

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

**CALL TO ORDER**

Stephanie Halford, Chairman, called the November 9<sup>th</sup>, 2022, meeting of the MPO Technical Advisory Committee to order at 1:43 a.m.

**CALL OF ROLL**

On a Call of Roll the following member(s) were present via Zoom: Dale Bergman, Cities Area Transit; Christian Danielson, Grand Forks Engineering; Wayne Zacher, NDDOT-Local Planning; Ryan Brooks, Grand Forks Planning; Jason Peterson, NDDOT-Grand Forks District; Rich Sanders, Polk County Engineer and Jon Mason, MnDOT-District 2.

Absent: Brad Bail, Steve Emery, Michael Johnson, Lane Magnuson, Nels Christianson, Nick West, Ryan Riesinger, David Kuharenko, George Palo, and Patrick Hopkins.

Guest(s) present: Kristen Sperry, FHWA-ND; Sharyad Hasan, UGPTI; Mike Bittener, Bolten and Menk; Brad Wentz, UGPTI; and Liz Morice, Kimley-Horn.

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

**DETERMINATION OF A QUORUM**

Halford declared a quorum was present.

**INTRODUCTIONS**

Halford asked that everyone please introduce themselves and state the entity they represent.

**MATTER OF APPROVAL OF THE OCTOBER 12, 2022, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE**

Sperry referred to Page 10, paragraph 5 of the minutes and pointed out that it shows \$26 and it should just be the number 26.

***MOVED BY BROOKS, SECONDED BY DANIELSON, TO APPROVE THE OCTOBER 12<sup>TH</sup>, 2022, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, SUBJECT TO THE ABOVE CORRECTION.***

***MOTION CARRIED UNANIMOUSLY.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

**SUSPEND THE AGENDA**

Halford stated that she would like to suspend the agenda to discuss Agenda Item 7 at this time.

***MOVED BY BROOKS, SECONDED BY DANIELSON, TO SUSPEND THE AGENDA TO DISCUSS AGENDA ITEM 7.***

***MOTION CARRIED UNANIMOUSLY.***

**MATTER OF STRENGTHENING MOBILITY AND REVOLUTIONIZING  
TRANSPORTATION (SMART) GRANT PROGRAM**

Wentz reported that they are here today to talk about a really good opportunity for potential for a SMART Grant through the USDOT. He explained that they put together a proposal for an application for a SMART Grant, which they named the Red River Valley MPO SMART Mobility Grant. He said that he is going to talk about the grant itself and how it came about, and then he will have Mike Bittner, who is assisting them with putting in this application with UGPTI, talk more about some projects he is working on with the DOT for a Transportation Management Center and I-29 SMART Corridor project, and then how it fits in and ties in with our application for this SMART Mobility Grant.

Wentz said that he is Brad Wentz from UGPTI, and Program Director for the Advanced Traffic Analysis Center and the DOT Sport Center, and through ATAC they have done a lot of work with the Grand Forks-East Grand Forks MPO, and all the MPOs in North Dakota. He stated that they have researchers that they use that have done the Travel Demand Modeling for the MPO and also their ITS Architecture Updates and different ITS projects, and they also do Traffic Operation Studies and collect data from the signals in Grand Forks as well, so they have quite a bit of experience working on these technology areas, which is where this grant is focused.

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

Wentz pointed out that on the left side of the slide it explains that the USDOT's SMART Grant is a two-stage program so Stage 1 is a planning and prototyping phase and Stage 2 is for an actual implementation grant, so things that are identified in the planning and prototyping stage are implemented here.

Wentz commented that you cannot apply for the implementation grants until you have actually applied and been accepted for a planning grant, so the stage we are at is to apply for the planning grant for this project. He said that the DOT anticipates awarding 30-50 Stage 1 grants for FY2022. He pointed out that NOFO opened on September 19, 2022, and will close at 5:00 p.m. on Friday November 18, 2022, so we have a lot of work to do to get this application in for this grant.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

Wentz reported that the grant covers a lot of technology areas; smart traffic signals, smart grid, commerce delivery and logistics, connected vehicles, and system integration is kind of the area we are really looking at tying in with this grant as we are looking at building a Regional Traffic Operations Center for the MPOs, FM-COG, and the Forks MPO. He said, then, that that can kind of be a starting point to implement some of these other technologies when we get into signal performance measures, smart traffic signals and corridors, things like that kind of come through a traffic operation center and that allows all that communication to take place with the different agencies and also the other big part of that is tying into the NDDOT Transportation Management Center, and again, Mr. Bittner will talk about that in more detail.

