Central Dakota Metropolitan Planning Organization
Meeting Minutes

Thursday, November 20, 2025, at 4:30 PM
City Council Chambers, City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:31 PM

1. ROLL CALL

The following were present:

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

Members Absent:

Others Present: Brittany Shefstad, Will Hutchings, Dana Larsen

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE OCTOBER 23, 2025 MINUTES

John Fjeldahl moved to approve the minutes of the October 23, 2025 meeting as presented. The motion was seconded by Mike Thiesen, and carried the following vote: ayes: Fjeldahl, Hedges, Rostad, Olsen, Joyce, Thiesen, Jantzer; nays: none

3. OLD BUSINESS

3.1 2026-2027 UPWP ANNUAL CONTRACT

This contract is something that needs to be signed annually. It will be sent out via docusign to the applicable signors.

Jim Rostad moved to approve Chair Jantzer to sign the 2026-2027 UPWP Annual Contract on behalf of the Central Dakota MPO. The motion was seconded by Lisa Olsen and carried the following vote; ayes: Thiesen, Olsen, Hedges, Jantzer, Fjeldahl, Rostad, Joyce; nays: none.

4. NEW BUSINESS

4.1 MONTHLY ACTIVITIES

John Van Dyke informed the board that the public engagement for the Metropolitan Transportation Plan has wrapped up and most of the changes that came from that were text/grammatical edits and adding clarifying language.

NDDOT and oversight will do a secondary review. The MTP will come back in front of the Board at the December meeting for final approval.

4.2 FINANCE DOCUMENTS

Mike Thiesen questioned what the Dell Marketing and CDW items were for. John Van Dyke informed the board that it is related to the computer for the transportation specialist. John Fjeldahl questioned how many more payments would be made to Bolton and Menk. Van Dyke informed him that they will max out their contract and final payments should be coming soon.
Mike Thiesen moved to approve the financial statements as presented. The motion was seconded by Jim Rostad and carried the following vote; ayes: Thiesen, Olsen, Hedges, Jantzer, Fjeldahl, Rostad, Joyce; nays: none.

4.3 2026 MEETING DATES

The schedule is still set for the 4th Thursday each month besides November and December's meeting to be moved up a week to accommodate for the holidays.
Tom Joyce moved to approve the Policy Board meeting dates and times as presented. The motion was seconded by Lisa Olsen and carried the following vote; ayes: Thiesen, Olsen, Hedges, Jantzer, Fjeldahl, Rostad, Joyce; nays: none.

4.4 2026 OFFICE LEASE

Tom Joyce informed the board that he and John have been working together with finding a suitable area for the new hire. There has been discussion of moving John downstairs to keep them together. The idea of moving John over to the county building has also been discussed. John informed the board he has also been working with Dana Larsen about space at the NDDOT engineering building. They would like to come up with a solid solution moving forward to ensure not needing to move every year. Jim Rostad told John they could work with him to find space in the county building long term. As of now John will stay at City Hall until a path is chosen. John Fjeldahl questioned if John Van Dyke's office does move out of City Hall would the place of the meetings change as well? The board expressed no argument over where the meetings are held.

Jim Rostad moved to approve the Executive Director to execute the Lease agreement as presented subject to the following:

1) The Executive Director will continue to coordinate with the City of Minot to identify a suitable office space; and

2) Rent shall not exceed $6,200 per annum.

The motion was seconded by Tom Joyce and carried the following vote; ayes: Fjeldahl, Hedges, Rostad, Olsen, Jantzer, Joyce, Thiesen; nays: none.

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5.2 OTHER BUSINESS, IF ANY

John Van Dyke informed the board that the new position was opened and closed and had 60 applications. The position has since been reposted with a testing requirement to help narrow down and select the top 10. The test is applied to a lot of admin positions and would be an objective filter to narrow down the list. The interviews should be happening preliminarily the 11th and 12th of December. Chairman Jantzer informed John that if it gets down to the top 3, the board would be happy to weigh in.

6. ADJOURNMENT

There being no further business, Jim Rostad moved to adjourn the meeting. The motion was seconded by Lisa Olsen and favored by all. The meeting adjourned at 4:55 PM.