Central Dakota Metropolitan Planning Organization
Meeting Minutes

Thursday, December 18, 2025, at 4:30 PM
City Council Chambers, City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:32 PM

1. ROLL CALL

The following were present:

Burlington City- Jerick Hedges(virtual)
Minot City- Lisa Olsen, Mark Jantzer
Surrey City-
Ward County- Jim Rostad, John Fjeldahl

Members Absent: Tom Joyce, Mike Thiesen

Others Present: Brittany Shefstad, Will Hutchings(virtual), Kristen Sperry(virtual), Kshitij Sharma, Joel Mann(virtual), Dana Larsen

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE NOVEMBER 20, 2025 MINUTES

Jim Rostad moved to approve the minutes of the November 20, 2025 meeting as presented. The motion was seconded by Lisa Olsen, and carried the following vote: ayes: Fjeldahl, Hedges, Rostad, Olsen, Jantzer; nays: none

3. OLD BUSINESS

3.1 ADOPTION OF THE 2050 METROPOLITAN TRANSPORTATION PLAN (MTP)

John Fjeldahl moved to approve Resolution 2025-5 and adopt the 2050 Metropolitan Transportation Plan as presented. The motion was seconded by Jim Rostad and carried the following vote; ayes: Olsen, Hedges, Jantzer, Fjeldahl, Rostad; nays: none.

3.2 CENTRAL DAKOTA SIGNALIZED INTERSECTIONS TRAFFIC DATA COLLECTION

Kshitij Sharma (Sharma) provided an update to the 2025 activities surrounding 19 intersections that were setup for traffic and pedestrian count data collections. A final report was submitted 12/18/25 to the MPO summarizing the effort. All of the data is available on the NDSU Traffic Analysis website. There is recommendation to add pedestrian detections as a back up to physical pedestrian push buttons at all intersections. Sharma will be working to establish 13 additional signalized intersections with the same functionality, which is part of the 2026-2027 UPWP. The 2026 contract addendum is presented for approval to carry on the effort as outlined in the 2026-2027 UPWP that was approved earlier in the year.

Lisa Olsen moved to approve the Executive Director complete the contract to continue the signalized intersection traffic data collection effort in 2026 in alignment with the 2026-2027 UPWP. The motion was seconded by Jim Rostad and carried the following vote; ayes: Olsen, Hedges, Jantzer, Fjeldahl, Rostad; nays: none.

4. NEW BUSINESS

4.1 GRANT PROJECTS SOLICITATION

John Van Dyke informed the board of the grants that were applied for, noting one being Souris Basin Transportation seeking 5310 funds to assist with operations and an additional vehicle. HSIP is related to flashing beacons near the North Dakota Fair Grounds. City of Minot had applied for the Urban Grant to help with 2^{nd} phase of the 3^{rd} Street reconstruction and TAP for improvements to various ADA ramps. Mr. Van Dyke had written letters of support to each of these applications.

Lisa Olsen moved to approve HSIP, Transit, Urban Grant Program & TA grant applications as presented. The motion was seconded by Jim Rostad and carried the following vote; ayes: Olsen, Hedges, Jantzer, Fjeldahl, Rostad; nays: none.

4.2 MONTHLY ACTIVITIES

John Van Dyke updated the board on the transportation specialist position. They had 9 interviews. Of the top 3 candidates, 2 of the top 3 were also in the top 3 for another position open within the City. CDMPO will wait until City of Minot PD makes its selection prior to extending an offer. Approximately 50% of the position will be focused on administrative support.

4.3 FINANCE DOCUMENTS

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

4.4 UPWP ADMINISTRATIVE MODIFICATION #2

John Van Dyke informed the board the changes didn't exceed the 10% so he is able to make adjustments himself and he is showing these for informational purposes only. No action is required. The structure for the 2026/2027 UPWP will require less of these minor modifications to be completed throughout the year and allow for time to be spent elsewhere on more productive efforts.

5. OTHER BUSINESS

5.1 OTHER BUSINESS, IF ANY

John Fjeldahl informed the board that on January 6th there will be a joint City/County meeting.

5.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

6. ADJOURNMENT

There being no further business, Jim Rostad moved to adjourn the meeting. The motion was seconded by John Fjeldahl and favored by all. The meeting adjourned 5:16 PM.