Wentz commented that there is \$100 million annually for 2022 to 2026, adding that it is split into three funding allocations; and he doesn't have the exact percentages, but it is around 33%, so it is pretty evenly mixed between large communities, medium sized communities, and rural communities, and the two MPOs fit into the medium sized communities. He stated that the large ones would be big major cities and they are not applying for those funds, we wouldn't be really eligible for those. He added that under the rural communities, the NDDOT is submitting for a planning project also under the Rural Communities portion of the funding allocation, and we didn't want to be competing with the DOT, so we are looking at being in the medium sized funding area.

Wentz stated that up to \$2 million dollars for the planning grant, for each planning grant in year one, and then up to \$13 million dollars in later implementation phases. He added that there is no local match required for this grant.

Wentz said that UGTPI, as a State Agency, will submit the application for this grant and then the GF-EGF MPO and FM-COG and NDDOT will be listed as partners to participate in the development of the plan. He said that Mr. Bittner, with Bolton and Menk, will also be listed in the application as a partner and will be leading the development of the plan. He added that Mr. Bittner has a ton of experience working with traffic operations and all things traffic related really, for the GF-EGF MPO and FM-COG and he will talk about that a bit as well.

Bittner that just to get to the core of where the value lies in the SMART Grant, really the overall what is the purpose of the Traffic Operation Center; he thinks it is important to understand what they are trying to accomplish with the Transportation Management Center, which is a Statewide, on-going plan. He stated that what it is really designed to do is to look at all of those blind spots that we've had with our planning process over the years. He referred to a slide with a pie-chart and pointed out that the gray area, recurring bottlenecks, is where spend the vast majority of our time planning and trying to fix those 8:00 a.m. and 5:00 p.m. rush hour bottlenecks, when in reality, nationwide, about 55% of our delays are related to weather, traffic incidents, work zones, and special events.

Bittner stated that we also have a big challenge, historically, trying to find resolution to secondary crashes, weather related crashes, and even animal crashes, and what we are finding now is that technology really provides great opportunity for some of those resolutions.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

Bittner referred to the ND TMC Project Traffic Impacts slide and commented that just one example, and this occurred last February on I-94 just west of Fargo, and you can kind of see the implications of what one major event can impact on our transportation system; it diverts traffic onto our local system, it results in crashes and injuries, and now that we have better data to analyze what this does in terms of travel time and movement, it really ends up with about 221 hours of cumulative delay, or \$2 million dollars in cumulative impact costs, so just working with State Radio we know that these events can result in several hundred calls and coordination, and they become really challenging.

Bittner referred to the next slide and stated that the resolution that is intended is to look at a Transportation Management Center built around I-29 Smart Corridor, and on the left side of the slide we can see what we are doing today, and how we have several really good things going on on a Statewide level, but they are all working independently, which results in a lot of delays and challenges as we end up with these major events, and it also results in blind spots as we talked about earlier. He said that as we start to build towards a combined TMC, most States have found that we can reduce those response times by about 50% by having just the culture, the workforce, the collaboration in place to be able to accomplish that, but also by having better technology in the field, we can be more responsive and have a better response time and save lots of lives in the process.

Bittner referred to the next slide and said, how does this work into what we are talking about for a SMART Grant, that is kind of the background of the Statewide TMC Project. He stated that really the one challenge they started to face through the statewide process is that the limits end at the freeway, we are really focused on I-29 with a future for I-94, but they recognize that transportation doesn't stop there and some of the visionary items, for example potentially looking at ramp metering through Fargo as one concept, does have implications to the rest of the system, so as we start to think about a Traffic Operation Center some of the biggest hurdles have to deal with what building is it going to go in, who is going to manage this overnight, how do we develop the technology capable of doing these things, how do we engage everyone, and so by really starting to piggyback off some of the great work that the State is doing, as it stands today we can see some major ???, but we can also make sure that we right size some of these bigger decisions, so if we want a building that is a TOC and a TMC we need to start having some of those conversations at a little bit deeper level, they are just not currently within the scope of the current TMC. He pointed out that at the top of the slide that is the current on-going project; in the middle of the slide are the phases; and then they have added what they are applying for from a SMART Grant perspective to kind of piggyback and really collaborate with that process.

