

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION**

**Wednesday, January 23rd, 2019 – 12:00 Noon
East Grand Forks City Hall Council Chambers**

CALL TO ORDER

Clarence Vetter, Chairman, called the January 23rd, 2019, meeting of the MPO Executive Policy Board to order at 12:01 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Clarence Vetter, Mike Powers, Warren Strandell, Al Grasser, Bob Rost, Marc DeMers and Jeannie Mock.

Guest(s) present: Michael Huot, Property Owner and David Kuharenko, Grand Forks Engineering.

Staff: Earl Haugen, GF/EGF MPO Executive Director; Jairo Viafara, GF/EGF MPO Senior Planner; Manna Khan, GF/EGF MPO Intern; and Peggy McNelis GF/EGF MPO Office Manager.

DETERMINATION OF A QUORUM

Vetter declared a quorum was present.

WELCOME NEW MEMBER

Vetter welcomed new MPO Executive Policy Board member, Bob Rost, and asked that everyone please state their name and the organization they represent.

Vetter stated that we also have a new MPO Intern present today. Haugen explained that the MPO has an internship program and Manna Khan became our newest intern in January and is a graduate student in the Geography Program at UND and will mainly be working on GIS projects for the MPO.

SELECTION OF SECRETARY

Haugen reported that with Mr. Vetter assuming the Chair position for a two-year term, his previous position as Secretary will need to be filled. He explained that this is a two-year term that is rotated between the two States and this next two-year term should be a person from the North Dakota side. He stated that, again, this is a two-year term, and the intent is that the person in the position gets prepared to assume the Chair position for an additional two-year term.

MOVED BY VEIN, SECONDED BY DEMERS, TO NOMINATE JEANNIE MOCK AS THE NEW MPO EXECUTIVE POLICY BOARD SECRETARY.

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Voting Aye: Vetter, Powers, Vein, Strandell, DeMers, Rost, Grasser, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

**MATTER OF APPROVAL OF THE DECEMBER 19TH, 2018, MINUTES OF THE MPO
EXECUTIVE POLICY BOARD**

***MOVED BY DEMERS, SECONDED BY ROST, TO APPROVE THE DECEMBER 23RD, 2018,
MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS PRESENTED.***

MOTION CARRIED UNANIMOUSLY.

MATTER OF FINAL APPROVAL OF THE 2045 BIKE/PED ELEMENT

Viafara referred to a slide presentation (a copy of which is included in the file and available upon request) and went over it briefly.

Presentation ensued.

Viafara referred to two maps and pointed out that one of them indicates the 2045 Existing and Planned Network and the other is a revised pedestrian/bicycle map. He said that you can see that there are quite a number of differences between the two maps, and some of the changes convey to the fact that in cooperation with the Engineering Department, Planning and Recreation from both Cities they went over and reviewed some of the roadways to assure that they were able to accommodate new bikeway facilities so that we can provide connectivity, connect some destinations to the greenway and to afford a more comprehensive bicycle accommodation for the citizens.

Viafara reported that in addition to the new maps, they are also providing a new set of performance measures. He said that the idea is to help local governments, stakeholders, and agencies to initially establish baselines that will allow staff to continue tracking the progress of the goals and objectives that we have set on our bike/ped map that you will be approving today.

Viafara stated that we also are acknowledging that in order to set these performance measures and to be able to track the progress of performance there are a number of factors that may curtail or impede the complete realization of some of the objectives. He cited the following examples of factors outside staff control that can impact the progress of performance targets: a weak economy, limited resources, level of snow fall, etc.

Viafara commented that the idea here is to; having these constraints into consideration and nevertheless, move or establish a kind of a movement towards a new set of performance that tomorrow will help us to see how close or how far are we from actually achieving those targets that are being set in order to benefit the community.

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Viafara reported that there are ten goals, and those ten goals are the national goals that we need to follow. He referred to the presentation and went over the goals as follows:

Goal 1 – Economic Vitality: Viafara explained that in terms of the performance targets that we have we are trying to increase the number of jobs that are easily accessible within one-fourth of a mile, kind of a walking distance, wherever the job may be located. He added that in both cities, fortunately we have 99% of the jobs within the 2-mile area. He stated that these are the performance measures that will help us to increase economic vitality by affording people alternative non-motorized modes of transportation.

