

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Wednesday, May 18, 2022 - 12:00 Noon
East Grand Forks Training Conference Room/Zoom Meeting**

CALL TO ORDER

Jeannie Mock, Chairperson, called the May 18th, 2022, meeting of the MPO Executive Policy Board to order at 12:03p.m.

CALL OF ROLL

On a Call of Roll the following members were present: In-person – Jeannie Mock, Marc DeMers, Warren Strandell, Bob Rost, Mike Powers, Clarence Vetter, and Al Grasser. Via Zoom - Ken Vein.

Absent: None.

Staff present: Stephanie Halford, Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF MPO Office Manager.

DETERMINATION OF A QUORUM

Mock declared a quorum was present.

MATTER OF APPROVAL OF THE APRIL 20TH, 2022 MINUTES OF THE MPO EXECUTIVE POLICY BOARD

MOVED BY VETTER, SECONDED BY POWERS, TO APPROVE THE APRIL 20TH, 2022 MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF FINAL APPROVAL OF THE 2050 GRAND FORKS LAND USE PLAN

Kouba reported that this is the last time we will bring this item forward. She stated that she did attach the presentation from the previous meetings but unless anyone wishes, she won't go through it again. She added that no changes have been made and the City of Grand Forks did approve the plan, so we are just needing to closing-out the process by approving and accepting the 2050 Grand Forks Land Use Plan, as submitted.

MOVED BY VEIN, SECONDED BY GRASSER, TO APPROVE THE FINAL 2050 GRAND FORKS LAND USE PLAN, AS PRESENTED.

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

Voting Nay: None.

Abstain: None.

Absent: None.

MATTER OF APPROVAL OF 2050 STREET AND HIGHWAY PLAN CONSULTANT CONTRACT

Kouba reported that back in March we released the RFP for this project, it is in our Work Program and is one of our big projects for our MPO every five years.

Kouba commented that we received three proposals; HDR Engineering, Kimley-Horn, and SRF Consulting Group. She said that they held interviews on April 27th, and HDR was the highest scoring firm.

Kouba stated that we have a Scope of Work; we are collecting data and reviewing the goals and objectives, as well as looking at performance measures and seeing how we can work them into our program as well as how often we need to look at them for the federal programs as well. She added that we are looking at existing and future as well as alternatives so we are looking at making sure all of our plans that are being done through the State and Cities are meshing with our goals and objectives for our Regional Transportation Plan. She said that we are also assisting East Grand Forks to have a more developed plan for their industrial park so we can make sure that those needs and possible projects can be included in our plan as well.

Kouba referred to the Scope of Work and pointed out that it includes all of the Tasks that HDR will be completing. She stated that there will be open houses and the City Councils will be updated at least a couple of times, as will both States.

Kouba commented that we have the contract set for the budgeted amount of \$380,000; HDR did come in at \$379,800.

Grasser said that he is just curious; on the traffic analysis, what years were used for the basic traffic data. Kouba responded that we are using a combination of the traffic volumes that were collected in 2021 in North Dakota and 2020 in Minnesota, but we are using the most current traffic model data. She said that we say the base year is 2020, but we tend to be a little closer to the current timeframe. Grasser stated that he likes that. He said that sometimes we do these plans and we use traffic data that tends to be kind of old, and by the time we adopt the plan the traffic data is like seven or eight years old. Kouba added that they are also using the counting data we get from the signals in Grand Forks as well, so we are doing a nice combination to hopefully have as good a look at the traffic as possible, especially for analyzing traffic analysis zones.

MOVED BY GRASSER, SECONDED BY VETTER, TO APPROVE AUTHORIZING THE CHAIR AND EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH HDR ENGINEERING, INC., TO PERFORM THE 2050 STREET AND HIGHWAY PLAN UPDATE AT A BUDGETED COST OF \$380,000.

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

Voting Nay: None.

Abstain: None.

Absent: None.

MATTER OF DISCUSSION ON MINNESOTA DIRECTOR'S QUARTERLY MEETING

Kouba reported that both Minnesota and North Dakota DOTs do a quarterly meeting for the Executive Directors, and she just wanted to bring you up-to-date on some of the information they are sharing with the Executive Directors.

Kouba commented that Minnesota just had their meeting on May 10th. She said that the highlights were discussion on their State Multi-modal Transportation Plan, that is coming into a final direction so it is kind of give where the plan development is, but once they adopt their plan then we know as an MPO what we need to include in our plan that is in our planning area as well as any goals and objectives or policy changes that need to be balanced between Minnesota and North Dakota.

