



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, March 12, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

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

**1. ROLL CALL**

**2. APPROVAL OF MINUTES - FEBRUARY 13, 2024**

Documents:

[TAC Minutes 2.13.24.pdf](#)

**3. ADOPT CITY OF MINOT'S TITLE VI PLAN FOR CDMPO**

**4. STATUS UPDATE MTP RFQ**

**5. CDMPO ACTION ITEMS**

**6. ADJOURNMENT**

# Central Dakota MPO Technical Advisory Committee Meeting

## Minutes

Tuesday, February 13, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31<sup>st</sup> St SE)

### 1. ROLL CALL

Lance Meyer called the meeting to order at 10:30 am

#### Members Present:

Lance Meyer, Michael Johnson (for Wayne Zacher), Jesse Berg, Korby Seward, Dana Larsen, Sarah Karhoff, Jayden Casavant, Elizabeth Pietsch, Doug Diedrichsen, Brian Horinka

#### Members Absent:

Executive Director (vacant), Wayne Zacher

#### Others Present:

Nicole Robinson

### 2. APPROVAL OF MINUTES

Motion to approve suggested change by Michael Johnson, seconded by Korby Seward, and favored by all.

### 3. DISCUSSION RELATED TO ROADWAY FUNCTIONAL CLASSIFICATION

Dana Larsen discussed UZA and MPA road layers, road extensions, and road changes.

Link to -

<https://wardnd.maps.arcgis.com/apps/webappviewer/index.html?id=9f9aad6cabfb4085ad21fbab9d50ad4a>

Goal to present a draft of the functional classification to the DOT by April 1<sup>st</sup> and a finalized plan to be presented to the policy board by July.

### 4. DISCUSSION OF METROPOLITAN TRANSPORTATION PLAN REQUEST FOR QUALIFICATIONS

Dana Larsen provided an update and asked for possible assistance. Different options and suggestions were presented by various members.

Michael Johnson noted that the Federal final date is December of 2026.

## 5. STATUS UPDATE OF CDMPO TASKS

Michael Johnson reviewed the MPO to-do list.

- He noted that the MPO Executive Director Position has been posted locally and on AMPO with no response at this time. Adding a due date was suggested. The American Planners Association was brought up as another option to post the listing on.
- The Unified Planning Work Program was approved by the policy board after the January meeting.
- Title VI – Will need an action by TAC and policy board officially stating for the interim we are going to adopt the city's plan. Johnson requested this be added to next meetings' agenda.
- Boundaries have been approved.
- Designations done.
- MPO Contract – Work Program Contract after we have the signed UPWP and the Federal Highway has approved it.
- Roadway Functional Class update was done by Dana Larsen and Lance Meyer.
- Public Participation Plan – Executive Director Position will help to put this plan into place.
- Transportation Improvement Plan – Due by the end of 2026.
- Internal Policies and Procedures – Executive Director Position will create these.
- MTP – Discussed the RFP
- Website – Johnson proposed considering this in the RFP. The city may be providing the landing page.
- When minutes are finalized they will be posted for members to download
- Sam.gov – Waiting to hear back once it is finalized

- MPO Insurance – Mentioned at the last policy board meeting. Johnson encouraged members to look into this.

## 6. ADJOURNMENT

There were no further questions or discussion items. Meyer asked for a motion to adjourn the meeting. So moved by Jesse Berg, and seconded by Korby Seward. Meeting adjourned at 11:31 AM.