Bittner referred to the next slide and said that you can really see the Traffic Operations Center (TOC) from an operational standpoint and then from Corridor Integrated System Management, looking at more of the specifics of the types of technology.

Bittner referred to the next slide and commented that what this also create is a sandbox for technology, and the big takeaway is that there has been a lot of good planning done locally, whether that be a train routing system or adaptive signal control through Downtown Grand Forks and East Grand Forks, or event management; this provides a platform to which you can start to

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

build these advanced technologies and really have the platform and technology to be able to do it successfully.

Bittner referred to the last slide and commented that what is most important to know is that we don't have all the answers, and this planning grant is really designed to have the conversations to figure out what makes sense, run some analysis on that, and then just really start to determine how we can best collaborate to improve those response times, to have a process that makes sense for everybody and really set the community up for success. He added that, as Mr. Wentz mentioned, there is no local match required, but the bigger issue is that if you are not approved for a planning grant you can't apply for an implementation grant later, so if we have an idea two years from now we will still need to go through that planning process, so it is a good first step to really set the future of our transportation system off on a pretty advanced course.

Halford reported that she would like to just point out a few things. She said that to come forward to the Technical Advisory Committee is really to get your advice and input and to make you aware of this because it is something that they would like the GF-EGF MPO and FM-COG to be a part of this, which they did point out, but it is also looking at future projects together, and taking MPO time to help during the planning process so she wanted to get feedback on the MPO being part of this project.

Brooks commented that he thinks this could be really interesting. He said that he knows that it hasn't gone through their city process, but if it is alright, he might just pass this on to the City Administrator. He said that they might enjoy having that presentation, or something similarly pared down like this given to their City Council as well. He added that it kind of seems like a no-brainer with 100% funding, he likes that from the City of Grand Forks side, and you have already put a lot of work into it, and it looks really good, so he is interested in seeing what you come up with. Halford stated that the due date for the application is November 18<sup>th</sup> so there isn't time to give this presentation to the City Councils. Brooks responded that he wasn't suggesting that approval be contingent on bringing this to their City Council, he was just suggesting that during this process it might be something to consider.

Danielson stated that he was just going to echo what Mr. Brooks said; a lot of good ideas here, and he is anticipating being part of the process as it moves forward, but good first steps. He asked if this was just informational or if action is required today. Halford responded that we do need to take action on this item. She explained that they want the MPO to have an active role in the process, so if we do get the grant, we would be part of the conversations, which would entail the use of MPO staff time. She added that they also want the Cities to back this, so signing the letter of support, and being okay with the MPO staff dedicating some time to it is important as well.

Zacher asked if this would end up, he knows that you said that you aren't necessarily taking a lead, but would this then have to be incorporated into your UPWP for hours. Halford responded that she would think it would. She added that this is a new thing for them too, but since we don't know if we will receive it at this time, the Draft UPWP does not have it in it, so we will need to do an amendment if we do receive the funds.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

