Central Dakota Metropolitan Planning Organization
Meeting Minutes

Thursday, September 25, 2025, at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Mike Thiesen called the meeting to order at 4:32 PM

1. ROLL CALL

The following were present:

Burlington City- Jerick Hedges
Minot City- Lisa Olsen, Tom Joyce, Paul Pitner
Surrey City- Mike Thiesen
Ward County- Jim Rostad, John Fjeldahl

Members Absent: Mark Jantzer

Others Present: Brittany Shefstad, Hannah Hornberger, Wayne Zacher

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE AUGUST 28, 2025 MINUTES

Jim Rostad moved to approve the minutes of the August 28, 2025 meeting as presented. The motion was seconded by Paul Pitner, and carried the following vote: ayes: Fjeldahl, Hedges, Rostad, Olsen, Joyce, Thiesen, Pitner; nays: none

3. OLD BUSINESS

3.1 UPDATED MONTHLY ACTIVITIES

John Van Dyke reviewed the monthly tasks. He informed the board he met with Senator Kramer's legislative staff to generate a formal comment for the federal effort to establish a new surface transportation bill. Some of the comments submitted by CDMPO included adjusting the amount of funds that are currently allocated for discretionary grants toward formula funding, which is more predictable for smaller states and MPOs. Discretionary grants take an immense amount of time and talent in a relatively short timeframe, often not readily available in smaller populations versus their larger population counterparts.

The TDP Steering Committee met for the first time this month and the Metropolitan Transportation Plan Phase 3 Public Engagement period has started, running from September 26, 2025 through October 27, 2025. The October Policy Board meeting will be held in Minot City Council chambers to accommodate the public hearing. Membership jurisdiction presentations will be happening over the next month. We are heading into the final steps for the MTP.

3.2 2026-2027 UNIFIED PLANNING WORK PROGRAM

John Van Dyke informed the board a planning self-certification statement is required by oversight periodically and will be submitted with the UPWP to satisfy this requirement. The changes to the UPWP being brought forward address comments from oversight, such as updating names, adding clarification to summaries, minor word changes and aggregating federal funds combining ND PL and FTA to be under one grouping.

Paul Pitner moved to approve the 2026-2027 Unified Planning Work Program as presented and authorize the Policy Board Chair to sign the Transportation Planning Process Self Certification Statement. The motion was seconded by Lisa Olsen and carried the following vote; ayes: Fjeldahl, Hedges, Rostad, Olsen, Joyce, Thiesen, Pitner; nays: none.

4. NEW BUSINESS

4.1 FINANCE DOCUMENTS

Vice Chair Thiesen questioned how much longer we will be paying Bolton & Menk. John Van Dyke informed him that the contract goes through the end of the year. Brittany Shefstad informed the board that there is roughly $80,000 left in their contract. John Fjeldahl asked about the attorney fees. John Van Dyke said that those fees are mainly for finishing the form contract.

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

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

6. ADJOURNMENT

There being no further business, Lisa Olsen moved to adjourn the meeting. The meeting adjourned 4:56 PM.