Central Dakota MPO
Policy Board
Meeting Minutes

Thursday, May 22, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:35 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- John Fjeldahl

Members Absent: Jim Rostad, Lisa Olsen

Others Present: Will Hutchings (virtual), Brittany Shefstad, Hannah Hornberger (virtual), Dana Larsen (virtual)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE APRIL 24, 2025 MINUTES

Mike Thiesen moved to approve the minutes of the April 24, 2025 meeting as presented. The motion was seconded by Harold Stewart, and carried the following vote: ayes: Jantzer, Pitner, Stewart, Thiesen, Fjeldahl, Hedges; nays: none

3. OLD BUSINESS

3.1 UPDATED MONTHLY ACTIVITIES DOCUMENTS

No discussion was had.

3.2 CENTRAL DAKOTA TRANSIT DEVELOPMENT PLAN CONSULTANT SELECTION

John Van Dyke updated the board that the selection committee interviewed 3 consultants. SRF was the front runner and was approved by TAC. The selection committee included Mike Blessum (Minot Alderman), Scott Burlingame (Independence Inc), John Van Dyke (CDMPO), Brian Horinka (Transit Superintendent) and Doug Diedrichsen (Minot City Planner), Tim Baumann (Minot Planning Commission), and Brekka Kramer (proposal review)/Mark Lyman (interview review) (MACEDC). This group will also be a part of the Steering Committee along with additional individuals with an inherent interest in transit.

Mike Thiesen moved to approve the Resolution 2025-3 and permit the Executive Director to enter into a contract with SRF Consulting Group subject to contract review/approval by legal and North Dakota Department of Transportation. The motion was seconded by John Fjeldahl and carried the following vote; ayes: Hedges, Jantzer, Stewart, Thiesen, Fjeldahl and Pitner; nays: none.

3.3 ADMINISTRATIVE POLICY MANUAL UPDATE – ACCEPTABLE FORMS OF PAYMENT

John Van Dyke added into the policy manual that all member dues be paid by check or alternative form of payment that doesn't result in a processing fee. If any fees are incurred it is up to the member jurisdiction to cover those fees.

Harold Stewart moved to approve the amendment to the Administrative Policy Manual as presented. The motion was seconded by Paul Pitner and carried the following vote; ayes: Fjeldahl, Hedges, Jantzer, Stewart, Thiesen and Pitner; nays: none.

4. NEW BUSINESS

4.1 2025 UPWP ADMINISTRATIVE MODIFICATION

John Van Dyke had informed the board that he had moved $20.00 from the Travel Costs to Education and Training to cover the AMPO 2025 Conference Fees. No action is needed for this as it is under a 10% threshold and provided to keep the Board updated.

4.2 FINANCE DOCUMENTS

No discussion was had.

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

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

ADJOURNMENT

There being no further business, Harold Stewart moved to adjourn the meeting. The motion was seconded by Mike Thiesen, and carried unanimously. The meeting adjourned at 4:52 PM.