



Central Dakota MPO Policy Board Meeting

Thursday, March 28, 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 FEBRUARY 22ND POLICY BOARD MEETING MINUTES**

Documents:

[02222024 MPO Meeting Minutes.pdf](#)

**2. DISCUSSION CITY FINANCE/HUMAN RESOURCE INTEGRATION WITH MPO**

- a. **Working to set up meeting with City of Minot and NDDOT to ensure we are considering all potential impacts with any of the options (becoming a City of Minot Division, MPO separate with staff contracted to City, etc.)**
- b. **This decision will impact subrecipient, who contracts are written with, etc.**

**3. UPDATE ON EXECUTIVE DIRECTOR**

**4. MPO TO DO LIST UPDATE**

Documents:

[MPO to do list \(3-20-24\).pdf](#)

**5. ADDITIONAL BUSINESS**

**5.1. MINOT OUTDOOR RECREATION PATH PHASE II LETTER OF SUPPORT**

Documents:

[Minot Outdoor Rec Path Phase II Letter of Support.pdf](#)

**5.2. MPO LIABILITY INSURANCE**

**6. NEXT SCHEDULED MEETING**

**The next scheduled meeting is April 25, 2024, at 4:30 pm in the 3rd floor Executive Conference Room at City Hall (10 3rd Ave SW).**

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION  
MEETING MINUTES

February 22, 2024 at 4:30 PM

3<sup>rd</sup> Floor Executive Conference Room, City Hall (10 3<sup>rd</sup> Ave SW)

Vice-Chair Walker called the meeting of the Central Dakota MPO to order at 4:33 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

Others Present: Dana Larsen, Wayne Zacher, Lance Meyer, Mark Lyman, Paul Benning, David Lakefield, and Mikayla McWilliams

**Review/Approval of December Policy Board Meeting Minutes**

The January 25, 2024 meeting minutes were presented for review and approval. Lisa Olson moved to approve the January 25, 2024 meeting minutes. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Chairman Fjeldahl joined via teams at 4:40 pm.

**Discussion on City of Minot Finance/Human Resource Integration with MPO**

David Lakefield was present at the meeting to discuss the issues of possibly having the MPO being a separate entity. There are challenges on the financial side such as the cost of the entity if separate needing a yearly audit. Bismarck MPO operates like a department of the City of Bismarck. Central Dakota MPO could operate with its own fund as a component unit of the City of Minot.

On the Human Resource side, having an employee of one could make it hard for offering benefits. The employee would not be able to integrate into the City of Minot system with a benefit plan separately. The better option might be to have the Executive Director be a City of Minot employee and be contracted/leased to the MPO. This would allow for the City of Minot to bill the MPO for the charges.

Grand Forks uses the QuickBooks software, which is about \$150 per month, but David Lakefield would look into other software programs if directed. Since Grand Forks does a hybrid, one problem they have noticed is budget issues when it comes to benefits because of communication of premium changes. The City of Fargo MPO has always operated as a separate entity. NDPERS might be an available insurance and ICMA could be a retirement plan possibility. The City of Minot did advertise the job description to include a benefit package.

The more separate the entity is, the more costs it could incur including the financial audit, a monthly subscription to a financial software, and higher benefit costs. If the Executive Director were to be an employee of the City of Minot, authority could still be with the Policy board if set up similar to the MPL with the Library Board. City Council would have to approve the yearly budget and any budget amendments after the Policy Board approval. New contracts would be set up with the City of Minot.

Vice-Chair Walker moved for the policy board to approve the Central Dakota MPO to operate underneath the City of Minot. 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 have been signed and sent to Mikayla McWilliams. The Executive Director position has been posted and as of now there are nine applicants. The UPWP was approved in January by the Policy Board and the next step is the Federal Highway. If there is a need to amend the UPWP, the best way is to use track changes in Microsoft Word, print to PDF, and submit for approval to the Policy Board.

The City of Minot is currently working on updating their Title VI policy. The MPO could adopt this policy. The MPO would be subject to Title VI audits. The MPO Contract can now use the City of Minot Vendor ID. There will be a draft by April for the functional class but still needs a few updates/changes. The MTP must be completed prior to submitting the TIP. Dana requested more examples of RFP's at the February 13<sup>th</sup> TAC meeting. Sam.gov/Tax ID will be removed from the to do list.

MPO Insurance would be included in the lease costs for the City of Minot. City of Minot currently has \$10 million in liability insurance. A quote can be requested through the City of Minot Insurance Representative with NDIRF.

### **Additional Business**

Out of the nine applications the City of Minot received, there are two applicants with planning experience and one with no planning/MPO experience but this applicant could learn the process.

### **Next Scheduled Meeting**

The next Policy Board meeting is scheduled for March 28, 2024 at 4:30 pm in the 3<sup>rd</sup> Floor Executive Conference Room at City Hall.

### **Adjournment**

There being no further business, Lisa Olson motioned the board meeting be adjourned. Motion was seconded by Mark Jantzer and carried unanimously. The meeting adjourned at 5:44 pm.

CDMPO To Do List				
Task	Start Date	Due Date	Complete date	Comments
Bylaws			10/28/2023	Approved at Oct PB Mtg.
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			3/11/2024	FHWA complemented CDMPO on their first UPWP
3C Agreement		11/30/2023	12/20/2023	
Title VI Process				Started looking at during TAC, but was not in a position to adopt
Boundaries		12/29/2023	11/9/2023	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. This is tied to agenda item #2
SPR Contract with City of Minot			1/19/2024	Intended to get MPO up and running.
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		DL provided NDDOT a Draft of the MTP on 3/12. We are working to set up a meeting to go over comments. We should be able to bring to PB in April for approval to send, but we need to make sure we have movement on the MPO Contract before we will be able to move on the RFP.
Website				Agendas can currently be found on City of Minot Website

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

# CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION

March 18, 2024

Elly DesLauriers  
Executive Director  
Minot Park District

RE: Minot Outdoor Recreation Path Phase II

Ms. DesLauriers:

The Central Dakota Metropolitan Planning Organization (CDMPO) is aware of the Minot Outdoor Recreation Path, Phase II project. CDMPO is in full support of your project as it furthers transportation access in the Minot Metropolitan area.

The CDMPO Policy Board has approved this letter of support.

Best regards,

John Fjeldahl  
Chairman  
Central Dakota Metropolitan Planning Organization