Central Dakota Metropolitan Planning Organization
Meeting Minutes
Thursday, February 26, 2026, at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

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: John Van Dyke, Brittany Shefstad, Bailey Bosley, Will Hutchings (virtual)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE JANUARY 22, 2026 MINUTES

Lisa Olson moved to approve the minutes of the January 22, 2026 meeting – with an adjustment to the spelling of Lisa's last name. The motion was seconded by Mark Jantzer, and carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Joyce; nays: none

3. NEW BUSINESS

3.1 UPDATED MONTHLY ACTIVITIES DOCUMENT

Executive Director Van Dyke introduced a new format created to provide insight to the work being done and the time being committed to each task. The new format was well received and will continue moving forward. Executive Director Van Dyke has been working on Request for Proposals for projects that are going to be starting this year. Bailey Bosley spent a good amount of time completing 2 National Highway Institute courses. 2 CFR 200 is required by NDDOT and Central Dakota MPO is the first to complete this requirement. Bailey Bosley has also started working on the Transportation Improvement Program, reviewing other MPO's TIPs to inform assembly of the Central Dakota MPO's.

3.2 TRANSIT PERFORMANCE MEASURES

Executive Director Van Dyke mentioned that the transit performance measures are typically adopted annually as part of the TIP process, but since Central

Dakota MPO does not have an adopted TIP at this time, they are being adopted separately. Moving forward, these will be adopted annually as part of the TIP process.
Chair Jim Rostad asked for a motion to approve Resolution 2026-1 and Resolution 2026-2 related to transit performance measures and targets as presented. Jerrick Hedges moved to approve the motion, with a second from John Fjeldahl and carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Joyce; nays: none

3.3 FINANCE DOCUMENTS

The documents presented included the 2025 end-of-month cash balances, the balance sheets for both December 2025 and January 2026, income statements for both December 2025 and January 2026, the 2025 end-of-year summary, and the expenditure detail for January 2026. No further discussion was had.

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

4. OTHER BUSINESS

4.1 PAVEMENT CONDITION DATA COLLECTION TIMELINE

Executive Director Van Dyke presented the request for proposal and discussed the technical nature of the project and the need to have policy board evaluate request for proposals of this nature moving forward.
Jim Rostad asked for a motion to approve that the Executive Director may engage in contract negotiations with the top ranked firm and that the Policy Board will review and make decision surrounding firm selection and execution of contract at the April 23 regularly scheduled meeting. Lisa Olson moved to approve, with a second by Tom Joyce and carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Joyce; nays: none.

4.2 DISCUSSION ON NEED FOR POLICY BOARD RFP APPROVAL

Executive Director Van Dyke discussed the need for Policy Board evaluation of request for proposals that are more technical and don't involve a public input component, such as the pavement condition data collection project. Policy Board was generally in favor of eliminating the additional approvals for these types of RFPs and will continue to have authority over final selection and contract approval. Executive Director Van Dyke will go about creating a policy to include in the administrative policy manual that will be presented for review at the March meeting.

4.3 MARCH TAC MEETING DATE MOVED FROM MARCH 10 TO 17, 2026 AT THE SAME PLACE AND TIME

Vice Chair Hedges asked that Technical Advisory Committee meeting minutes be available sooner to be reviewed before the Policy Board meeting. Executive Director Van Dyke stated that the draft minutes can be included in the Policy Board agenda moving forward.

4.4 FUNCTIONAL CLASS MAP – ONE TIME CHANGE SUBMISSION

Executive Director Van Dyke shared that the nature of the functional class map one time change submission is the functional class map that was approved by the Policy Board last year. It included a segment that was denoted as an existing collector, however, when it was submitted to NDDOT and Federal Highway, that road was never listed as a collector. Since it wasn't marked as a new collector and there was no history of it being an existing collector at NDDOT and FHWA, it was simply excluded from the official map. As Policy Board approved the map presuming that the collector was already a part of the functionally classed system, Executive Director Van Dyke submitted the administrative correction to bring the official map into alignment with the map originally approved by Policy Board in 2025.

4.5 POTENTIAL ADJUSTMENT TO POLICY BOARD MEETING TIME

Executive Director Van Dyke asked for input in changing the meeting time to 4:00pm from 4:30pm. All members were in agreement to change the time to 4:00pm moving forward.

4.6 OTHER BUSINESS, IF ANY

No further business discussed.

4.7 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5. ADJOURNMENT

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