Hornberger, Lance Meyer (virtual), Dana Larsen, Kshitij Sharma (virtual)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE MARCH 27, 2025 MINUTES

Paul Pitner moved to approve the minutes of the March 27, 2025 meeting as presented. The motion was seconded by Mike Thiesen, and carried the following vote: ayes: Jantzer, Pitner, Stewart, Thiesen, Merritt; nays: none; Hedges obstained.

3. OLD BUSINESS

3.1 UPDATED MONTHLY ACTIVITIES DOCUMENTS

No discussion was had.

3.2 2025 UPWP AMENDMENT #1

John Van Dyke informed the board that there were minor adjustments made per NDDOT/FHWA/FTA comments.

Mike Thiesen moved to approve the 2025 UPWP Amendment #1 incorporating present and future comments from NDDOT, FHWA and FTA. The motion was seconded by Harold Stewart and carried the following vote; ayes: Hedges, Jantzer, Stewart, Thiesen, Merritt and Pitner; nays: none.

4. NEW BUSINESS

4.1 ATAC CONTRACT – SIGNALIZED INTERSECTIONS

Kshitij Sharma presented a brief background on Upper Great Plains Transportation Institute and the Advanced Traffic Analysis Center (ATAC). There will be 17 intersections setup to continuously collect counts for both vehicles and pedestrians moving through the respective intersection.

The plan is to incorporate an additional 13 intersections in 2026 followed by another five intersections in 2027. The intersections of Broadway and Burdick and Broadway and 16th are already setup collecting data. There is a preliminary list of intersections that will be used for 2025 that will be finalized following execution of the contract addendum. This project will help adjust signal timings to create efficiencies through the respective intersections. It is noted that these cameras are only used for counting vehicles and pedestrians that pass through the respective intersection and are not sophisticated enough to track people or vehicles.

Jerick Hedges moved to authorize the Executive Director to sign the Signalized Intersections Traffic Data Collection Addendum. The motion was seconded by Harold Stewart and carried the following vote; ayes: Hedges, Jantzer, Stewart, Thiesen, Merritt and Pitner; nayes: none.

4.2 2026-2027 UPWP – TRANSPORTATION SPECIALIST POSITION

John Van Dyke took the Policy Board through a memo outlining the need for additional staff. Once the MTP is adopted in early 2026, several other data acquisitions, plans, and studies will be undertaken. In addition, the Transportation Improvement Program (TIP) will be required to be completed in 2026. Hiring an additional staff member will help to manage additional future projects and ensure the organization will be more efficient and effective at its intended purpose. By not hiring additional staff there is risk of turning back funds due to limited staff capacity to manage projects effectively.

Mike Thiesen moved to approve the job description for the Transportation Specialist and to direct the Executive Director to incorporate the position the 2026-2027 UPWP. The motion was seconded by Jerick Hedges and carried the following vote; ayes: Hedges, Jantzer, Stewart, Thiesen, Merritt and Pitner; nays: none.

4.3 FINANCE DOCUMENTS

John Van Dyke requested that members defer from using credit cards to pay membership dues, as it requires a fee be charged as well. John suggested a policy is created to pay dues with a check moving forward.

Paul Pitner moved to approve the Financial Statements as presented and provide policy guidance on acceptable forms of payment for future membership dues. The motion was seconded by Harold Stewart, and carried the following vote: ayes: Hedges, Jantzer, Stewart, Thiesen, Merritt and Pitner; nays: none

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

ADJOURNMENT

There being no further business, Mike Thiesen moved to adjourn the meeting. The motion was seconded by Paul Pitner, and carried unanimously. The meeting adjourned at 5:01 PM.