

**PROCEEDINGS OF THE  
EXECUTIVE POLICY BOARD OF THE  
GRAND FORKS/EAST GRAND FORKS  
METROPOLITAN PLANNING ORGANIZATION  
Wednesday, November 17<sup>th</sup>, 2010 – 12:00 Noon  
Grand Forks County Commissioners Chambers**

**CALL TO ORDER**

Gary Malm, Chairman, called the November 17<sup>th</sup>, 2010, meeting of the MPO Executive Policy Board to order at 11:56 a.m.

**CALL OF ROLL**

On a Call of Roll the following members were present: Gary Malm, Warren Strandell, Mike Powers, Greg Leigh, and Steve Adams.

Absent were: Tyrone Grandstrand, Doug Christensen, and Dick Grassel.

Guest(s) present were: Dean Rau, Assistant Grand Forks City Engineer.

Staff present were: Earl Haugen, GF/EGF MPO Executive Director; Nancy Ellis, GF/EGF MPO Senior Planner; Teri Kouba, GF/EGF MPO Planner; Matt Leal, GF/EGF MPO Planning Technician; and Peggy McNelis, GF/EGF Office Manager.

**DETERMINATION OF A QUORUM**

Chairman Malm declared a quorum was present.

**APPROVAL OF THE OCTOBER 20<sup>TH</sup>, 2010, MINUTES OF THE MPO EXECUTIVE POLICY BOARD**

***MOVED BY LEIGH, SECONDED BY STRANDELL, TO APPROVE THE OCTOBER 20<sup>TH</sup>, 2010, MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS SUBMITTED.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.***

***Voting Nay: None.***

**MATTER OF AMENDMENT TO 2011-2014 T.I.P.**

Haugen reported that this is the advertised time for a public hearing on a proposed amendment to our 2011-2014 T.I.P., addressing some changes to the transit section. He stated that this is actually old money that is being amended into our new T.I.P..

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Haugen explained that two things are happening with this amendment:

- 1) The Statewide 5309 Grant: Grand Forks received roughly a third, or \$383,277 of the \$1,000,000 requested. They then had to determine which project they actually wanted to put forward, which they finally did, and they then submitted it to their City Council for approval. The project they chose was to purchase two Class 500 fixed-route vehicles, and is being funded with FY2010 monies in 2011.
- 2) New Freedom/JARC: These are actually FY2009 monies that are being awarded. The City of Grand Forks had requested more funds than were awarded, however, they were finally awarded \$40,000 JARC funds to help with the on-going cost of running Route 12/13. They were awarded some New Freedom funds to purchase another demand response vehicle for the Senior Rider/Dial-A-Ride Service.

Haugen commented that all of these projects are programmed to occur in 2011 because that is the first year that our T.I.P. can show any projects, but, again, these are old monies that are finally being awarded. He stated that a public hearing does need to be held on this item in order to ensure that our T.I.P. has followed the proper public participation process.

Haugen reported that the Technical Advisory Committee discussed this at their meeting last Wednesday, and did, along with staff, recommend approval of the amendment as presented.

***MOVED BY LEIGH, SECONDED BY STRANDELL, TO OPEN THE PUBLIC HEARING.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.***

***Voting Nay: None.***

There was no one present for discussion.

***MOVED BY LEIGH, SECONDED BY STRANDELL, TO CLOSE THE PUBLIC HEARING.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.***

***Voting Nay: None.***

***MOVED BY LEIGH, SECONDED BY ADAMS, TO APPROVE THE FY2011-2014 T.I.P. AMENDMENT, AS SUBMITTED.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.***

***Voting Nay: None.***

**MATTER OF STATUS OF URBAN ROADS MAP**

Haugen reported that back in August we had submitted to the NDDOT, working through the Technical Advisory Committee, an update to our Urban Roads Map. He explained that the

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Urban Roads map, in North Dakota, identifies which roads are eligible for federal funds in Grand Forks.

