



MPO Policy Board Meeting

Thursday, August 24, 2023, at 3:00 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 JULY POLICY BOARD MEETING MINUTES

Documents:

[07142023 MPO MEETING MINUTES.PDF](#)

2. TAC MEMBERSHIP PROPOSAL

Central Dakota MPO Proposed Technical Advisory Committee:

City of Burlington

1. City Auditor
2. Public Works Director

City of Minot

1. City Engineer
2. Principle Planner
3. Transit Superintendent

City of Surrey

1. City Engineer
2. City Auditor

Ward County

1. County Engineer
2. Planning & Zoning Administrator

NDDOT

1. Minot District Engineer
2. MPO Coordinator

3. EXECUTIVE DIRECTOR JOB ANNOUNCEMENT REVIEW

4. PRELIMINARY BYLAWS/JOINT POWERS DISCUSSION

5. ADDITIONAL DISCUSSION

6. UPCOMING MEETING

The next MPO Policy Board meeting will be September 28, 2023 at 3:00 pm.

MPO STEERING COMMITTEE
MEETING MINUTES
July 14, 2023

A meeting was held at 2:08 p.m. on July 14, 2023, with the following people present:

Burlington City- Sarah Karhoff (via Teams), Zach Walker

Minot City- Lance Meyer, Lisa Olson, Harold Stewart, Mark Jantzer, Mikayla McWilliams

NDDOT- Stacey Hanson, Michael Johnson, Wayne Zacher

Surrey City- Michael Theisen

Ward County- Bucky Anderson, John Fjeldahl, Dana Larsen

Policy Board Members

City of Minot

1. Mark Jantzer
2. Lisa Olson
3. Harold Stewart

Ward County

1. John Fjeldahl
2. Bucky Anderson

City of Surrey

1. Mike Thiesen

City of Burlington

1. Zach Walker

MPO Policy Board Chairperson

The board members discussed the process of choosing a chairperson. The idea was discussed of a rotation between each entity every year.

Harold motioned the board appoint Mike Thiesen as the interim chairperson for two meetings then the board can vote in a chairperson. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Boundary Map

Dana Larsen discussed the urbanized area and how the boundary was created. This area will have planning funds and urbanized funding for road projects whether it be county, city, or state roads. The ETA zoning area will have planning funds only.

Changes were made to the boundaries on the NE Bypass to include it in the urbanized area. The board also wanted to include more of 62nd St SW in the ETA boundary map. Dana will e-mail an updated map to the board.

Mark Jantzer motioned the board to approve the preliminary MPO Boundary map with the updated changes. The motion was seconded by Harold Stewart and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Name

Lisa Olson motioned the board approve Central Dakota MPO as the MPO name. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Housing

Harold Stewart mentioned the MPO staff could be housed in the Public Works Department. He also discussed the ability to have the board meeting at the City of Minot but the meetings could also rotate to the different entities.

Mark Jantzer motioned the board approve the City of Minot housing the MPO staff at Public Works and the public meetings rotating to the different entities. The motion was seconded by Lisa Olson and carried the following vote: ayes: Jantzer, Olson, and Stewart; nays: Anderson, Fjeldahl, Thiesen, and Walker. The motion failed.

Mark Jantzer motioned the board approve the City of Minot housing the MPO staff at Public Works. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Staff

The MPO might make around \$400,000 in Federal funds each year for planning and the MPO needs to match 20%. The discussion on an MPO Executive Director, who has planning credentials is the best idea in order to save money on hiring both positions. Job descriptions to be used as samples can be e-mailed to the board. The group also discussed the administrative duties of the MPO. The item was tabled at this time. Anita Trana, from the City of Surrey, will be at the next meeting to take minutes. The City of Burlington will discuss with their clerk if they can be in the rotation also.

MPO Board Meetings

The TAC usually meets the week prior to the MPO Policy Board. The 2nd and 3rd Wednesday of the month is not good for the NDDOT staff.

Harold Stewart motioned the board approve the Policy Board meetings to be held the 4th Thursday of every month at 3:00 pm. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: Fjeldahl.

The first meeting for the MPO Policy Board will be August 24, 2023 at 3:00 pm.

MPO Board Member Alternates

The idea would be for the alternate member would be a non-voting member unless a current voting member is unable to attend a meeting. This process can be eventually added into the bylaws. Each jurisdiction can bring back an alternate's name.

John Fjeldahl motioned the board approve to add one alternate to each jurisdiction. The motion was seconded by Zach Walter and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

Funding the 20% Match

The group will need to have this in the budget for 2024. It could possibly be population based with a break out for Ward County's portion. The group will have to look at options soon.

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 3:39 pm.

The next meeting is scheduled for August 24, 2023 at 3:00 pm.