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, Janzter, 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 increased 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.