Goal 2 – Security: Viafara stated that they have set a number of measures such as the number of street lights installed, the number of hours spent by the police on bicycles annually, the number of intersections with traffic signals that are equipped with preemption for emergency vehicles, and the number of intersections with backup power. He said that the idea here is that we are also preparing ourselves for emergency management issues, and we are also increasing by putting these measures into action, fostering safety to try to abort the possibility for pedestrians to walk or bicyclists to run into unforeseen accidents.

Goal 3 – Accessibility and Mobility: Viafara said that in terms of accessibility and mobility we would like to have East Grand Forks as committed to this 40% for the accessibility in terms of the ramps and constructed facilities; Grand Forks has committed to 44 ramps retrofitted every year. He stated that the idea here is for the Engineering and Planning and Recreation Departments to be committed to provide the MPO information for the process of analysis. He commented that there is another performance measure and it is miles of proposed bicycle facilities installed annually. He said that Grand Forks has committed to build 2-miles per year, or 10-miles in the next 5-years; East Grand Forks has committed to 2.5 miles in the next 5-years.

Goal 4 – Environmental/Energy/Quality of Life: Viafara stated that this gives us an idea of how this plan is related to ?? that are conducive for the MPO, the City of Grand Forks, the City of East Grand Forks to fulfill national goals that, at the end, will improve the quality of the transportation system for the entire population of the United States.

Goal 5 – Integration & Connectivity: Viafara said that, concerning transit, most of the vehicles here in town are equipped to carry bicycles so we would like to extend that to our shelters to 70% or 25 to 35 shelters in the next 5-years that will allow more connectivity with the bicycle network.

Goals 6 & 7: Viafara reported that we have three performance measures that are also tied to the DOT and also to the National DOT, and those are the ones that have to do with Safety, Pavement Conditions, and Condition of the bridges and structures that we have in our system.

Goal 8 – Safety: Viafara stated that concerning safety we have committed to zero deaths, which is a policy of North Dakota and Minnesota DOTs; and in the past the number of non-motorized serious injuries for Grand Forks from the Year 2010 to 2016 was 10 and for East Grand Forks from the Year 2010 to 2015 there were 6, so we are striving for a very low number of those types of injuries in the future, and the number set is 3 or less.

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Goal 9 – Resiliency & Reliability: Viafara stated that he needs to explain that snow removal is a very important issue because when the sidewalks in the system aren't cleared it impedes access and mobility within the system. He said that this has been an issue with legislation or lack of human resources, or financial abilities for the cities and small towns sometimes to provide a tracking mechanism, so we currently have an agreement with Grand Forks that basically sets the number of the goal to reviews by 50% the number of complaints, of course, reducing the number complaints is quite a situation because we don't know how to actually reduce them, but by promptly clearing some of the sidewalks certainly that would be one way to reduce those complaints; by becoming more proactive it is possible that both cities will strive to reduce those number of complaints.

Goal 10 – Tourism: Viafara stated that this is overall the number of goals that we have, and in terms of tourism we would like to link the number of hotels to the existing bicycle and pedestrian path as many tourists that come to the City want to enjoy the Greenway.

Viafara said that these are our performance measures, and staff has been working closely with the Engineering, Planning and Recreation Departments, so, as he indicated, this is the beginning for us to little by little start measuring things and to make sure that the goals and objectives that we have set are actually being realized.

DeMers referred to Goal 3 and said that there was some concern at one point that the proposed performance measure was higher than was thought to be achievable and he is wondering if this is the updated measure to reflect the lower target. Viafara responded that it is the updated measure. He added that he did indicate that the Cities had some concern about their abilities to actually commit themselves to the higher target, and this reflects the figures that the Cities felt more comfortable committing to.

