



Central Dakota MPO Policy Board Meeting
Thursday, February 22, 2024, at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. REVIEW/APPROVAL OF JANUARY POLICY BOARD MEETING MINUTES

Documents:

[0125204 MPO Meeting Minutes.pdf](#)

2. DISCUSSION ON CITY OF MINOT FINANCE/HUMAN RESOURCE INTEGRATION WITH MPO

3. MPO TO DO LIST UPDATE

Documents:

[MPO to do list \(Updated 2-20-24\).pdf](#)

4. ADDITIONAL BUSINESS

5. NEXT SCHEDULED MEETING

The next Policy Board meeting is scheduled for March 28, 2024 @ 4:30 pm.

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
January 25, 2024 at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Chairman Fjeldahl called the meeting of the Central Dakota MPO to order at 4:30 pm, the following were present:

Burlington City- Zach Walker
Minot City- Lisa Olson, Harold Stewart, Mark Jantzer
Surrey City- Michael Thiesen
Ward County- Bucky Anderson, John Fjeldahl

Others Present: Dana Larsen, Wayne Zacher, Lance Meyer, Stacey Hanson, Kristen Sperry, Michael Johnson, and Mikayla McWilliams

Mark Jantzer moved to add the Executive Director Job Description to the agenda. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Review/Approval of December Policy Board Meeting Minutes

The December 21, 2023 meeting minutes were presented for review and approval. Michael Thiesen asked to update the minutes with the correct spelling of his last name. It was also mentioned Beth Pietsch is not an alternate for Ward County and the last name was spelled incorrectly. Lisa Olson moved to approve the December 21, 2023 meeting minutes with the changes. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

UPWP Review and Potential Approval

The UPWP is the Unified Planning Work Program, which is a document describing the items to accomplish within the MPO. The DOT will review the document. The UPWP includes the allotted budget and accounts for staff hours, along with the 2024 planned work activities. Lisa Olson asked about the inland marine insurance, which is the contents insurance such as tables, chairs, etc.

Mark Jantzer moved to approve the Unified Planning Work Program. The motion was seconded by Zach Walker and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Discussion/Potential Approval – Policy Board Agenda/Minutes Staff

Brian Horinka, Transit Superintendent, has a new admin staff member, who could possibly be available to take minutes for the TAC meetings. The discussion was about the interim and allowing the Executive Director to decide whether or not he/she would be able to run the meetings and take minutes. If the future Executive Director decides extra staff would be necessary, an amendment to the UPWP would be needed to account for the extra budget cost. The Unified Planning Work Program as approved is currently under budget.

Harold Stewart moved the City of Minot City Clerk would create the agendas and take the minutes for the Central Dakota MPO Policy Board in the interim. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

MPO To Do List Update

The bylaws were approved in October, but still need to be signed. On January 19, 2024 the SPR Contract was signed with the City of Minot, so the Executive Director position can be posted after discussion on job description. The UPWP just passed and will be submitted to the Federal Highway for the ultimate approval. The policy board can work through the process of the Title VI policy or can adopt the City of Minot's Title VI policy. The MPO Contract will need to have a Tax ID before the Vendor ID can be set up for reimbursements.

The Roadway Functional Class Update is something Lance Meyer and Dana Larsen are working together on. Dana and Lance might need some guidance on the roads in the MPA not UZA and will set up a call with the DOT to ask questions about the roads to identify with certain classifications for funding, such as the major and minor collector roads. It will get brought to the policy board and the final proposal will go to the Federal Highway Department for approval.

The Public Participation Plan will be developed by the Executive Director and should describe how the Central Dakota MPO and Technical Advisory Committee will communicate with the public. The MTP feeds the TIP and need to be completed within four years of being designated an MPO. Dana is looking into the RFP for a consultant. The consultant can help with a branding plan included a logo.

Internal Policies and Procedures are an ongoing process. The website is the avenue to present what the MPO is accomplishing to the public. This could be worked into the MTP to have the consultant develop a branding plan with the website. The City of Minot could also provide a page under the Region Tab on www.minotnd.gov. Also, the City of Minot will create a space on the Agenda Center to allow for a central location for the agendas and minutes. The other cities within the MPO could link to the City of Minot website page for the MPO. The city will draft a sample for the next meeting.

The Tax ID/sam.gov has been submitted and the MPO is awaiting a response. MPO Insurance has a minimum of \$2,000,000/occurrence and \$500,000/person. NDIRF provides this insurance and Wayne will send the board members the risk management appendix. It is a general liability insurance with auto coverage, but should it also include insurance for the board/Executive Director.

