

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES

February 22, 2024 at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd 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 13th 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 3rd 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.