Vein referred to Goal 9 and pointed out that he understands the first one to reduce the number of complaints by 50%, but how do you reduce the length of sidewalk cleared per complaint. Viafara responded that that is exactly what happens; it is important to note that the City of Grand Forks has been keeping track of the number of complaints that they have received for many years, so those are readily available to us. He said that most complaints come through the 311 Phone line, so one way to reduce that is to become more proactive, so sometimes some of these complaints become repetitive in some areas, particularly in areas that are near by backyard bike paths, that is exactly what happens because many many residents, when they are fronting or backing the path they believe, or they are not very aware, that particular portion of the lot is still responsible for clearing the snow, so educating people is another way to help reduce the number of complaints. Vein stated that he knows that they can reduce the number, it is just that you kind of reduce, also by 50%, the length, it seems like you go after bigger lots than smaller lots.

Grasser reported that this issue was talked about pretty extensively at the Technical Advisory Committee, they touched on some of the subjects that came up here, so if he can summarize, he thinks there are some things that our outside of our control that are being measured; and what the committee did as part of that process was to make a motion that said that they would adopt the policy,

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recognizing the financial constraints at the Federal, State, and Local funding side; so we recognize when we run into those problems that there is some flexibility there because we may or may not have the resources there or control over it so that was included in the motion at the Technical Advisory Committee level. He added that that brings up another question, and he isn't sure who to direct it to; so he will jump over and reference Item 9 and say that the format, he likes the format that is shown on Item 9 because in the staff report it says what the Technical Advisory Committee discussed and it infers that it gives the Technical Advisory Committee's recommendation or motion, but this particular one is lacking that and he is wondering if we can go back and add that to the staff report just so that it is clear that it did go to the Technical Advisory Committee and they made this certain motion. He said that it is more of a procedural thing, and he thinks it is being done that way on the rest of the reports, so he would like to see that at the Technical Advisory Committee so when we get it at the Executive Board we know that it went to them and what came out. Viafara responded that he certainly can, it was an oversight on his part, not a procedure so everytime we will strive to abide by that kind of procedure so this time they will certainly do it; that he thinks will be done, the addition will start with you and then it will be sent back again to the Executive Policy Board as a testament that they are heeding your advice as headed.

Powers cited the example; say we get five inches of snow, what is the timeframe for getting snow removed from shelters and handicapped areas, because he is wondering what is considered a reasonable amount of time to respond to snowfall, and what do you consider a reasonable timeframe for a valid complaint. Haugen responded that the City has an ordinance that defines that situation; so the MPO does not have an opinion on that, it is already legislated by both City Councils as to what those time periods are. He added that as far as complaints, again, that is up to each side of the river to determine when they receive a complaint how they process it; if they feel it has been a long enough time, they will probably ask the person calling to give their neighbor or whomever a little extra time and see if it isn't cleaned up that way, but the actual timing of that is controlled by both City Councils with the ordinances that they have in place already.

MOVED BY POWERS, SECONDED BY GRASSER, TO APPROVE ADOPTION OF THE 2045 BIKE/PED ELEMENT SUBJECT TO AN AMENDMENT RECOGNIZING POSSIBLE FINANCIAL CONSTRAINTS AT THE FEDERAL, STATE, AND LOCAL FUNDING LEVELS.

Voting Aye: Vetter, Powers, Vein, Strandell, DeMers, Rost, Grasser, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

MATTER OF APPROVAL OF RESOLUTION ADOPTING THE 2045 METROPOLITAN TRANSPORTATION PLAN

Haugen reported that with the recent adoption in November of a major update to our Transit Development Plan, and with December's adoption of the Street and Highway, and today's action on the Bike/Ped Plan, we now have a Resolution to more or less merge those three documents into one with a

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motion to say that we are adopting all three plans that combined make up our Metropolitan Transportation Plan for the Year 2045. He added that the Resolution also identifies that part of the official plan includes the Regional ITS Architecture and the Public Participation Plan. He explained that they are on a different five-year cycle, so we need to focus for this Resolution on the updates that took place for the remaining modes, and then next year for our current 2019 Work Program we show that we will be updating the Regional Architecture and the Public Participation Plan, which is why they are referenced in the Resolution.

Strandell asked if there is any reference here to which sites are still being considered for a future bridge location. Haugen responded that the Resolution references the 2045 Street and Highway Plan, and in that plan 32nd Avenue and Merrifield sites are identified as future bridge corridors.