Job Description

The policy board discussed how the interview and hiring process would look for the Executive Director position. Places to market the job posting should include LinkedIn, the City of Minot website, Job Service of ND, ICMA site, APWA, Society of Professional Engineers, ND League of Cities, and American MPO sites. The screening committee should be made up of people who are skilled professionals. Harold Stewart offered to assist with this committee. The board also discussed how the NDDOT could assist with the screening process.

Lisa Olson moved to post the job description until March 1, 2024, provide an update at the February meeting, and the screening committee shall consist of three people. The motion was seconded by Zach Walker and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Bucky Anderson left the meeting at 5:30 pm.

SPR Contract Update with City of Minot

This contract was completed on January 19, 2024 for the CDMPO startup costs.

Additional Business

The NDDOT will initiate a DocuSign with Mike Thiesen to complete the bylaws and a fully executed copy will be presented to the board.

There is an upcoming MPO Directors meeting on March 15th, where directors provide each other updates, changes, and discussion on projects. Lance and Dana have been attending greenhouse gas meetings and will continue to until the Executive Director is hired. In these meetings, they discuss new performance measures on greenhouse gas emissions by the Federal Highway. The MPO will have to adopt at minimum the levels of the NDDOT once decided. The MPO will have to report through the planning process how to meet the target greenhouse gas emissions with each project.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for February 22, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Mark Jantzer motioned the board meeting be adjourned. Motion was seconded by Lisa Olson and carried unanimously. The meeting adjourned at 5:42 pm.

CDMPO To Do List				
Task	Start Date	Due Date	Complete date	Comments
Bylaws			10/28/2023	Approved at Oct PB Mtg. Need to sign because we didn't get signed during the mtg when approved.
MPO ED Job Posting	1/31/2024	Open until filled		Noticed position was posted on City of Minot Website 1/31. Currently, posted as Open until filled (should a closing date be entered?). Also posted on AMPO site 2/1. I also understand that this was or will be posted on AWA and APA websites.
UPWP	ASAP			Was approved by PB at January PB meeting. This will still need to be approved by FHWA
3C Agreement		11/30/2023	12/20/2023	
Title VI Process				May want to consider adopting of on the jurisdictions Title VI plan. Will need to get UPWP contract in place to use CPG funds
Boundaries		12/29/2023	11/9/2023	FHWA completed initial review of UZA; MPA is at Governor with designation request letter for approval/designation. Sent week of 10/30. Letter sent from Governor 11/9/23 the letter to the Governor included the Map. UZA approved by FHWA 12/5
Designation by Governor		12/29/2023	11/9/2023	
MPO Contract		12/31/2023		this is needed to provide CPG funds to MPO, but we will have some time as we will enter an SPR contract with Minot to get started. Will need to have Tax ID before we can get Vendor ID set up, which is needed prior to reimbursements.
SPR Contract with City of Minot			1/19/2024	Intended to get MPO up and running. Contract was completed 1/19.
Rdwy Functional Class Update		12/29/2025		Roadway functional class updates for Census defined urban boundaries. Letter will be sent to jurisdictions requesting they update functional class after UZA approval. Goal to have completed by 12/29/24
Public Participation Plan				Will need to have in place sooner than later
TIP		12/29/2026		Goal is to have official TIP by 7/2026 to get projects in the STIP. Need to have MTP completed before we can have TIP because MTP feeds the TIP
Internal policies & procedures	on going			This will be ongoing for the ED once on board
MTP	1/1/2024	12/29/2026		Will likely need to work with Lance and Dana to get an RFP developed, so can get a consultant on board. Example MTP RFPs sent to LM and DL on 11/7. DL requested additional examples during the TAC meeting 2/13.

Website				Could work this into MTP to have the consultant develop a branding plan for the MPO if so desired
Sam.gov registration				DLak questioned if this couldn't just be City of Minot registration. WZ will dig into. NDDOT has internal (LGD and Finance) discussion scheduled for 11/28 to discuss. Mike T., PB Chair, is looking into Sam.gov registration.
Tax ID			12/5/2023	Mike T., PB Chair, got EIN set up as of 12/5/23 and is 93-4698426. Follow up paper work is needed because name was set up as "Central Dakotas MPO" not "Central Dakota MPO"
MPO Insurance				Will need to have insurance for MPO Contract. Minimum \$2,000,000/occurrence and \$500,000/person