

# CENTRAL DAKOTA METROPOITAN PLANNING ORGANIZATION MEETING MINUTES

**August 24, 2023**

**Minot City Hall**

**3:00 p.m.**

Chair Thiesen called the initial meeting of the Central Dakota MPO to order at 3:00 p.m. with roll call taken and the following people present:

**Policy Board Members:**

**Chair Surrey City** - Michael Thiesen

**Burlington City** - Zach Walker

**Ward County** - John Fjeldahl, Bucky Anderson

**Minot City** - Lisa Olson, Harold Stewart, Kari Evans-Alternate, and Mark Jantzer (via teleconference).

**Also Present:**

**NDDOT**- Stacey Hanson, Michael Johnson, Paul Benning, Korby Seward

Shelly Weppler, Dana Larsen, and Lance Meyer

**Scribe:** Anita Trana

**Minutes:**

The previous steering committee meeting minutes were presented to the members. Mr. Anderson moved to approve the June 28<sup>th</sup> and July 14<sup>th</sup> meeting minute sets as provided. Motion 2<sup>nd</sup> by Ms. Olson. Roll Call Vote: Mr. Anderson-Aye, Ms. Olson-Aye, Ms. Evans-Aye, Mr. Stewart-Aye, Mr. Fjeldahl-Aye, Mr. Walker-Aye, and Mr. Thiesen-Aye. Motion passed unanimously. Mr. Jantzer was able to join the meeting remotely.

**MPO Technical Advisory Committee**

A list of titled representatives from each vested entity was provided for consideration to work on a team that will provide recommendations to the Policy Board. The committee members would officially be appointed by each organization and then eventually included within the bylaws. Whether to include the Executive Director was questioned. Ms. Olson moved to approve the proposed Technical Advisory Committee as provided, adding the Executive Director, and removing the Surrey City Auditor. Motion 2<sup>nd</sup> by Mr. Fjeldahl. This would be held as a base listing of members until everything is set. Ms. Olson amended her motion to approve the proposed Technical Advisory Committee as provided temporarily until the Bylaws are complete including the Executive Director and removing the Surrey City Auditor. Mr. Fjeldahl 2<sup>nd</sup> the amendment. Roll Call Vote: Ms. Olson-Aye, Mr. Fjeldahl-Aye, Mr. Walker-Aye, Mr. Jantzer-Aye, Mr. Stewart-Aye, Mr. Thiesen-Aye, and Mr. Anderson-Aye. Motion carried.

Central Dakota Metropolitan Planning Organization	
Proposed Technical Advisory Committee	
Agency	Title
MPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
<del>City of Surrey</del>	<del>City Auditor</del>
Ward County	County Engineer
Ward County	Planning & Zoning Administrator
NDDOT	Minot District Engineer
NDDOT	MPO Coordinator

### **Executive Director Job Announcement**

A drafted Transportation Planner job description was provided for review. Reference was made towards an email sent August 1<sup>st</sup> with the Alternate members requesting to be added to future communications. Discussion went back and forth on whether a Director or a Planner be hired to best fit the position. Covering both tasks is going to be a heavy lift of duties starting out. All members agreed whoever be chosen will be good for that person selected to grow with the group. Question was raised on how the position will be paid for. Mr. Johnson quoted \$428,000 as the approximate funds that will be available at the beginning of the year. There will be startup costs of writing Bylaws, Admin policies, plus paying for the position. All members agreed to keep personnel costs at a minimum and utilize the most for planning purposes. With year end in sight, goal will be to advertise position, interview, take back to boards for their approval, and then hire with a start date beginning the first of the new year. Four months is not that far out. The City of Minot will not be able to support the Planning load. Whomever is hired will be responsible for meetings, recommendations, staffing, policies, paperwork, deadlines, etc. Mr. Stewart will ask Minot's HR to draft a job description geared towards a director instead of a planner and bring back for the next meeting. Topic was tabled.

### **Preliminary Bylaws**

Copies of Bylaws from both the Bismarck-Mandan Area and Grand Forks-East Grand Forks MPO's were provided to the members as example. Keeping them very basic to amend as decisions are made was expressed as desire. Designation letters and setting the Boundary Map will meet the requirements needed for the Governor to submit signoff of the organization. Mr. Meyer volunteered to draft a sample set of Bylaws. Member terms to follow Grand Forks where the term follows the time not the person. Two years except members of the respective governing bodies hold membership by their elected positions, only during their terms of office. Non-elected holding terms for two years. Staggered so that no more than one-half expire at one time.

Cost sharing Dues was discussed on whether to determine the amount be based on percentage, votes, or population of each group. 50% Minot City, 30% County, 10% each Burlington and Surrey was suggested. Be a large amount of money for the smaller cities with not a lot of return. The county has population outside of each City. Reducing 10 to 5 and the county picking up the difference was proposed. The organization is going to need money the 1<sup>st</sup> couple of years. All entities will be

responsible for the initial Transportation Improvement Plan and Metro Plan then match the share each of their own studies. Mr. Jantzer moved to approve establishing annual Central Dakota Metropolitan Planning Organization dues based on population. Motion 2<sup>nd</sup> by Ms. Olson. Costs would change per Census every 10 years. Roll Call Vote: Mr. Jantzer-Aye, Ms. Olson-Aye, Mr. Walker-Aye, Mr. Fjeldahl, Mr. Anderson, Mr. Stewart-Aye, and Mr. Thiesen-Aye. Motion passed unanimously.

Ward County	= \$ 34,000.00
Minot City	= \$ 87,000.00
Surrey City	= \$ 2,400.00
<u>Burlington City</u>	<u>= \$ 2,300.00</u>
Annual Total Dues	= \$125,000.00

**Other:**

Mr. Thiesen addressed his temporary appointment of chair. Ms. Olson nominated Mr. Thiesen to hold position of chair through the end of the year. Motion 2<sup>nd</sup> by Mr. Anderson. Voice Vote-All Ayes. Motion carried. The next meeting will be September 28, 2023 at 3:00 pm.

Meeting adjourned at 4:33 p.m.