***MOVED BY STRANDELL, SECONDED BY POWERS, TO APPROVE THE RESOLUTION
ADOPTING THE 2045 METROPOLITAN TRANSPORTATION PLAN.***

Voting Aye: Vetter, Powers, Vein, Strandell, DeMers, Rost, Grasser, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

Haugen commented that there are two notes of information. He stated that what happens next is that our Federal Partners, principally North Dakota Federal Highway, who has been designated as the lead federal agency, will have up to 30 days now to review what happens and to make sure we aren't missing anything critical. He said that within that 30 days they will give us a letter, through the NDDOT, stating that we now have an applied MTP and that our next expiration date will be in five years.

Haugen stated that even though he just used the term long range transportation plan that is no longer the correct term; you will notice that we reference the Metropolitan Transportation Plan, which is now the correct term.

MATTER OF APPROVAL OF FY2019 T.I.P. AMENDMENTS

Haugen reported that every once in a while we need to amend our program to include recent federal funding awards, and, as in this case we have four projects that are being funded.

Haugen stated that the first one is something that was caught in the red tape, and also with the federal shutdown. He explained that Federal Highway Administration is not officially shutdown because their funding is appropriated in a different way, however Federal Transit Administration is impacted. He said that as part of East Grand Forks purchase of a vehicle, they got caught in the shutting down of one fiscal year and the start of the next fiscal year so it had to go into the next federal fiscal year, which meant it no longer could just sit in our 2018 T.I.P. year, it had to be shown in our 2019 T.I.P. year.

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Haugen reported that the next one, also the transit on the North Dakota side; back in November we approved candidate projects for the 5339 FTA grant, and Grand Forks was awarded some of the requests we forwarded to them, so Grand Forks Transit now is eligible to seek those funds for the projects that were identified. He added, though, that those funds were also held up a bit by the federal shutdown because they can't order documents until after the grant awarding process, but the North Dakota DOT has two other projects that they were asking us to amend into the T.I.P.; the first one is something that is actually programmed in the Year 2021 but they want to get it into this current program, and that is a mill and overlay on the one mile stretch west of North 55th Street and Gateway Drive or U.S. #2. He stated that it is still a rural cross section, but in the geography of life it is in the Urban setting of the funding program so they were waiting for the decision as to whether they should spend a lot more money to make that an Urban Cross Section or make it a mill and overlay and buy some time, so right now they are doing the mill and overlay in 2021 on that one mile stretch and keeping it as a rural cross section.

Haugen stated that the last one is something that is being implemented as a bit of a pilot project throughout North Dakota, but the focus on the first initial pilot sites are within the three MPO areas, and involve the installation of median guardrails on the Interstate, so essentially between Gateway Drive past 32nd Avenue the NDDOT will be installing that median guardrail in place. He explained that the Technical Advisory Committee did hold a public hearing on this at its meeting two weeks ago; no comments were made and none were received and they did move to forward a recommendation to the board that you adopt the amendment to the T.I.P. for these four projects.

Vein referred to Item 3, U.S. Highway 2, and pointed out that there is a substantial financial difference between the two alternatives, and he is wondering where the funding came from, was it part of the State's responsibility or is there a cost share for the City. Haugen responded that under the normal funding program currently in place it is under the Regional Program, and it is under the Principal Regional Program which means that the NDDOT would match the federal funds. He added that we would be at 80% and the NDDOT would provide the full 20% local match for the project. He added that that this is the case for the mill and overlay project because it is on the principal regional system. He stated that if it were to go to an urban cross section with that larger value, that still would be the normal funding in place.

Vein stated that it would be nice to get that to an urban section sooner rather than later. He said that it seems like we are prolonging that by doing a mill and overlay now, which would extend the current life to another ten or so years. Haugen responded that that is correct. He added that if you look at the 2045 Street and Highway Plan's Illustrative Listing of Projects that cost of making it an urban section is there because that is such a value that we couldn't put it within our fiscal constraint. Vein asked if he was referring to our fiscal constraint or the States fiscal constraint. Haugen responded that, again, the MPO works cooperatively with the State to create that financial plan. Vein commented that to say that we want to work with the State; they are the ones that are basically dictating if they don't want to do this now and give higher priorities for the money. Haugen responded that that is essentially what is being said; we as an MPO have higher priorities for the money, the State is saying they agree with us that we

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have higher priorities for the money, yet if no funding sources come under this legislative session or through congress it will reopen the discussion, but there are also a lot of other projects that have high interest that the urbanization of this one mile would compete against.

