Central Dakota Metropolitan Planning Organization Meeting Minutes

Thursday, January 22, 2026, 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- Lisa Olson, Mark Jantzer, Tom Joyce
Surrey City-
Ward County- Jim Rostad, John Fjeldahl

Members Absent: Mike Thiesen

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

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE DECEMBER 18, 2025 MINUTES

John Fjeldahl moved to approve the minutes of the December 18, 2025 meeting as presented. The motion was seconded by Lisa Olson, and carried the following vote – ayes: Fjeldahl, Hedges, Rosted, Olson, Jantzer, Joyce; nays: none

3. NEW BUSINESS

3.1 POLICY BOARD CHAIR AND VICE CHAIR APPOINTMENTS

John Fjeldahl nominated Jim Rostad to be the chair. The motion was seconded by Lisa Olson, and carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Joyce; nays: none

John Fjeldahl nominated Jerick Hedges to be the vice chair. The motion was seconded by Mark Jantzer and carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Joyce; nays: none

3.2 MONTHLY ACTIVITIES

John Van Dyke provided an overview of activities that have been worked on since the last Policy Board meeting. The 2050 Metropolitan Transportation Plan was formally accepted by oversight and posted to the Central Dakota webpage on the City of Minot website. Public meetings were held for the 2026

Transportation Development Plan. Van Dyke is working on closing out the 2025 contract/UPWP.

In addition, Bailey Bosley started as the Transportation Specialist on January 12. Over the past few weeks, she's been getting access to programs and working on required training from oversight.

3.3 2025 UPWP ADMINISTRATIVE MODIFICATION #3

John Van Dyke processed the third administrative modification to the 2025 UPWP to adjust working hours in 2025 from 2,080 to 2,088. This level of specificity is not included in the 2026-2027 UPWP, which should result in less adjustments of this nature moving forward.

3.4 FINANCE DOCUMENTS

John Van Dyke reviewed the monthly financials. The expenditure list does not include all expenditures, as Van Dyke is still working with SRF Consulting on the December invoice. Approximately $32,000 will be further expended from SRF Consulting as well as a small phone bill. There isn't expected to be any additional invoices aside from those.

With regard to projects, the Metropolitan Transportation Plan was finalized approximately $6,000 under budget. The Transit Development Plan expended approximately $8,000 under budget. Discussion followed surrounding the reserve account that was established last year, where the local share of what is not spent will simply roll into this interest-bearing account. This account will allow CDMPO to not rely on the City of Minot general fund to address any monthly budgetary shortfalls while awaiting reimbursement for costs from NDDOT.

Lisa Olson moved to approve the Financial Statements as presented. The motion was seconded by John Fjeldahl and carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Joyce

4. OTHER BUSINESS

4.1 OTHER BUSINESS, IF ANY

Lisa Olson brought up the time of the Board Meetings – if there is potentially an earlier time that works for everyone. Jim Rostad brought up a 4:00pm start time. Tom Joyce stated that 4:30 is more towards the end of the business day for most. John Van Dyke mentioned that Mike Thiesen works out of town and it may be more difficult for him to adjust that schedule and that any changes may be best suited when all are present. The item will be discussed at the next Policy Board meeting in February.

5. ADJOURNMENT

There being no further business, Mark Jantzer moved to adjourn the meeting. The motion was seconded by Lisa Olson and favored by all. The meeting adjourned 5:05 PM.