Central Dakota Metropolitan Planning Organization
Meeting Minutes

Thursday, March 26, 2026, at 4:00 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
Surrey City- Mike Thiesen
Ward County- John Fjeldahl

Members Absent: Jim Rostad, Tom Joyce

Others Present: John Van Dyke, Bailey Bosley, Will Hutchings (virtual), Chris Maples, Jared Nelson

2. MEETING MINUTES

2.1 REVIEW AND APPROVAL OF THE FEBRUARY 26, 2026, POLICY BOARD MINUTES

Lisa Olson made a motion to approve the minutes of the February 26, 2026, meeting as presented. The motion was seconded by Mark Jantzer and carried the following vote – ayes: Fjeldahl, Hedges, Olson, Janzter, Thiesen; nays: none.

2.2 DRAFT MARCH 17, 2026, TECHNICAL ADVISORY COMMITTEE MINUTES

Vice Chair Hedges stated that he appreciated putting out a draft of the meeting minutes for the March 17, 2026, meeting to allow members of the Policy Board to review and see what TAC is up to prior to the Policy Board meeting.

3. OLD BUSINESS

3.1 DISCUSSION ON NEED FOR POLICY BOARD RFP APPROVAL

Vice Chair Hedges asked for a motion to approve the revisions of the Administrative Policy manual pertaining to Requests for Proposals as presented. Lisa Olson moved to approve. John Fjeldahl seconded the motion. Executive Director Van Dyke refreshed everyone on the topic. This update states that Policy Board approval will not be needed on technical requests and requests that will still require approval are items that have a heavy public involvement. This streamlines the process on several projects and only pertain to items that were already discussed and approved as part of the Unified Planning Work Program. The motion carried the following vote – ayes: Fjeldahl, Hedges, Olson, Jantzer, Thiesen; nays: none.

4. NEW BUSINESS

4.1 BIKE AND PED PLAN RFP

Vice Chair Hedges asked for a motion to approve the RFP as presented subject to necessary changes identified by NDDOT and any grammatical and textual corrections with the following modification – limit interviews to no more than 3 firms. Mark Janzter moved to approve; motion seconded by Lisa Olson. Executive Director Van Dyke presented the Bike and Ped Plan RFP. Executive Director Van Dyke stated that he reviewed roughly 5 or 6 bike and pedestrian plans to inform what makes sense for our area. The scope of work for this project includes an assessment of network conditions that would look at things like crash data, existing facilities, and destinations. The request for proposal will also include a bike and ped demand analysis to identify where people are coming and going, and which areas of the region are likely to use this mode of travel inferred through spatial analysis of a variety of metrics. There will be a heavy public engagement component which will include a variety of methods utilized by the selected consultant to solicit input from the public. The study will help bring this particular mode of transportation to the forefront by identifying stakeholders and help decision-makers make informed decisions surrounding system investments. Executive Director Van Dyke laid out the tentative timeline for the project with a kickoff date tentatively in mid-June. The motion carried the following votes - ayes: Fjeldahl, Hedges; Olson, Jantzer, Thiesen; nays: none.

4.2 2027-2028 UNIFIED PLANNING WORK PROGRAM DISCUSSION

Vice Chair Hedges asked for a motion to approve the Executive Director move forward with the creation of the 2027-2028 UPWP based on the identified plans and funding assumptions as presented. Mike Thiesen moved to approve. Motion seconded by Lisa Olson. Executive Director Van Dyke presented the master tables, which mimic the 2026-2027 tables. The current 2027 tables show what is estimated and will be very close, although the actual numbers will be available in the near future. Obtaining Policy Board blessing provides staff the confidence to begin writing the accompanying narrative that is necessary within the UPWP. Effectively, the narrative is based on the information contained in the tables, even if the specific amounts may be amended slightly in the future. 2028 amounts are determined by taking prior year-over-year federal revenues and applying the same percentage increase. Projects to be kicked-off in 2027 were narrowed down to the 21st Ave NW Study and the Fringe Area Road Master Plan. Executive Director Van Dyke also stated that he requested $25,000 of 2025 turnback funds and Will echoed that these were approved by the NDDOT Director. No additional local cost share is required for turnback funding, as the local share for that funding was already collected in 2025 and remains in reserves until it will be expended in 2027. The motion carried the following votes – ayes: Fjeldahl, Hedges, Olson, Jantzer, Thiesen; nays: none.

4.3 UPDATED MONTHLY ACTIVITIES DOCUMENT

Executive Director Van Dyke produced a memo outlining staff activities for the month, with Vice Chair Hedges stating the new format is helpful and easy to understand.

4.4 FINANCE DOCUMENTS

Vice Chair Hedges asked if everyone had a chance to review the Finance Documents, then asked for a motion to approve the Financial Statements as presented. Mark Jantzer moved to approve, with a second from Mike Thiesen. The motion carried the following votes – ayes: Fjeldahl, Hedges, Olson, Jantzer, Thiesen; nays: none.

5. OTHER BUSINESS

5.1 OTHER BUSINESS, IF ANY

No further business discussed.

5.2 OPPORTUNITY FOR PUBLIC COMMENT

One member from the public present; no public comments made.

6. ADJOURNMENT

There being no further business, Vice Chair Hedges asked for a motion to adjourn the meeting. Lisa Olson moved to adjourn, with a second from John Fjeldahl and favored by all. The meeting was adjourned at 4:49pm.