Vein said, then, the mill and overlay will extend the life of this, when will it come back to us. Haugen responded that we will see this project come back to us through our T.I.P. cycles at least two more times because this is identified in 2020 now, so if there is any shift in it we will know within the next two years if they are going to flag it as a mill and overlay, invest in an urbanized section. He said that after that, really the next opportunity is where we are informed that we get to increase the Federal or State funds that we now have to re-examine our priorities with the new fiscal reality we have, and this could be one of the projects that we would consider that new funding for, otherwise everything else is normal so three years from now when we start the Street and Highway Plan update and the five year cycle of updates it will come back then.

Vein asked if we are or aren't signaling the intersection on 55th, and if we are we will signalize it based on the design of the intersection, and then we will take it back out and reinstall it as an urban section later. Haugen responded that, yes you will get some life out of the work that is being done this year but it won't be the normal expected 20-year life expectancy cycle that they want, that is why we plan on 20-years so that we get at least 20-years of use of what is invested.

Vetter asked if the NDDOT is actively analyzing whether they want to put it into urban or not, or are you just trying to keep it functioning as is. Haugen responded that they are looking at it, but he isn't sure to what level of project development they are pursuing now, but they are having discussions with the City and the MPO for a couple of years now about when it is appropriate to do it, and the issue always comes back to the fact that we just don't have the financial resources to get it done at the same time all these other interests that we don't have the financial resources to do will be competing as well so there is some activity taking place, whether it is getting to the point where it is shovel ready or not he doesn't believe it is.

Grasser commented, a point of reference; we are in that same situation in other parts of town, one that comes to mind is 32nd Avenue South, we will do some improvements there this year using safety money to correct things, but then when you do that the NDDOT wants to see a certain amount of life out of that investment, a multi-million dollar investment on 32nd, and yet we really should be moving towards reconstruction of 32nd Avenue South as opposed to continuing just the maintenance aspects, so just recognizing that we are facing that at a number of locations; we do the shorter term fixes and then we can't go back and touch it again for a while, but the proper fix may be out of the short time-frame.

MOVED BY GRASSER, SECONDED BY ROST, TO APPROVE THE FY2910 T.I.P. AMENDMENT, AS PRESENTED.

Voting Aye: Vetter, Powers, Vein, Strandell, DeMers, Rost, Grasser, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

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**MATTER OF APPROVAL OF CANDIDATE PROJECTS FOR NDDOT FTA 5339
SOLICITATION**

Haugen reported that as we have been mentioning for a while there has been an infusion of transit dollars, particularly capital transit dollars. He stated that we just amended the T.I.P. for an award that we solicited and forwarded in November, and at that time we did discuss that there would be another solicitation taking place, that happened during December and Cities Area Transit has submitted to us these candidate projects. He pointed out that the top project is to purchase three vehicles to allow the merger between the current UND Shuttle Service with the Cities Area Transit Service. He added that the other projects are basic shop vehicle item replacements, and they are all consistent with the Transit Development Plan that will be getting a major update in November and both the Technical Advisory Committee and Staff are recommending that you approve them as being consistent and to give them the priority order requested.

MOVED BY POWERS, SECONDED BY GRASSER, TO APPROVE THE CITIES AREA TRANSIT FTA 5339 CANDIDATE PROJECTS AS BEING CONSISTENT WITH THE MPO TRANSIT DEVELOPMENT PLAN AND TO GIVE THEM PRIORITY RANKING, AS SUBMITTED.

Voting Aye: Vetter, Powers, Vein, Strandell, DeMers, Rost, Grasser, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

**MATTER OF APPROVAL OF RFQ FOR TRANSIT ABSORPTION OF UND SHUTTLE
SERVICE**

Haugen reported that in our work program we identify that would assist UND and Cities Area Transit in analyzing what the financial component would be to have this merger take place.