Wentz commented that they are also including the MPO as a sub-awardee in the grant applications, so they are able to include an estimate into their overall estimate as a sub-awardee. Zacher said, then, just so he has this clear, would this be an addendum to the existing contract for the SMART Corridor Study, or is this completely separate. He said that he knows that Mr. Bittner tied them together, but it sounded like other DOT, being Brandon or whoever is working on the SMART Corridor, haven't necessarily been brought abreast of this yet either. Wentz responded that it is separate from that project, it is a completely different grant, but it does have ties into some of the discussions that are ongoing with that, but this is a completely separate grant. Zacher said that he is fine with this, he likes the idea, especially if we are able to tie them together somehow but does the Fargo TMA status change the medium size; when Fargo becomes a TMA will that change the applicability of the medium size definition, or the discussion of a medium sized community, if that is how it was set, or not. Wentz responded that he doesn't believe so, he thinks the medium is based on a population of around 250,000 or so. Zacher said that that is where the TMA would come into play. Wentz said that he isn't sure what that population number was for sure. Zacher stated that he knows this is due soon so it may not apply because Fargo has not been designated as a TMA yet, it will not be until 2024 most likely. Wentz commented that he will double check the population range for medium sized communities, but in talking with Cindy Gray, nobody had any issues with that designation because we were within the population range. Zacher said that that is fine, he was just curious, and he knows that it is kind of confusing to everyone as to what it will actually mean to everyone, but, again, Fargo is still considered to have under 250,000 population, so FM-COG should be fine under the medium status right now.

***MOVED BY BROOKS, SECONDED BY DANIELSON, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE MPO PARTNERING WITH UGTPI AND BOLTON-MENK ON THE SMART GRANT APPLICATION AND TO AMEND THE 2023-2024 UPWP IF THE APPLICATION IS AWARDED FUNDING.***

***Voting Aye: Brooks, Mason, Peterson, Zacher, Danielson, Bergman, and Sanders.***

***Voting Nay: None.***

***Abstaining: None.***

***Absent: Bail, Emery, Palo, Ellis, Riesinger, Kuharenko, Johnson, Christianson, Hopkins, West, and Magnuson.***

**RESUME AGENDA**

**MATTER OF PRELIMINARY APPROVAL OF THE UPDATE TO THE TRANSIT DEVELOPMENT PLAN**

Kouba reported that they starting the process of our final draft approval. She said that Liz Morice, Kimley-Horn is here for any additional questions you may have.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

Kouba stated that they basically divided the plan into six topic areas: 1) Service Improvement Highlights, 2) Programmatic Recommendations, 3) Transit Hub Analysis, 4) Capital Improvement Plan, 5) Financial Plan, and 6) Final Plan Comment Period.

Kouba said that the biggest thing that came out of the whole thing is the idea of Microtransit. She explained that Microtransit is an on-demand shared transportation where you get picked up and dropped off at certain points, or if you need to move outside of the area you would be dropped off at a place where the bus stops at.

Kouba referred to a slide showing potential areas where Microtransit may be implemented and pointed out that they are looking at four areas in Grand Forks and one in East Grand Forks. She added that before Microtransit would be implemented further study would be necessary to determine pick-up and drop-off locations for the established zone, to develop a user guide for students and a plan for communication of the plan, and to establish a trial period and metrics for success of the service.

Kouba referred to a slide that lists all of the proposed route changes and stated that she wouldn't go through each of small changes to them but did want to mention that there is a possible route for the Industrial Park, but when they look at Microtransit they will see what would better serve the Industrial Park. She added that they did look at the UND routes and for the most part they want to keep the campus route the way it as there will be a lot of change happening in the next five years so they will be looking at it at that time.

Kouba said that overall they are just looking at the recommendations to make sure that the routes, timings, and schedules are where they need to be to provide the best service. She added that they need to improve their communication, expand their tools, make sure they are getting on-line information, as well as other sources of information to the public, as well as connecting with our human services and strengthening those partnerships.

Kouba commented that they did look at transit hubs and they know that our Metro Transit Center does need some improvements, just because it is an older facility and we want to ensure it lasts longer. She said that when they did their route overhaul, they made the Grand Cities Mall and Columbia Mall transit hubs, so some additional improvements are needed at those locations including better shelters, shaded areas, etc.

Kouba stated that they looked at their transit asset management, the capital improvements that we need; those buses that need to be replaced because they are beyond their useful life, as well as the demand response vehicles for Dial-A-Ride and the Senior Rider programs and facilities like the Metro Transit Center and the Grand Forks Facility, and other infrastructure as well.

Kouba said that they are looking at about 20 vehicles that will be needing to be replaced in the next ten years, and they are looking at doing a remodeling project in 2023 for the Metro Transit Center. She stated that other wise everything is in good condition, we are just making sure we are staying up on replacing equipment such as the fare collection.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

Kouba said that they did get some estimates just to ensure we are staying within the ballpark of our fiscal constraint, and we got some estimates for bus facilities and things of that nature.