Haugen pointed out that there were some functional classification updates that we were processing, and while going through the process we identified that neither our Columbia Road Overpass ramps or our DeMers Overpass ramps are classified by either the State or by us for eligibility of federal funds, so we worked with the Technical Advisory Committee, which includes representatives from the NDDOT, to come up with a map that we submitted to the State for their consideration. He then referred to a copy of a letter the MPO received in October from the NDDOT, included in the packet, rejecting that map. He pointed out that they cite the reason for the rejection as being that we were putting the ramps on the Regional System, or the State Highway System.

Haugen stated that this was discussed at the Technical Advisory Committee at their meeting last Wednesday, and because we do have some projects that we need to get done, and in order for that to occur we need to have some of the changes we made to the map approved, they recommended the MPO Executive Policy Board approve a map showing only the changes that were requested outside of addressing the ramp issues. He explained that by doing that we would be updating 20<sup>th</sup> Avenue South, South 48<sup>th</sup> Street, and a couple of other changes, so that we can get those things cleaned up and get those projects on track again. He added that the other recommendation was to then submit a map, with the ramps as we previously submitted, and re-request that the ramps be identified as part of the regional system as our current request was, and allow us to continue to discuss with the NDDOT the possibility of classifying those ramps as part of either the Regional System, or as part of the Urban Road System.

Haugen referred to the map, and went over the changes shown.

Haugen reported that they are also working with the NDDOT on identifying how ramps are treated in other North Dakota cities as well.

***MOVED BY LEIGH, SECONDED BY ADAMS, TO APPROVE STAFF DEVELOP TWO SEPARATE MAPS; ONE ADDRESSING JUST THOSE CHANGES MADE TO THE URBAN ROAD SYSTEM; AND THE OTHER TO INCLUDE THE COLUMBIA ROAD AND DEMERS OVERPASS RAMPS.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.  
Voting Nay: None.***

**MATTER OF RESULTS OF DAR/SENIOR RIDER RFP**

Kouba reported that they went out for bid, and received one proposal. She stated that Grand Forks Taxi was the only firm that submitted a bid, however, there were some surprise issues with the total cost of their bid. She explained that to continue providing our current service, the cost

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would be about \$17.00 per ride, so they negotiated with Grand Forks Taxi to get the cost down to \$11.45 a ride, with the City of Grand Forks taking on the task of handling reservations, as well as the maintenance of the vehicles they purchase.

Kouba said that both cities approved this; the City of East Grand Forks approved it at their meeting last evening, and the City of Grand Forks approved it at their meeting on Monday evening.

Kouba explained that this is a service that we need to provide as a complimentary para-transit service for our fixed-routes.

Haugen reported that the message to this board is that we are going to have to address this financial imbalance in our Long Range Transportation Plan, so in our work program next year you will see a significant resource committed to addressing the transit service in both Grand Forks and East Grand Forks to try to get this balanced. Malm asked what significant resource this comes from. Haugen responded that we will be recommending we hire a consultant to help us through this process. He added that they won't only be looking at the Senior Rider/Dial-A-Ride services, but also the route structure in both cities as well, so it will be a pretty comprehensive review of the public transportation system.

Leigh asked if there was only indication as to why we only had one firm bid on this, was it because Grand Forks Taxi was the only firm capable, or had the equipment, necessary to provide the service. Haugen responded that in his opinion this wasn't the case as the equipment is being furnished by the City of Grand Forks. Leigh asked, then, if the taxi service uses any of their own equipment. Haugen responded that they do have some of their own equipment that would augment the City's equipment, but basically they will be using just the City's equipment for the most part. Powers asked if this means that they will only be doing the driving. Haugen responded that that was correct, under the new contract. Kouba added that Grand Forks will be paying for their dispatching until they can get their own dispatching software to do it in-house.

Malm asked if once we get the contract, will that person be in charge of the routes. He stated that we hear a lot about route issues, and if we build the Wellness Center and/or the Library are built, are we going to have to get into all that again. Kouba responded that it is something that will need to be looked into, and will have to be part of our transportation plan update. Haugen added that the next agenda item will specifically address the new Wellness Center, and the study of routes to it. He stated that all the routes, and primarily the Grand Forks routes are extended, with our current traffic, to the point where it is impossible for the drivers to make it to their stops in time. He added that we are in the process of implementing signal coordination and a signal priority system, which will help somewhat, but even with that we are being asked to examine how new route structures can be implemented, and we will be doing that in 2011.

