Central Dakota Metropolitan Planning Organization
Meeting Minutes

Thursday, April 23, 2026, at 4:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Jim Rostad called the meeting to order at 4:00pm

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, Jim Rostad

Members Absent: Tom Joyce

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

2. MEETING MINUTES

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

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

2.2 DRAFT APRIL 14, 2026, TECHNICAL ADVISORY COMMITTEE MINUTES

Jim Rostad asked Executive Director Van Dyke if there were any items that he would like to touch base on. Executive Director Van Dyke stated that there are several items that were discussed in the TAC meeting that are on the Policy Board agenda and that they could be discussed as we come to those topics.

3. OLD BUSINESS

3.1 PAVEMENT CONDITION DATA COLLECTION – CONSULTANT SELECTION

Jim Rostad asked for a motion to approve Resolution 2026-3 surrounding the selection of Quality Engineering Solutions, Inc. to provide professional services for the creation of the 2026 Pavement Condition and Analysis Report; and direct the

Executive Director to execute a three-way contract between the City of Minot and Quality Engineering Solutions, Inc. following review by Central Dakota MPO's legal contractor. Jerick Hedges made a motion to approve, with a second from John Fjeldahl. Executive Director Van Dyke stated that this is for the entire Metropolitan Planning Area (MPA). The City of Minot will be doing their local roads at their expense but the MPO is going to be collecting data on all of the collectors, minor arterials, and principal arterial roadways. Executive Director stated that the MPO did reduce some of the scope of work to exclude some of the far fringes of the principal arterials, which are the state and US highways that run through the area. NDDOT already performs pavement data collection annually on these roads. Therefore, CDMPO will only collect pavement data in those areas through City of Minot where there exists a maintenance agreement between NDDOT and City of Minot, as these roads could have a local budgetary impact. There was discussion with NDDOT if they believed there to be a benefit from the additional data collected for these segments on the periphery, but because it is such a small area and NDDOT does all their own data collection, the likelihood of NDDOT utilizing the data in any decision-making was slim. The Executive Director stated that the benefit of the reduced scope is that it results in approximately $3,000 to $4,000 less cost to complete the project due to less data collection and associated data processing. Executive Director Van Dyke also noted that TAC recommended approval regarding this item. The motion carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Thiesen; nays: none.

3.2 UPCOMING TRANSIT DEVELOPMENT PLAN ACTIVITIES

Executive Director Van Dyke shared expectations of the coming months with the Transit Development Plan (TDP). The TDP was originally scheduled to be completed in August or September of this year; however, the project is ahead of schedule. Therefore, presentations for Cities of Minot and Surrey, Ward County, TAC, and Policy Board will occur throughout July. It's possible there may be budgetary savings for this project. If so, the cost savings may be rolled into another project. Executive Director Van Dyke stated that a public notice in the Minot Daily News will be published on April 25 and a press release will be pushed out later this week. There is a project website where those interested can view the draft plan and provide comment. The press release will likely generate additional attention in the form of an interview by the press. Public input meetings will be held at Minot City Hall on the evening of May 26 and afternoon of May 27, where the consultants will provide an in-person presentation. After the public comment period, SRF

Consulting Group will incorporate all changes into the draft TDP document. The members of the steering committee have already had a chance to review and comment on the document.

3.3 2027-2028 UNIFIED PLANNING WORK PROGRAM- 2027 OFFICIAL ESTIMATES

Executive Director Van Dyke shared that since the last Policy Board meeting, CDMPO has received official estimates from NDDOT with regard to funding. Refined figures have been received, resulting in an additional $18,818.61 in federal funding from the 2024 ND FTA 5304 funds. These are unutilized planning funds that NDDOT has granted the MPOs across the state. Executive Director Van Dyke wanted to bring attention to these additional funds, as CDMPO will also receive $25,000 of reallocated 2025 CPG funding in 2027. Had this been known at the time, Van Dyke may not have requested the funds. Nonetheless, the additional funding will allow CDMPO to accomplish more in 2027, which will reduce the amount that may be necessary to accomplish what needs to be done in 2028. Will Hutchings stated that he did receive confirmation that should the Policy Board want to reject these funds they could. No action was taken and Executive Director Van Dyke will develop the 2027-2028 UPWP with the additional 2024 ND FTA 5304 funding.

4. NEW BUSINESS

4.1 3RD ST BRIDGE ADDENDUM TO ATAC MASTER AGREEMENT

Executive Director Van Dyke shared that the City of Minot is presently performing some preliminary engineering for the 3rd St Bridge replacement, which includes evaluating scenarios that include traffic impacts should the bridge not be replaced. Executive Director Van Dyke stated that the City of Minot would like to piggyback on our existing ATAC Master Agreement for the modeling tasks that ATAC had performed last year. The City of Minot has set aside $20,000 and CDMPO received an estimate from ATAC that suggests that the cost is going to be no closer to $7,000, leaving plenty of contingency should the modeling incur cost overruns. City of Minot would merely be using our Master Agreement to help facilitate the modeling work that is going to be done. Any associated costs are to be borne solely by the City of Minot because it is their project and is for preliminary engineering, which is outside the scope of planning. Jim Rostad asked for a motion to approve the Executive Director sign an addendum to the master agreement to facilitate additional modeling related to preliminary engineering for the 3rd St. Bridge replacement project, with any associated costs to be borne solely by City of Minot. Mark Jantzer moved to approve the motion, with a second by Mike Thiesen and the motion carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Thiese; nays: none.

4.2 MONTHLY ACTIVITIES UPDATE

Executive Director Van Dyke shared a breakdown of tasks and hours being worked on by the Executive Director and Transportation Specialist. The report showed a majority of time for the Executive Director was spent on the Pavement Condition Data Collection project, specifically reviewing proposals and conducting interviews. Van Dyke also got the Bike and Pedestrian Plan Request for Proposal rolled out with a selection committee assembled. The Transportation Specialist spent a majority of time between the Transportation Improvement Program and the 2026 UPWP First Quarter Report.

4.3 FINANCE DOCUMENTS

Chair Jim Rostad asked for a motion to approve the Financial Statements as presented. Mike Thiesen moved to approve, with a second by Mark Jantzer. With no comments or questions the motion carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Jantzer, Thiesen; nays: none.

5. OTHER BUSINESS

5.1 OTHER BUSINESS, IF ANY

No further business discussed.

5.2 OPPORTUNITY FOR PUBLIC COMMENT

No public comments made.

6. ADJOURNMENT

There being no further business, Chair Rostad asked for a motion to adjourn the meeting. John Fjeldahl moved to adjourn, with a second from Lisa Olson and favored by all. The meeting was adjourned at 4:32 pm.