



Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, May 12, 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- Sarah Karhoff
Minot City- Dan Falconer, Brian Horinka, Lance Meyer
Surrey City- Josh Reiner
Ward County- Tony Francis (V)
NDDOT- Will Hutchings
MPO Director- John Van Dyke

Absent: Burlington City TAC Member (vacant)

Others Present: Stephen Joerz, Matt Kinsella (V), John Forman (V), Kristen Sperry (V), Bailey Bosley

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE APRIL 14, 2026, MINUTES

Executive Director Van Dyke asked for a motion for approval of the April 14, 2026 minutes as presented. Lance Meyer moved to approve, with a second from Dan Falconer, and was favored by all.

3. OLD BUSINESS

3.1 BIKE AND PEDESTRIAN PLAN CONSULTANT SELECTION

Executive Director Van Dyke shared that there were four (4) reviewers that participated in the Bike and Pedestrian Plan proposal and interview rankings. They were Jerick Hedges, CDMPO Policy Board member representing Burlington; Stephen Joerz, City of Minot Traffic Engineer; Tim Baumann, City of Minot Planning Commissioner; and Calyn Beckman, Director of Finance for Minot Park District. Executive Director Van Dyke did not participate in the ranking of each firm, but did review all proposals and attended the interviews. There were 4 firms that submitted proposals: Houston Engineering, Toole Design, Bolton and Menk, and HDR Engineering, Inc. Three of the four that submitted proposal received an interview. The three (3) firms that moved on to an interview were





Toole Design, Bolton and Menk, and HDR Engineering, Inc. Scores were compiled after the interviews and the highest-ranking firm was HDR Engineering, Inc. Executive Director Van Dyke sought a motion to recommend Policy Board approve the selection of the consultant per the recommendation of the Bike and Pedestrian Plan Selection Committee. Lance Meyer made a motion to approve, with a second from Dan Falconer and favored by all.

4. OTHER BUSINESS

4.1 OTHER BUSINESS, IF ANY

Executive Director Van Dyke shared that the Transit Development Plan is in the middle of open comment period. There will be some public engagement activities and public input meetings located at City Hall on Tuesday May 26th from 4:30pm to 6:00pm and on Wednesday May 27th from 11:30am to 1:00pm. The consultant will be in person to provide a presentation. There is also a project website that contains the draft plan and a recording of the presentation will be added to the project website. Finally, there is a comment submission box on the website for those that cannot attend in-person.

Executive Director Van Dyke also shared that QBS has been submitted on the Pavement Condition Data Collection and that CDMPO is nearly complete in obtaining approval from NDDOT, with a delay occurring due to verification of the consulting firms' indirect costs. The form that the firm provided is different than the form NDDOT is accustomed to receiving. The original kickoff date was May 5th, but the project timeline was fairly aggressive. After speaking with the consultant, they are confident that there will be some work on some of the tasks that were noted as sequential in their proposal that could actually be conducted together.

Executive Director Van Dyke is also working on the 2027-2028 UPWP, bringing a draft to TAC next month for recommendation to the Policy Board, as well as an amendment, due to additional FTA funds that CDMPO received. There is potential savings from the Transit Development Plan that Executive Director Van Dyke would like to move towards the Bike and Pedestrian Plan. We also received pre-approval from NDDOT and FTA. There was a budget of \$16,000 for those but CDMPO will only spend approximately under \$5,000.

Executive Director Van Dyke and Transportation Specialist Bosley are continuing work on piecing together the CDMPO inaugural TIP, finding things from other





MPOs that are not applicable to CDMPO and cleaning up the document. The TIP will be brought before TAC in due time.

Brian Horinka shared that he is working on an application for 5339 funding as well. The grant application will be provided to the MPO.

4.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5. ADJOURNMENT

John Van Dyke asked for a motion to adjourn the meeting. So moved by Brian Horinka, seconded by Will Hutchings and favored by all. Meeting adjourned at 10:46am.