Kouba stated that the State Highway Investment Plan (MnSHIP) is another major project where they are trying to figure out how they divvy up their funding; what are their priorities, are they looking at just maintaining everything or are they going to put more into non-motorized or things of that nature.

Kouba commented that, basically they have their main approach of how they are focusing their funding, but they are also looking at the technology and the climate as well as the bridge investments, investing in safe and equitable communities, adding highway capacity and freight improvements, and improving multimodal mobility. She said that they will go out to the public and ask them what are their priorities, so we will probably have someone come and talk to our Technical Advisory Committee, and if you wish this Board, as to where they are going and what choices are being put out to the public and how it will affect our MPO area into the future.

Kouba stated that they always do kind of member presentation that allows each Member MPO to discuss things that are happening in their MPO area that they are focusing on or to give just a general overview of what they have been doing as an MPO.

Kouba said that there was a brief discussion about the distribution formula. She stated that for Minnesota we have a set sum of funding from them because it is a Bi-State MPO, and Minnesota is not our lead state so we just get a lump sum that goes to North Dakota and funnels back to our MPO for our planning purposes, but they are looking at how they can change that formula to be

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more equitable, especially with rising costs and how much funding is given to the Twin Cities, who currently gets 2/3 of the funding but their population is more than 2/3.

Kouba stated that they are also looking at their Environmental Justice methodologies and things of that nature so they can put it into highway projects, and how they score their project investments.

Kouba commented that they are also looking at challenges with funding targets and solicitations for transit. She explained that they are trying to balance their TIPs; they have that issue of adopting a TIP and then a couple of months later we have to update our TIPs because of all the new things coming in, so they are working to try to balance it better so they don't have to do that as often.

Kouba said that the State of Minnesota is working to get some active transportation planning going, which will lead into that Active Transportation Infrastructure projects, so we will have the non-infrastructure that is being released now, and applications are due June 10th, and basically that is just having a plan for bringing in more of that non-motorized modes like biking, walking, etc., as a form of transportation instead of just for recreation purposes.

Kouba stated that she has the various presentations for this, and she doesn't know if you have any specific questions about this, but just an interest in understanding on where Minnesota is and she is sure North Dakota will be having one in the next couple of months as well.

Grasser commented that he thinks this is helpful for us to start to see what might be coming on the horizon, it gives us a little bit of a forewarning and anticipation as to what might be coming, so thank you, he thinks it is useful; he doesn't think we have to go into a lot of depth, you hit it just right. Kouba said that she just wanted to hit the high points and give you the information, if you had anything else she is here to answer the questions. Mock commented that it will be interesting to see what North Dakota prioritizes and how that matches.

PUBLIC COMMENT

None.

OTHER BUSINESS

A. Common Ground Conference

Kouba reported that she just wanted to present this conference. She explained that it is a leadership conference, mostly for elected officials, to help kind of find that common ground of when you are dealing with your own city councils, but also when you are dealing with each other's city councils and commissions. She said that she just thought it was an opportunity to present to the Board if you wished for staff to bring forward and set up something for this conference.

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Kouba commented that there is a fee, but if we were all in one location we can just do an individual payment. She added that it is an evening conference, from 5:00 pm to about 8:00 pm so we could set it up here in the East Grand Forks City Hall if anyone is interested. Mock asked if this was a two-night conference. Kouba responded that it is two nights. Vein said that he might be interested but needs to check his calendar.

Kouba said that if anyone wants to attend they can let her know and she will get it set up.

B. 2021-2022 Annual Work Program Project Update

Kouba reported that this is our monthly one-page report that gives the status of all our projects.

Kouba stated that we have just about completed the Land Use Plan; Pavement Management we should be getting some additional information soon, they were working on some additional areas in Grand Forks, catching some areas they couldn't get to previously, so hopefully we will get the final analysis sometime next month. She said that we are still working on comments, and have a survey out for our Transit Development Plan to get comments and ideas for possible service changes and improvements; Street and Highway we just did the contract so that will get going. She stated that with our bike element our consultant set us an update of where it is at. She referred to the Bike/Ped monthly status report sheet and went over it briefly.

