

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION  
MEETING MINUTES  
January 25, 2024 at 4:30 PM  
3<sup>rd</sup> Floor Executive Conference Room, City Hall (10 3<sup>rd</sup> Ave SW)

Chairman 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, Kristen Sperry, Michael Johnson, and Mikayla McWilliams

Mark Jantzer moved to add the Executive Director Job Description to the agenda. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

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

The December 21, 2023 meeting minutes were presented for review and approval. Michael Thiesen asked to update the minutes with the correct spelling of his last name. It was also mentioned Beth Pietsch is not an alternate for Ward County and the last name was spelled incorrectly. Lisa Olson moved to approve the December 21, 2023 meeting minutes with the changes. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

**UPWP Review and Potential Approval**

The UPWP is the Unified Planning Work Program, which is a document describing the items to accomplish within the MPO. The DOT will review the document. The UPWP includes the allotted budget and accounts for staff hours, along with the 2024 planned work activities. Lisa Olson asked about the inland marine insurance, which is the contents insurance such as tables, chairs, etc.

Mark Jantzer moved to approve the Unified Planning Work Program. The motion was seconded by Zach Walker and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

**Discussion/Potential Approval – Policy Board Agenda/Minutes Staff**

Brian Horinka, Transit Superintendent, has a new admin staff member, who could possibly be available to take minutes for the TAC meetings. The discussion was about the interim and allowing the Executive Director to decide whether or not he/she would be able to run the meetings and take minutes. If the future Executive Director decides extra staff would be necessary, an amendment to the UPWP would be needed to account for the extra budget cost. The Unified Planning Work Program as approved is currently under budget.

Harold Stewart moved the City of Minot City Clerk would create the agendas and take the minutes for the Central Dakota MPO Policy Board in the interim. 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 were approved in October, but still need to be signed. On January 19, 2024 the SPR Contract was signed with the City of Minot, so the Executive Director position can be posted after discussion on job description. The UPWP just passed and will be submitted to the Federal Highway for the ultimate approval. The policy board can work through the process of the Title VI policy or can adopt the City of Minot's Title VI policy. The MPO Contract will need to have a Tax ID before the Vendor ID can be set up for reimbursements.

The Roadway Functional Class Update is something Lance Meyer and Dana Larsen are working together on. Dana and Lance might need some guidance on the roads in the MPA not UZA and will set up a call with the DOT to ask questions about the roads to identify with certain classifications for funding, such as the major and minor collector roads. It will get brought to the policy board and the final proposal will go to the Federal Highway Department for approval.

The Public Participation Plan will be developed by the Executive Director and should describe how the Central Dakota MPO and Technical Advisory Committee will communicate with the public. The MTP feeds the TIP and need to be completed within four years of being designated an MPO. Dana is looking into the RFP for a consultant. The consultant can help with a branding plan included a logo.

Internal Policies and Procedures are an ongoing process. The website is the avenue to present what the MPO is accomplishing to the public. This could be worked into the MTP to have the consultant develop a branding plan with the website. The City of Minot could also provide a page under the Region Tab on [www.minotnd.gov](http://www.minotnd.gov). Also, the City of Minot will create a space on the Agenda Center to allow for a central location for the agendas and minutes. The other cities within the MPO could link to the City of Minot website page for the MPO. The city will draft a sample for the next meeting.

The Tax ID/sam.gov has been submitted and the MPO is awaiting a response. MPO Insurance has a minimum of \$2,000,000/occurrence and \$500,000/person. NDIRF provides this insurance and Wayne will send the board members the risk management appendix. It is a general liability insurance with auto coverage, but should it also include insurance for the board/Executive Director.

### **Job Description**

The policy board discussed how the interview and hiring process would look for the Executive Director position. Places to market the job posting should include LinkedIn, the City of Minot website, Job Service of ND, ICMA site, APWA, Society of Professional Engineers, ND League of Cities, and American MPO sites. The screening committee should be made up of people who are skilled professionals. Harold Stewart offered to assist with this committee. The board also discussed how the NDDOT could assist with the screening process.

Lisa Olson moved to post the job description until March 1, 2024, provide an update at the February meeting, and the screening committee shall consist of three people. The motion was seconded by Zach Walker and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Bucky Anderson left the meeting at 5:30 pm.

### **SPR Contract Update with City of Minot**

This contract was completed on January 19, 2024 for the CDMPO startup costs.

### **Additional Business**

The NDDOT will initiate a DocuSign with Mike Thiesen to complete the bylaws and a fully executed copy will be presented to the board.

There is an upcoming MPO Directors meeting on March 15<sup>th</sup>, where directors provide each other updates, changes, and discussion on projects. Lance and Dana have been attending greenhouse gas meetings and will continue to until the Executive Director is hired. In these meetings, they discuss new performance measures on greenhouse gas emissions by the Federal Highway. The MPO will have to adopt at minimum the levels of the NDDOT once decided. The MPO will have to report through the planning process how to meet the target greenhouse gas emissions with each project.

### **Next Scheduled Meeting**

The next Policy Board meeting is scheduled for February 22, 2024 at 4:30 pm in the 3<sup>rd</sup> Floor Executive Conference Room at City Hall.

### **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 5:42 pm.