Haugen pointed out that they are using the term “request for quotes” and explained that they had a \$40,000 budget for this project, which is below our threshold of \$100,000 to allow us go through a quote process instead of our normal request for qualification process.

Haugen stated that one thing is that they are still working with the NDDOT on is, because this is a request for quotes, we have to have, at a minimum try to get quotes from three qualified firms, and the NDDOT’s qualification list is geared zero percent toward transit, so there aren’t any officially pre-qualified consultants so we are trying to work with them on allowing us to go through the qualification based selection process website notification to all firms that might be interested, in addition to us contacting the ones that we have gotten proposals on transit services the last two major updates that we did to our Transit Development Plan, which would give us about five firms on that list, so the date is still a little in influx.

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Haugen said that they are trying to get this scheduled so that at the February Board meeting they have had the opportunity to go through that process and have a recommended consultant to negotiate a cost with so the motion you make to day will still be a little influxed as to what that date will be. He explained the process that needs to be followed to get this accomplished and determine a closing date. He added that we expect it to be right about the 14th or 15th of February.

Vein asked if this assumes that the previous motion we approved to purchase three buses is in place so that we actually have those three buses to be part of this operation. Haugen responded that the scope of work identifies that if we aren't awarded them, and we should know if we are by the end of February, then part of what the consultant will do is to help us identify if we have existing vehicles already, as our spare vehicles, that we could put out into service on a temporary basis, or come up with a sort of financial plan to purchase someone else's spare vehicles so we can get the service up and running and then still work towards total replacement of those vehicles.

DeMers asked if the UND service is still staffed by students. Haugen responded that they do still have some FTE that are supervisory level, but most of the current drivers are students and that is part of their issue, finding staff and having staff show up. DeMers asked if that changes the funding as some of that is work study type of funding isn't it. Haugen responded that it isn't.

Mock said that she would imagine part of the roll of the MPO and part of the cooperation between the two cities is to provide this bus service while also keeping costs down; are we expecting that by adding the campus shuttle into this we can provide better service to the cities while also keeping costs down, is it a cost saving method, is there some sort of overall goal that we are trying to accomplish. Haugen responded that in 2020 our work program identifies that we will, assuming the merger takes place we will initially start operating the exact same routes that the UND Shuttle runs right now; and in 2020 we will do a re-route analysis to look at how those routes could be better incorporated with the rest of the community. He added that the UND Shuttle stays on campus right now so it is an internal service, and with it becoming part of CAT's operations they then could come off campus and serve some areas and do a dual purpose.

Mock asked, and maybe this is part of the study, but right now you mentioned those drivers have to follow their City Employee benefits, so that would transfer to the City Employees. Haugen responded it would. Mock said so then as part of the study, are we looking at that from a budget standpoint of putting additional benefits Haugen responded that it would become full city employees. He stated that sometimes CAT has part-time drivers and sometimes full-time drivers. He added that right now the intent is to operate it similarly to how it currently operates, which means it isn't operated twelve months out of the year, it does not operate during the summer months or on weekends, and it doesn't operate twelve hours per day, so it is just mirroring what the current system is doing and allowing the merger to take place it will transfer responsibility to the drivers, administration, etc. and have Cities Area Transit run the routes and see how it operates and then do that study in 2020 to see how it can be tweaked to provide better services.

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MOVED BY VEIN, SECONDED BY DEMERS, TO APPROVE THE DRAFT REQUEST FOR QUOTES FOR THE CAT/UND MERGER FINANCIAL STUDY, AS PRESENTED.

Mock asked when the merger might happen. Haugen responded that they will try to schedule this so that the final documentation is the first part of July or the end of June so that before it gets absorbed there is an opportunity for the Council to make that decision. He added that the hope is that come August, whenever they start running the shuttle service we are prepared to take it over.