Kouba commented that they put together some other studies to look at for future purposes including ADA Improvements, Microtransit, etc.

Kouba stated that we are in the adoption process, and we did bring this before the Grand Forks Planning and Zoning Commission; we are requesting approval from this body, and then we will take it to the MPO Executive Policy Board and the East Grand Forks Planning and Zoning Commission next week for preliminary approval as well. She said that they have not received any comments during the comment period, if there are any, they will be presented next month for final approval.

Bergman commented that he just wanted to mention that the cost of those fare transit vehicles that they are using right now is at \$68,450.00, just for the vehicle, on there which is just about double the price of what we used to pay, and we are starting to see the same thing with the cutaway vehicles, prices are just about double what we used to pay for them. Kouba asked if we have this included in the plan or will we need to make some adjustments to the cost estimates for the increase. Morice responded that she doesn't have that information right now, adding that she can look it up and get it out to everyone.

***MOVED BY BROOKS, SECONDED BY BERGMAN, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY GIVE PRELIMINARY APPROVAL OF THE TRANSIT DEVELOPMENT PLAN UPDATE, SUBJECT TO REVIEW AND UPDATE OF COST ESTIMATES.***

***Voting Aye: Brooks, Mason, Peterson, Zacher, Danielson, Bergman, and Sanders.***

***Voting Nay: None.***

***Abstaining: None.***

***Absent: Bail, Emery, Palo, Ellis, Riesinger, Kuharenko, Johnson, Christianson, Hopkins, West, and Magnuson.***

**MATTER OF PRELIMINARY APPROVAL OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM**

Halford reported that the 2023-2024 Unified Planning Work Program document was submitted to our State Partners for review. She pointed out that it looks a little different than what was sent, the formatting portion, but this format was easier to edit so once complete we will do some formatting changes to make it look more like what was sent earlier.

Halford referred to the document and went over it briefly.

Zacher referred to the 2023 Annual Work Program funding table and pointed out that there are hours included for a Planner and a Market Manager and upfront you show the current MPO employees and he is wondering if she is wearing multiple hats at different rates; just because



**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

there are hours shown here it almost makes it appear that there are extra employees, so he is just trying to figure out if you are wearing multiple hats, sometimes you are the Executive Director, sometimes you are a planner; who do these hours apply to. Halford responded that the Executive Director is her; the Senior Planner is Teri; the Office Manager is Peggy; the Marketing Office Manager is a position that she would like to hire for the last third of 2023 to start training underneath Peggy as she has indicated that she plans to retire and she doesn't want someone to come in after she is gone, or even the last two weeks, but hopes to have at least three to six months for them to train so she budgeted it in. She stated that she also knows that we need to do a lot more marketing and public outreach, we have heard that from both State and City Partners that the more information we can get out the better on some of these projects, so that is what the Marketing Office Manager position will do. She said that in addition, with everything we have going on she knows we will need another Planner so she would like to start looking for somebody in January or February for that Planner position, so that is what those hours are for. She said that in 2024 you will see that it kind of flip-flops as she knows that Peggy will be here for the first half of 2024 and then the new Marketing Office Manager will be in the full-time position. Zacher asked if these positions are written into the individual programs as well. Halford responded that it isn't, but she can add them. Zacher said that you may want to point out that these positions don't currently exist, but you are looking to add them. Halford responded that she would add that verbiage.

Halford continued going over the document; referring to referring to the "meat" of the document and pointing out that 100.0 Program Administration details the general administrative costs, the breakdown of what we are looking at spending on things such as staff hours to develop and maintain the Unified Planning Work Program; staff hours to perform financial management and oversight for the MPO accounting system; and for facilities and overhead costs.