B. Approval Of Bill/Check List For 4/16/22 To 5/13/22 Period

MOVED BY POWERS, SECONDED BY VETTER, TO APPROVE THE BILLS/CHECKS FOR THE 4/16/22 TO 5/13/22 PERIOD.

MOTION CARRIED UNANIMOUSLY.

C. Monthly Bridge Update Request

Halford reported that there was a discussion about having a standing item about the bridge status on the agenda, is that something the Board would like to see included on the agenda. She said that she didn't know if a motion would be necessary to add this item. Strandell responded that he doesn't think a motion is necessary, it is just a request of staff.

ADJOURNMENT

MOVED BY ROST, SECONDED BY VETTER, TO ADJOURN THE MAY 18, 2022 MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:27 P.M.

Respectfully Submitted,

Peggy McNelis, Office Manager

Grand Forks East Grand Forks MPO Transaction List by Vendor April 16 through May 13, 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount
AFLAC.							
Liability Check	04/29/2022	AFLAC	501	104 · Checking		-SPLIT-	-593.88
Alerus Financial							
Liability Check	04/29/2022	EFTPS	45-0388273	104 · Checking	X	-SPLIT-	-1,315.14
Liability Check	05/13/2022	EFTPS	45-0388273	104 · Checking		-SPLIT-	-1,260.20
Brady Martz							
Bill	04/26/2022	Inv. #...	Remaining D...	206 · Accounts Pay...		515 · Financial...	-1,999.00
Bill Pmt -Check	04/26/2022	7216	Remaining D...	104 · Checking	X	206 · Accounts...	-1,999.00
City of East Grand Forks							
Bill	05/04/2022	Inv. #...	2022 2nd Qu...	206 · Accounts Pay...		517 · Overhead	-2,513.58
Bill Pmt -Check	05/04/2022	7217	2022 2nd Qu...	104 · Checking		206 · Accounts...	-2,513.58
East Grand Forks Water and Light							
Bill	04/26/2022	Inv. #...	2022 1st Qua...	206 · Accounts Pay...		517 · Overhead	-502.84
Bill Pmt -Check	04/26/2022	7214	2022 1st Qua...	104 · Checking	X	206 · Accounts...	-502.84
ESRI							
Bill	04/26/2022	Quote...	Charges For ...	206 · Accounts Pay...		575 · GIS Dev...	-707.00
Bill Pmt -Check	04/26/2022	7215	Charges For ...	104 · Checking		206 · Accounts...	-707.00
Forum Communications Company							
Bill	05/11/2022	Inv. #...	Public Hearin...	206 · Accounts Pay...		-SPLIT-	-359.98
Bill Pmt -Check	05/11/2022	7219	Public Hearin...	104 · Checking		206 · Accounts...	-359.98
Kimley-Horn And Associates, Inc.							
Bill	04/25/2022	Inv. #...	Work On TDP...	206 · Accounts Pay...		548 · EGF FT...	-14,619.07
Bill Pmt -Check	04/25/2022	7213	Work On TDP...	104 · Checking		206 · Accounts...	-14,619.07
Knight Printing							
Bill	05/04/2022	Inv. #...	2022 Bike Bro...	206 · Accounts Pay...		550 · Corridor ...	-931.60
Bill Pmt -Check	05/04/2022	7218	2022 Bike Bro...	104 · Checking		206 · Accounts...	-931.60
Mike's							
Bill	04/20/2022		MPO Lunche...	206 · Accounts Pay...		711 · Miscellan...	-105.00
Bill Pmt -Check	04/20/2022	7209	MPO Lunche...	104 · Checking		206 · Accounts...	-105.00
Minnesota Department of Revenue							
Liability Check	04/29/2022	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-273.00
Liability Check	05/13/2022	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-263.00
Nationwide Retirement Solutions							
Liability Check	04/29/2022	NWR...	3413	104 · Checking	X	210 · Payroll Li...	-310.00
Liability Check	05/13/2022	NWR...	3413	104 · Checking		210 · Payroll Li...	-310.00
NDPERS							
Liability Check	04/29/2022	NDPE...	D88	104 · Checking	X	-SPLIT-	-2,475.60
Liability Check	05/13/2022	NDPE...		104 · Checking		-SPLIT-	-742.06
QuickBooks Payroll Service							
Liability Check	04/28/2022		Created by P...	104 · Checking	X	-SPLIT-	-3,341.04
Liability Check	05/12/2022		Created by P...	104 · Checking		-SPLIT-	-3,221.09