Voting Aye: Vetter, Powers, Vein, Strandell, DeMers, Rost, Grasser, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

OTHER BUSINESS

a. 2018 Annual Work Program Project Update

Haugen reported that this is the monthly report based on the December 2018 activities and all of the programs from 2018. He said that beginning in February you will see a new funding report with our 2019 activities identified.

b. Bill Listing For The 11/17/18 to 12/14/18 Period

Haugen reported that the list of bills for the November 17th, 2018 to December 14th, 2018 period was included in the packet for your review.

c. MNDOT CONNECTED AUTOMATED VEHICLE WORKSHOP

Haugen reported that he just wanted to remind everyone that on January 31st MnDOT will be holding their Connected and Automated Vehicle Workshop beginning at 3:00. He said that if you haven't registered yet, and are interested, they do request that you do register. He added that it will begin in the training conference room and that it will last about 3 hours.

ADJOURNMENT

MOVED BY POWERS, SECONDED BY DEMERS, TO ADJOURN THE JANUARY 23RD, 2019, MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:52 P.M.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Peggy McNelis,
Office Manager

Grand Forks East Grand Forks MPO
Transaction List by Vendor
 December 14, 2018 through January 18, 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount
AFLAC.							
Liability Check	12/28/2018	AFLAC	501	104 · Checking		-SPLIT-	-571.18
Alerus Financial							
Liability Check	12/14/2018	EFTPS	45-0388273	104 · Checking	X	-SPLIT-	-3,146.08
Liability Check	12/28/2018	EFTPS	45-0388273	104 · Checking	X	-SPLIT-	-3,146.10
Liability Check	01/11/2019	EFTPS	45-0388273	104 · Checking		-SPLIT-	-3,171.80
Alliant Engineering							
Bill	01/11/2019	Inv. #...	Professional ...	206 · Accounts Pay...		566 · MN220 N...	-6,411.90
Bill Pmt -Check	01/11/2019	6664	Professional ...	104 · Checking		206 · Accounts...	-6,411.90
Bill	01/16/2019	Inv. #...	Professional ...	206 · Accounts Pay...		566 · MN220 N...	-11,009.42
Bill Pmt -Check	01/16/2019	6672	Professional ...	104 · Checking		206 · Accounts...	-11,009.42
AMPO							
Bill	01/16/2019	iNV. #...	AMPO Memb...	206 · Accounts Pay...		517 · Overhead	-367.62
Bill Pmt -Check	01/16/2019	6670	AMPO Memb...	104 · Checking		206 · Accounts...	-367.62
Business Essentials							
Bill	01/08/2019	Inv. #...	Mailing Labels	206 · Accounts Pay...		517 · Overhead	-32.04
Bill Pmt -Check	01/08/2019	6662	Mailing Labels	104 · Checking		206 · Accounts...	-32.04
CitiBusiness Card							
Bill	01/02/2019	Acct. ...	Charges For ...	206 · Accounts Pay...		-SPLIT-	-469.09
Bill Pmt -Check	01/02/2019	6659	Charges For ...	104 · Checking		206 · Accounts...	-469.09
City of East Grand Forks							
Bill	01/15/2019	Inv. #...	2019 1st Qua...	206 · Accounts Pay...		517 · Overhead	-2,983.00
Bill Pmt -Check	01/15/2019	6669	2019 1st Qua...	104 · Checking		206 · Accounts...	-2,983.00
City of Grand Forks IT Department							
Bill	01/02/2019	Inv. #...	Copy Fees Fo...	206 · Accounts Pay...		517 · Overhead	-27.99
Bill Pmt -Check	01/02/2019	6660	Copy Fees Fo...	104 · Checking		206 · Accounts...	-27.99
Fidelity Security Life.							
Liability Check	12/28/2018	6654	50790-1043	104 · Checking		210 · Payroll Li...	-16.86
Forum Communications Company							
Bill	01/11/2019	Inv. #...	Public Notice ...	206 · Accounts Pay...		565 · Special ...	-212.40
Bill Pmt -Check	01/11/2019	6665	Public Notice ...	104 · Checking		206 · Accounts...	-212.40
Institute Of Transportation Engineers							
Bill	01/02/2019		2019 Annual ...	206 · Accounts Pay...		530 · Educatio...	-305.00
Bill Pmt -Check	01/02/2019	6658	2019 Annual ...	104 · Checking		206 · Accounts...	-305.00
Kadrmass, Lee & Jackson, Inc.							
Bill Pmt -Check	12/19/2018		QuickBooks g...	104 · Checking	X	206 · Accounts...	0.00
Bill	01/02/2019	Inv. #...	Professional ...	206 · Accounts Pay...		550 · Corridor ...	-1,099.93
Bill Pmt -Check	01/02/2019	6661	Professional ...	104 · Checking		206 · Accounts...	-1,099.93
Bill	01/11/2019	Inv. #...	Professional ...	206 · Accounts Pay...		550 · Corridor ...	-6,745.33
Bill Pmt -Check	01/11/2019	6666	Professional ...	104 · Checking		206 · Accounts...	-6,745.33
Kimley-Horn And Associates, Inc.							
Bill	01/11/2019	Inv. #...	Professional ...	206 · Accounts Pay...		545 · Transpor...	-18,538.23
Bill Pmt -Check	01/11/2019	6667	Professional ...	104 · Checking		206 · Accounts...	-18,538.23
Liberty Business Systems, Inc.							
Bill	12/20/2018	Inv. #...	Contract Bas...	206 · Accounts Pay...		535 · Equipment	-134.42
Bill Pmt -Check	12/20/2018	6653	Contract Bas...	104 · Checking	X	206 · Accounts...	-134.42
Bill	01/16/2019	Inv. #...	Contract Bas...	206 · Accounts Pay...		535 · Equipment	-134.42
Bill Pmt -Check	01/16/2019	6671	Contract Bas...	104 · Checking		206 · Accounts...	-134.42
LSNB as Trustee for PEHP							
Liability Check	12/28/2018	PEHP		104 · Checking	X	216 · Post-Hea...	-165.00
Madison Nat'l Life							
Liability Check	12/28/2018	6655		104 · Checking		215 · Disability...	-89.28
Mike's							
Bill	12/19/2018		MPO Lunche...	206 · Accounts Pay...		711 · Miscellan...	-106.68
Bill Pmt -Check	12/19/2018	6652	MPO Lunche...	104 · Checking	X	206 · Accounts...	-106.68
Minnesota Department of Revenue							
Liability Check	12/14/2018	MNDOR	1403100	104 · Checking	X	210 · Payroll Li...	-198.00
Liability Check	12/28/2018	MNDOR	1403100	104 · Checking	X	210 · Payroll Li...	-198.00
Liability Check	01/11/2019	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-208.00
Minnesota Life Insurance Company							
Liability Check	12/28/2018	6656		104 · Checking		-SPLIT-	-103.78
Nationwide Retirement Solutions							
Liability Check	12/14/2018	NWR...	3413	104 · Checking	X	-SPLIT-	-638.94
Liability Check	12/28/2018	NWR...	3413	104 · Checking	X	-SPLIT-	-638.94
Liability Check	01/11/2019	NWR...	3413	104 · Checking		-SPLIT-	-638.94

