

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION  
MEETING MINUTES

March 28, 2024 at 4:30 PM

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

Chair 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, Michael Johnson, Paul Benning, and Mikayla McWilliams

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

The February 22, 2024 meeting minutes were presented for review and approval. Mark Jantzer moved to approve the February 22, 2024 meeting minutes. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

**Discussion City Finance/Human Resource Integration with MPO**

One impact of the MPO operating under the City of Minot would be the subrecipient process. There is an upcoming staff meeting with the NDDOT to walk through all the financial impacts. All MPOs in North Dakota operate differently:

- Grand Forks – The MPO operates mostly independently.
- Fargo – The MPO is completely independent.
- Bismarck – The MPO is fully operating under the City of Bismarck.

The contract process would essentially operate as a pass through, but the City of Minot would oversee the audit and financial portion. The intent would be to lease an employee with the City of Minot and be similar to the MPL Library Board. Operating separately has challenges that include:

- Employee issues (ex. benefits, payroll, insurance)
- Financial Extras for the MPO (ex. financial software and audits)

**5.2 MPO Liability Insurance**

The Ward County NDIRF representative believed the MPO Policy Board should have separate liability insurance. The Bismarck/Mandan MPO falls under the Bismarck policy. City of Minot uses 1st Western Bank as an insurance agent.

Lisa Olson moved to direct staff to bring quotes on general liability insurance back to the board at the next meeting. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

**Update on Executive Director**

The City of Minot received a total of 9 applications. There are two applicants for consideration one is from Canada and one from Georgia. They both have international work experience. The options to move

forward would be to go back out for new applicants, put an RFP out for a consultant, and/or hire a head hunter.

Zach Walker moved to reopen the application process for new applicants. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Anderson, Fjeldahl, Thiesen, Walker; nays: Jantzer, Olson, Stewart.

The board also discussed how a head hunter/recruiter is expensive, but they produce quality employees. This process was not included in the work program. The board would need to present an amendment to the work program, which would move money from the salary portion of the contract to recruiter costs. The amendment to the SPR would be presented to the board for approval, then would need approval by the NDDOT and Federal Highway Department.

Harold Stewart moved approval to begin the process of hiring a recruiter including the amendment to reallocate the salary fund savings to recruiter costs up to \$35,000. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Mark Jantzer had to leave the meeting at 5:14 pm.

### MPO To Do List Update

| 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   |

Dana Larsen has the draft map for the roadway functional class fully up-to-date from the previous TAC meeting. Lance Meyer would like to review on more time to make sure all the frontage roads are present on the map. Mike Johnson will also look at the map, but the group will need to provide a spreadsheet to track the changes on the map along with the new roads and classes.

### **Additional Business**

#### **5.1 Minot Outdoor Recreation Path Phase II Letter of Support**

Chair Fjeldahl moved to approve the letter of support for the Minot Park District on behalf of the MPO Policy Board and authorize the chair to sign. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Olson, Stewart, Thiesen, Walker; nays: none.

### **Next Scheduled Meeting**

The next Policy Board meeting is scheduled for April 25, 2024 at 4:30 pm in the 3<sup>rd</sup> Floor Executive Conference Room at City Hall.

### **Adjournment**

There being no further business, Harold Stewart motioned the board meeting be adjourned. Motion was seconded by Zach Walker and carried unanimously. The meeting adjourned at 5:26 pm.