Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, March 17, 2026, at 10:30 AM
Public Works Conference Room 3,
Public Works (1025 31st St SE)

John Van Dyke called the meeting to order at 10:30 AM

1. ROLL CALL

The following were present:

Burlington City-
Minot City- Dan Falconer (alternate for Doug Diedrichsen), Lance Meyer, Brian Horinka
Surrey City- Jesse Berg
Ward County-
NDDOT- Will Hutchings. Korby Seward (virtual)
MPO Director- John Van Dyke

Absent: Sarah Karhoff, Beth Pietsch, David Anders

Others Present: Scott Harmstead (virtual), Payton Wetzel (virtual), John Forman (virtual), Kristen Sperry (virtual), Bailey Bosley

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE FEBRUARY 10, 2026 MINUTES

Executive Director Van Dyke asked for a motion to approve the February 10, 2026 meeting as presented. Brian Horinka moved to approve, seconded by Jesse Berg, and favored by all.

3. OLD BUSINESS

3.1 2027-2028 UNIFIED PLANNING WORK PROGRAM DISCUSSION

Executive Director Van Dyke stated that over the last several months discussion has been going on about the 2027-2028 UPWP and programming different projects. We have narrowed it down to two preferred studies that TAC would like to pursue, the 21st Ave NW Corridor Study and the Fringe Area Road Master Plan. Van Dyke is seeking affirmation on the various studies, general assumptions of overhead, and program support administration. Van Dyke stated that once he receives the official figures from NDDOT, he'll adjust them accordingly, but does not expect them to differ significantly. The numbers for both 2027 and 2028 are estimated at this time. CDMPO requested $25,000 of the more than $37,000 turned back in 2025 to be reauthorized in 2027. Any reauthorization is dependent on NDDOT approval. The reauthorized funds will allow all proposed plans to be funded appropriately and will position the organization to accomplish the necessary work leading up to and including the 2055 MTP.

Will Hutchings asked if managing multiple projects simultaneously is an attainable task, with the Transportation Improvement Program also in process. Executive Director Van Dyke stated that now that Transportation Specialist Bosley has started, the workload will be manageable. Hutchings also mentioned if this is a motion we want to move forward on or wait a month until there are more concrete funding numbers which would delay a month. Executive Director Van Dyke stated that we should be able to reasonably adjust if needed and that obtaining affirmation on the identified studies will allow the narrative of the document to be developed even if the specific dollar amounts change from the exact figures received from NDDOT. Executive Director Van Dyke asked for a motion to recommend Policy Board direct the Executive Director to move forward with the plans and funding assumptions as presented. Lance Meyer moved to approve, with a second from Brian Horinka and was favored by all.

4. NEW BUSINESS

4.1 BIKE AND PED PLAN RFP

Executive Director Van Dyke has put together the RFP for the Bike and Ped Plan. The same structure of the Pavement Condition Data Collection RFP was used to assist in creating the Bike and Ped Plan RFP. Executive Director is working on incorporating some adjustments from NDDOT to meet minimum requirements. Executive Director Van Dyke sent the RFP to numerous people to review and get different perspectives on the Bike and Ped Plan RFP. Six different plans were reviewed to identify basic components and elements that make sense for the Minot region. Van Dyke stated that the scope of work includes an existing conditions assessment and completion of a bike and pedestrian demand analysis. He also stated that public engagement will be critical for this plan. Goals, objectives, and policies as is customary with any plan, as well as a bike and ped facility gap analysis as well. Executive Director Van Dyke would like to present this to Policy Board in March and incorporate all changes suggested from NDDOT and post it with a goal of reviewing the proposals April 23-30. After that, interviews should be selected. Initially it was stated that if there are only 4 applicants – all 4 would be interviewed. Jesse Berg indicated that interviews should be limited to three due to staff time requirements and fairness to the top three firms, and that the opportunity for the fourth ranked firm to interview should be removed. Executive Director Van Dyke asked for a motion to recommend Policy Board approve the RFP subject to necessary changes as identified by NDDOT and limiting interviews to no more than three. Lance Meyer moved to approve, seconded by Jesse Berg, and favored by all.

5. OTHER BUSINESS, IF ANY

5.1 DISCUSSION ON NEED FOR POLICY BOARD RFP APPROVAL

John Van Dyke brought up that RFP review and approval processes were discussed at the last Policy Board meeting. Due to time constraints, the need for Policy Board to approve certain RFP items that are on a technical level isn't practical. Policy Board members generally agreed that reviewing the RFPs in all instances is not necessary, especially if it's something that has already been discussed, funded, and programmed through creation of the Unified Planning Work Program. Jesse Berg echoed that anything running through an RFP was already approved in the budget by Policy Board and agreed with this change. Jesse Berg also suggested that anything in regard to technical studies should still be approved by TAC given they are the technical in nature. Lance Meyer agreed. Dan Falconer asked if there was an appeal process and Jesse Berg stated that Policy Board can choose not to approve a contract and that this wasn't necessary. Executive Director Van Dyke asked for a motion to recommend Policy Board approve the revisions as presented, subject to the amendment to ensure that 3.1.2 is approved by TAC. Brian Horinka moved to approve, seconded by Jesse Berg, and favored by all.

5.2 ADJUSTMENT TO POLICY BOARD MEETING TIME

John Van Dyke stated that the time of the Policy Board meetings that take place the 4th Thursday of each month has been changed from 4:30pm to 4:00pm.

5.3 OTHER BUSINESS, IF ANY

Jesse Berg is relocating to Tennessee and will be leaving at the end of the month. He is in the process of replacing his position at TAC. It may be a staff member or another representative from Moore Engineering.

5.4 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

6. ADJOURNMENT

John Van Dyke asked for a motion to adjourn meeting. So moved by Jesse Berg, seconded by Brian Horinka and favored by all. Meeting adjourned at 11:27am.