



Central Dakota MPO Policy Board Meeting

Thursday, July 24, 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

Suggested Motion: I move to approve the June 26, 2025 minutes as presented.

3. OLD BUSINESS

3.1. MTP UPDATE

Executive Director Van Dyke to provide an overview of Phase 2 Public Engagement Activities surrounding the Metropolitan Transportation Plan. See project website for additional information [here](#).

This item is informational only; no action required.

3.2. MONTHLY ACTIVITIES

This item is informational only; no action required.

4. NEW BUSINESS

4.1. FINANCE DOCUMENTS

Suggested Motion: I move to approve the Financial Statements as presented.

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT



CENTRAL DAKOTA MPO
POLICY BOARD
MEETING MINUTES

Thursday, June 26, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:34 PM

1. ROLL CALL

The following were present:

Burlington City- Jerick Hedges
Minot City- Mark Jantzer, Lisa Olsen, Harold Stewart
Surrey City- Michael Thiesen
Ward County- John Fjeldahl, Jim Rostad

Members Absent:

Others Present: Wayne Zacher(virtual), Brittany Shefstad, Hannah Hornberger (virtual), Dana Larsen (virtual)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE MAY 22, 2025 MINUTES

Mike Thiesen moved to approve the minutes of the May 22, 2025 meeting as presented. The motion was seconded by Jim Rostad, and carried the following vote: ayes: Jantzer, Olsen, Stewart, Thiesen, Fjeldahl, Hedges and Rostad; nays: none

3. OLD BUSINESS

3.1 UPDATED MONTHLY ACTIVITIES DOCUMENTS

No discussion was had.

3.2 PERFORMANCE REVIEW – EXECUTIVE DIRECTOR

Chairman Jantzer asked the board for any questions they had in regards to the review he had conducted with Mr. Van Dyke. He reminded the board that John has now finished his mandatory 1-year probationary period.

John gave an overview to the board on how the performance review was handled and that if the board saw fit for a merit increase to be given this would be the meeting to make that decision. The possibility of a raise was included in the 2025





budget when it was adopted. The possibility of a raise was also included within the proposed 2026/2027 UPWP. It is noted that even though the raise is worked into the budget it is not required. The board discussed how to handle the process of raises and performance evaluations in the future. It was discussed moving the date to the beginning of the year after the probationary period is up regardless of the date of hiring.

Lisa Olsen moved to approve the performance review as presented. The motion was seconded by Jim Rostad and carried the following vote; ayes: Fjeldahl, Hedges, Rostad, Olsen, Jantzer, Stewart and Thiesen; nays: none.

Lisa Olsen moved to end the probationary period & 5% salary increase effective June 29, 2025. The motion was seconded by Mike Thiesen and carried the following vote; ayes: Fjeldahl, Hedges, Rostad, Olsen, Jantzer, Stewart and Thiesen; nays: none.

The decision of how to handle future evaluations and merit increases were to be finished in future meetings. Jerick Hedges requested a layout of Mr. Van Dyke's salary steps that has happened so far, to have a better understanding for the future budget discussions.

Harold Stewart moved to not implement a Cost of Living Adjustment (COLA) increase for 2026. The motion was seconded by Lisa Olsen and carried the following vote; ayes: Fjeldahl, Rostad, Olsen, Jantzer, Stewart and Thiesen; nays: Hedges.

4. NEW BUSINESS

4.1 2026-2027 UNIFIED PLANNING WORK PROGRAM

John Van Dyke informed the Board that the current draft will include the Transportation Specialist position that will begin no sooner than 2026. He noted that there will be extra hours included for the accountant due to the addition of staff. Van Dyke provided an overview of the proposed work program, illustrating where information is contained within the UPWP. The board voiced concern of not having a further in-depth breakdown, John referred to his working tables and informed the board that they could have a copy of those as he continues his work on the budget.

Mr. Van Dyke noted that there are projects that need to be completed that the additional staff will help with including the Title VI plan needing to be adopted, the





Transportation Improvement Program created, and updates to the Cities of Burlington and Surrey land use plans. The CDMPO web page will need to be established along with social media accounts being created to facilitate public outreach.

Harold Stewart moved to approve the 2026-2027 UPWP as presented. The motion was seconded by Mike Thiesen and carried the following votes; ayes: Fjeldahl, Hedges, Rostad, Olsen, Jantzer, Stewart and Thiesen; nays: none.

4.2 FINANCE DOCUMENTS

No discussion was had.

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

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

Mr. Van Dyke informed the board that they are entering Phase 2 Engagement for the MTP via surveys & virtual public meeting that will be on July 15th. Information regarding the public engagement opportunity will be posted on all jurisdiction's social media pages and everyone is encouraged to fill it out.