**MATTER OF CONTRACT FOR SOUTH WASHINGTON STREET STUDY**

Ellis referred to the staff report, included in the packet, and reminded the board that they approved staff send out an RFP for the South Washington Street Study in September. She

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reported that they received six proposals, and interviewed three; Alliant, KLJ, and MMM Group, and, although all three would have done a great job with the study itself, the Steering Committee is recommending we enter into a contract with Alliant Engineering, at a cost not-to-exceed \$45,000.

Ellis then referred to page 37 of the packet, and pointed out that Alliant states that: “The South Washington Street Corridor Study needs to be comprehensive, considering transportation and land use needs hand-in-hand, and that it should answer the following five issues: 1) Design, 2) Transit, 3) Local Street System, 4) Pedestrian and Bicyclist Movement, and 5) Implementation.

Ellis stated that a contract has been compiled, and Alliant is okay with it, so staff is requesting approval from the Executive Policy Board in order that Alliant can get started on the study as soon as possible.

***MOVED BY LEIGH, SECONDED BY POWERS, TO APPROVE ENTERING INTO A CONTRACT WITH ALLIANT ENGINEERING TO PERFORM THE SOUTH WASHINGTON STREET CORRIDOR STUDY FOR AN AMOUNT NOT TO EXCEED \$45,000.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.***

***Voting Nay: None.***

**MATTER OF DRAFT REPORT FOR 2010 A.T.A.C. SCHOOL SAFETY STUDY**

Ellis reminded the board that each year we try to complete school safety studies for the elementary and middle schools in the Grand Forks and East Grand Forks areas. She stated that they did look at a parochial school this year, St. Michaels, as well as Winship and Wilder Elementary Schools in Grand Forks.

Ellis reported that these studies don't just look at safe-route-to-school issues; but also at pedestrian safety, roadway and parking characteristics, traffic control and pavement markings, traffic circulation, etc., as well, so it addresses the whole scope of school safety.

Ellis referred to the staff report, and explained that A.T.A.C. did give both short and long term safety improvements involving educational strategies, enforcement strategies, and engineering enhancements. She pointed out that the recommended improvements for all three schools are listed in the report, and went over them briefly.

Powers stated that while reading through the report, the thing that he was particularly concerned about are the signal lights; and the issues we have been having with some of them malfunctioning, and many being outdated. He asked if this wasn't something each City should be looking at through regular maintenance. Ellis responded that this is something each City should be taking care of. She added that there are other issues as well, including a stop sign that has graffiti on it, branches covering signs, etc., that should all be taken care of, and were turned over to the public works departments.

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Ellis reported that staff will be reviewing the draft report with the principals from each of the schools. She added that they also submitted copies of the report to both public works departments, engineering departments, and the District Engineer in Grand Forks as St. Michaels is located on a state highway. She stated that once everyone has had a chance to review and comments on the report and it's recommendations, it will be submitted to this body for final approval.

Ellis stated that there are only a few schools left that have not been studied, so we are nearing the end of these studies.

Strandell asked about the drop-off sites, and whether or not there is a problem with certain parents leaving the vehicle and walking the child to the school. Ellis responded there is a problem with that occurring, and this really is an education/enforcement issue that needs to be taken care of. She added that, basically, education and enforcement are the most critical elements of the study.

Ellis reported that they will be seeking final approval at the Executive Policy Board's December meeting.

**OTHER BUSINESS**

1. December Executive Policy Board Meeting

Haugen reported that the December meeting will be packed with lots of items for action. He added that the meeting will be held on Wednesday, December 15<sup>th</sup>.

**ADJOURNMENT**

***MOVED BY LEIGH, SECONDED BY STRANDELL, TO ADJOURN THE NOVEMBER 17<sup>TH</sup>, 2010, MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:20 P.M.***

***Voting Aye: Strandell, Malm, Leigh, Powers, and Adams.***

***Voting Nay: None.***

Respectfully submitted by,

Peggy McNelis,  
Office Manager