Grand Forks East Grand Forks MPO
Transaction List by Vendor
 December 14, 2018 through January 18, 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount
NDPERS							
Liability Check	12/28/2018	NDPE...	D88	104 · Checking		-SPLIT-	-3,809.58
Liability Check	01/11/2019	NDPE...		104 · Checking		-SPLIT-	-2,819.16
QuickBooks Payroll Service							
Liability Check	12/26/2018		Created by P...	104 · Checking	X	-SPLIT-	-8,005.41
Liability Check	01/09/2019		Created by P...	104 · Checking		-SPLIT-	-8,072.79
Standard Insurance Company							
Liability Check	12/28/2018	6657		104 · Checking		217 · Dental P...	-158.60
State Tax Commissioner							
Liability Check	01/11/2019	NDST...	45038827301	104 · Checking		210 · Payroll Li...	-598.00
Systems & Services, Inc.							
Bill	01/08/2019	Inv. #...	P Labels, 201...	206 · Accounts Pay...		517 · Overhead	-77.23
Bill Pmt -Check	01/08/2019	6663	P Labels, 201...	104 · Checking		206 · Accounts...	-77.23
Vaaler Insurance, Inc.							
Bill	01/11/2019	Inv. #...	Insurance Pol...	206 · Accounts Pay...		517 · Overhead	-1,365.49
Bill Pmt -Check	01/11/2019	6668	Insurance Pol...	104 · Checking		206 · Accounts...	-1,365.49