ADJOURNMENT

There being no further business, Mike Thiesen moved to adjourn the meeting. The motion was seconded by Lisa Olsen and carried unanimously. The meeting adjourned at 5:31 PM.





MONTHLY ACTIVITIES UPDATE JULY 24, 2025

The following information is provided to keep the Policy Board members apprised of the ongoing activities, deadlines, and overall efforts that have been accomplished since the last Policy Board meeting. The task lists are not exhaustive of all activities and efforts, but provide insight into the day-to-day operations of the organization.

Week Sixty-one - July 14, 2025 - July 18, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ PTO - **Monday (partial)**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday/Wednesday**
 - ☒ Approve financial transactions - **Tuesday**
 - ☒ Update hours log for week sixty - **Tuesday**
 - ☐ Update hours log for week sixty-one - **Friday**
 - ☒ Create update for week sixty-one tasks - **Tuesday**
 - ☒ Create update for week sixty-two tasks - **Friday**
 - ☒ Meetings
 - ☒ N/a
 - ☐ Mid-year Report - **Tuesday/Wednesday/Thursday/Friday**
 - ☒ Mid-year Audit - **Wednesday**
 - ☐ Policy Board Agenda - **Friday**
 - ☐ Minutes - review
 - ☐ Monthly Activities
 - ☐ MTP Update
 - ☐ Finance Documents
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ N/a
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Virtual Open House Run-through - **Tuesday**
 - ☒ Virtual Open House - **Tuesday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Incorporate feedback from NDDOT - **Tuesday**
 - ☒ Execute contract - **Tuesday**
 - ☒ Submit QBS documentation to NDDOT - **Tuesday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a





Week Sixty - July 7, 2025 - July 11, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Wednesday**
 - ☒ Approve financial transactions - **Wednesday**
 - ☒ Meetings
 - ☒ N/a
 - ☒ Compile May reimbursement request - **Monday/Tuesday**
 - ☒ Review of Flexible Transportation Fund NOFO and associated correspondence to member jurisdictions - **Wednesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ N/a
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Respond to media inquiries
 - ☒ Review survey/public engagement materials - **Monday**
 - ☒ KX Interview - **Monday**
 - ☒ Project Management Team Meeting - **Thursday**
 - ☒ Review open house promotional materials - **Thursday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Review "final" version of contract prior to NDDOT submission - **Wednesday**
 - ☒ Meeting w/Bill T. RE revised project schedule - **Thursday**
 - ☒ Finalization of QBS documentation for submission upon contract approval - **Wednesday/Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ Review Invoice - **Wednesday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ Review of City of Minot PC August Packet and discussion w/Brian B./Corbin D.





Week Fifty-nine - June 30, 2025 - July 4, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Wednesday/Thursday**
 - ☒ Approve financial transactions - **Thursday**
 - ☒ Update hours log for week fifty-nine - **Thursday**
 - ☒ Create update for week sixty tasks - **Thursday**
 - ☒ Meetings
 - ☒ NDDOT/MPO Bi-weekly Meeting - **Wednesday**
 - ☒ TAC Agenda
 - ☒ TAC Canceled
 - ☒ Send out meeting cancellation - **Thursday**
 - ☒ Create meeting cancellation e-mail distro
 - ☒ Establish CDMPO Title VI Plan
 - ☒ Perform one task items - see [here](#)
 - ☒ Continue review of FTA Circular 4702.1B - **Thursday**
 - ☒ Add notes here: [FTA Circular](#)
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ N/a
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Respond to media inquiries - **Wednesday-Thursday**
 - ☒ KMOT Interview - **Wednesday**
 - ☒ Phone call w/Tim Baumann RE survey - **Wednesday**
 - ☒ Send comments RE Freight Memo to consultant- **Wednesday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Continue contract review - **Wednesday-Thursday**
 - ☐ Finalize QBS documentation for submission upon contract finalization - **Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a





