

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION

MEETING MINUTES

April 25, 2024 at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Chair Fjeldahl called the meeting of the Central Dakota MPO to order at 4:31 pm, the following were present:

Burlington City- Zach Walker

Minot City- Harold Stewart, Alternate Carrie Evans

Surrey City- Michael Thiesen

Ward County- Bucky Anderson, John Fjeldahl

Others Present: Dana Larsen, Wayne Zacher, Lance Meyer, Stacey Hanson, David Lakefield, and Mikayla McWilliams

Review/Approval of February Policy Board Meeting Minutes

The March 28, 2024 meeting minutes were presented for review and approval. Zach Walker moved to approve the March 28, 2024 meeting minutes. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Anderson, Evans, Fjeldahl, Stewart, Thiesen, Walker; nays: none.

Discussion City Finance/Human Resource Integration with MPO

Lance Meyer presented a memo to the board, which is attached to the agenda, outlining the options and discussion on how the money will flow through the different agencies and the oversight of the different agencies. Lance had a recommendation of the board approving alternative 1.

This option would be similar structure to the MPL due to how it is run by its own board and supported by city staff. The City of Minot would be the subrecipient for the contracts with the NDDOT, the MPO would use the City of Minot Tax ID number, and the staff would be a City of Minot employee for payroll and benefits. The employee would still report to the policy board and the board can decide conditions of staffing such as accruals/policies.

The bylaws might need to be updated for clarity. The budget/UPWP will be presented to the policy board and each entity's governing body would need to include the match in the budget. The final UPWP would go to the NDDOT for final approval. The entire budget would end up in the City of Minot's final budget for its revenues and expenses, but it will be its own fund and the policy board will decide how the money is spent. Budget year 2025, the estimated amount from the federal government is \$499,228 and with the 20% local match the total for the year would be \$624,036.

Paul Benning arrived at the meeting at 4:49 pm.

Mike Thiesen moved the policy board approve alternate #1. The motion was seconded by Carrie Evans and carried the following vote: ayes: Anderson, Evans, Fjeldahl, Stewart, Thiesen, Walker; nays: none.

David Lakefield provided a point of clarification on the insurance. The City of Minot has a \$10 million liability policy with NDIRF, which could cover the MPO with alternative 1 and the governance liability could be included. For the \$2 million liability insurance, it would cost the MPO about \$2,000-\$5,000 annually. Lance believed the bylaws could wait for the update until the Executive Director position is fulfilled. Wayne will work on the contract process.

UPDATE ON EXECUTIVE DIRECTOR

Since the last meeting, the City of Minot has received one new application once the job listing was reposted. This applicant has an extensive background in planning. A special meeting can be called to keep the momentum on hiring the Executive Director position. HR also solicited 3 quotes for recruiting services and received 2 proposals.

Carrie Evans moved the policy board interview the applicant as soon as possible, have the board decide on the hiring of the applicant, and if not hired move forward with the recruiter quotes. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Anderson, Evans, Fjeldahl, Stewart, Thiesen, Walker; nays: none.

A special meeting will be set up for Monday, April 29, 2024 at 8:00 am to interview applicant. Mikayla McWilliams, City Clerk, will post the meeting and send the committee the resume of applicant and the recruiter proposals. Harold Stewart will work on developing the interview questions and will send them out to the committee as soon as possible.

TITLE VI PLAN REVIEW, DISCUSSION, AND POTENTIAL APPROVAL

Lance discussed how the Central Dakota MPO can develop a Title VI plan over time, because it is necessary to have its own stand-alone plan. By adopting the City of Minot Title VI plan, it will give the CDMPO the time it needs to develop one.

Mike Thiesen moved the policy board adopt the City of Minot Title VI plan as approved by City Council until the CDMPO can finalize their own. The motion was seconded by Carrie Evans and carried the following vote: ayes: Anderson, Evans, Fjeldahl, Stewart, Thiesen, Walker; nays: none.

CDMPO 2050 MTP RFP REVIEW, DISCUSSION, AND POTENTIAL APPROVAL

Dana Larsen discussed the MTP RFP and how a bulk of the information is required by the federal and state government regulations. The RFP lays out items such as:

- Creating a public participation plan
- Project Management
- Section Committee makeup and how the committee will produce a recommendation to the policy board
- Timeline on the RFP process
- Budget of \$520,000

The RFP will be sent out to the qualification base. The firm's proposals will vary in scope depending on what they can provide within the budgeted amount. This is a qualification-based process, so there will be a sealed cost estimate that will only be opened if the firm is selected.

Harold Stewart moved the policy board approve the RFQ as presented. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Anderson, Evans, Fjeldahl, Stewart, Thiesen, Walker; nays: none.

MPO TO DO LIST UPDATE

Updates include:

- Remove the Tax ID – MPO will use the City of Minot Tax ID number
- MTP – RFP is approved
- Functional Roadway Class – NDDOT will look it over and staff will work on spreadsheet.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for May 23, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Carrie Evans motioned the board meeting be adjourned. Motion was seconded by Mike Thiesen and carried unanimously. The meeting adjourned at 6:01 pm.