Week Fifty-eight - June 23, 2025 - June 27, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday**
 - ☒ Approve financial transactions - **Thursday**
 - ☒ Pay AMPO fees
 - ☒ Waiting on invoice from org
 - ☒ Follow-up RE room block code, if any
 - ☒ Book flight for conference
 - ☒ Update hours log for week fifty-eight - **Friday**
 - ☒ Create update for week fifty-nine tasks - **Friday**
 - ☒ Meetings
 - ☒ HR Training - **Wednesday**
 - ☒ Policy Board Meeting - **Thursday**
 - ☒ Establish CDMPO Title VI Plan
 - ☒ Perform one task items - *see [here](#)*
 - ☒ Begin review of FTA Circular 4702.1B - **Tuesday/Wednesday/Thursday**
 - ☒ Add notes here: [FTA Circular](#)
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ Complete AAM PAS Report
 - ☒ Read through Chapter 7 - **Monday**
 - ☒ AASHTO Bike Webinar - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Project Management Team Meeting - **Wednesday**
 - ☒ Phase 2 Engagement Content Review - **Tuesday/Wednesday**
 - ☒ Reach out to Ward County, Burlington, and Surrey RE upcoming social media push for public engagement phase 2 - **Wednesday**
 - ☒ Contact Ward County for social media contact - **Wednesday**
 - ☒ Send content to Ward County/Surrey/Burlington; Blue to coordinate with Minot - **Thursday**
 - ☒ Review Freight Memo - **Friday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Continue Correspondence w/alternates and finalize Steering Committee - **Monday**
 - ☒ Send e-mail to Steering Committee to inform them of membership and process - **Tuesday**
 - ☒ Include scope of work for those that did not participate in selection
 - ☒ Contract review meeting w/legal - **Monday**
 - ☒ Review of other MPO language and follow-up w/legal - **Tuesday**
 - ☒ Forward response to SRF - **Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a



City of Minot, North Dakota
Balance Sheet
Central Dakota Metropolitan Planning Organization
June 30, 2025
With Comparative Totals for June 30, 2024
(Unaudited)

	June 30, 2025	June 30, 2024
ASSETS		
Cash and cash equivalents	\$ 75,841	\$ 108,766
Restricted cash and cash equivalents	-	-
Accounts receivable	41,906	-
Intergovernmental receivable	-	2,217
Prepays	529	-
Total assets	<u>\$ 118,276</u>	<u>\$ 110,983</u>
LIABILITIES		
Accounts payable	\$ 35,952	\$ -
Accrued salaries and benefits payable	6,522	-
Total liabilities	<u>42,474</u>	<u>-</u>
FUND BALANCE		
Nonspendable	\$ 529	-
Restricted	-	-
Committed for CDMPO activities	75,272	\$ 110,983
Assigned	-	-
Total fund balance	<u>75,801</u>	<u>110,983</u>
Total liabilities and fund balance	<u>\$ 118,276</u>	<u>\$ 110,983</u>

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
June 30, 2025
With Comparative Totals for June 30, 2024
(Unaudited)

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	Jun 30, 2025 Actual Amounts	Variance with Final Budget	Jun 30, 2024 Actual Amounts
REVENUES					
Federal revenues	\$ 249,614	\$ 249,614	\$ 120,244	\$ (129,370)	\$ -
Local operating revenues	\$ 19,345	\$ 19,345	38,690	19,345	34,370
Interest income	\$ -	\$ -	1,235	1,235	112
Total revenues	268,959	268,959	160,170	(108,789)	34,482
EXPENDITURES					
Current					
Salaries	70,829	70,829	62,027	8,802	-
Employee benefits	18,744	18,744	15,862	2,882	-
Professional services	212,110	212,110	131,031	81,079	-
Property services	1,970	1,970	2,865	(895)	-
Purchased services	6,615	6,615	2,906	3,709	-
Supplies	1,750	1,750	-	1,750	-
Total expenditures	312,018	312,018	214,691	97,326	-
Excess (deficiency) of revenues over (under) expenditures	(43,058)	(43,058)	(54,521)	(11,463)	34,482
OTHER FINANCING SOURCES (USES)					
Transfers in	86,117	86,117	86,117	(0)	76,501
Total other financing sources (uses)	86,117	86,117	86,117	(0)	76,501
Net change in fund balance	\$ 43,059	\$ 43,059	31,596	\$ (11,463)	110,983
Fund balance, January 1			44,205		-
Fund balance, June 30			\$ 75,801		\$ 110,983

Expenditures:	Invoice #	Amount
06/06/25 Payroll J. Van Dyke	230243	\$ 5,839.05
06/06/25 Accountant Fee B.Shefstad	230109	\$ 50.24
06/06/25 Admin Fee H.Hornberger	230333	\$ 116.64
06/20/25 Payroll J. Van Dyke	250243	\$ 5,724.87
06/20/25 Admin Fee H.Hornberger	250332	\$ 267.91
Bolton & Menk, Inc.	0363763	\$ 33,901.40
NDSU	FAR-0000102828	\$ 10,000.00
AMPO Membership	26-113	\$ 1,030.00
High point networks	272839	\$ 6.30
Delta Airlines	62343952189	\$ 956.36
AT&T	2837342481817X06122025	\$ 45.96
Q2 Office Lease	1451	\$ 775.00
Total of invoices		57,938.73