Halford said that the 200.0 Program Support and Coordination details the costs of things like staffing and participating in meetings, setting meeting agendas, transcribing minutes, preparing press releases, etc.; public participation and documents; education and travel; and equipment purchase and maintenance. She commented that you will notice that she did add a bit more funding to the Interagency Coordination task. She explained that this task entails staff attending other agencies meetings, or helping with coordinating meetings, and she felt that we needed to spend a bit more staff hours on this task in order to build up relationships and have more conversations and coordination on this task. She said that she also added more funding to Education and Travel for staff to be able to participate in more educational opportunities and conferences, which is another way to network and build relationships with other agencies as well. She stated that she also added more funding to Equipment as we are looking at replacing some office equipment. She explained that right now she has a good-sized office, and she doesn't need that much room so the thought is to put up a temporary wall to cut her office in half and then Teri would take the other half of the office where there is currently a conference table, which will get her out of the storage closet room and put her into an office that actually has a window. She added that that also frees up the space that Teri is currently in to reconfigure to be able to have a location for the new planner we hope to hire, so we have our same footprint, but we are giving ourselves another office space. She said that we also got support from both Cities, they both said they would chip in some money to help with the cost of doing this remodel.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

Halford stated that the 300.0 Planning and Implementation details the costs of our actual projects. She said that the first section is the Transportation Plan Update, and we will be working on the Bike/Ped Element in the beginning of 2023; the Street and Highway Element will go into 2024; and then in 2024 we will look at updating the ITS Architecture, so we show the staff hours for all of these projects, including consultant costs. She stated that Corridor Planning is the next section, and we will be looking at our traffic count program, something we usually have included in our budget. She said that the TIP Manual Update is the next section, and the TIP is something we update annually, but the TIP Manual Update is something we haven't had before so we added some additional funding to do some updates to our procedure and policy manuals. She said that the Land Use Plan is the next section, and while we aren't doing any Land Use Plan updates in 2023 or 2024, she felt it was a good idea to still add some funding to it because what we've learned since she has been in this position, which hasn't even been a year yet, things come up and we should always have some funding set aside for conversations and such, which we learned that with the Bridge Update discussion, and this is something that we should be talking about anyway and it shouldn't just come up every five years, so we can have some focus if the Cities want to talk about amending some of their things and recommendations in their plans, to be available for them to talk about those things and to look at what they want their future plan to look like. She stated that Special Studies is the next section and for 2023 and 2024 she left the Future Bridge discussion in as it still seems to have some conversation, both Cities are still continuing to talk about that and they are looking at hiring a consultant and they do like having the MPO as part of those conversations, which is a good thing and she wants to make sure we encourage that and be part of it. She added that she also added some funds so we can start looking at our policies and procedures to make sure they are up-to-date and spend some time updating them. She pointed out that this is where she included Safe Streets For All, even though we haven't been awarded any funding yet, and we probably won't hear anything until the beginning of 2023. She stated that if we do receive the grant, we will need to amend the work program to reflect those funds. She commented that there is also funding for the Grand Valley Study which is a study the City of Grand Forks has asked us to consider doing to look at the area from 62<sup>nd</sup> south so if pedestrian underpasses, or pedestrian crossings are needed they are included in the planning as it is hard to go back after construction and development and add them; we are looking at doing this in 2023. She stated that in 2024, as we saw from the Transit Development Plan update, both cities have voiced that they would like to see the Microtransit Study be looked at further as that is something that makes sense for the city, so we will do a study like that in 2024, and the cost and hours are shown in the chart.

Danielson asked if this is the section of the document that the 3<sup>rd</sup> and 4<sup>th</sup> Street one-way pairs were in and then it was removed. He said that he thinks that her and Dave Kuharenko talked about it. Halford responded that it was never in or removed, it was talked about that it was a needed thing, but she said that at this time she didn't think she would have enough staff hours and time to do it but it is definitely something in the early spring that she knows we will be looking at and then we will bring this work program forward to see if it is something that we can do at that time, but at least we can look at it and if we can hire a planner it could then be looked at amending it in at that time. Danielson asked if there is any option to include it in this as he knows that some of their solicitations and applications will include things like an illustrative

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

project, so we have an option to do something like that in this document, just to keep it marked as a potential project, or would it just be handled through an amendment. Halford responded that she said that would be a question for Mr. Zacher as she doesn't recall having illustrative projects in the work program. Zacher responded that illustrative projects are listed in the TIP, not the work program. He said that usually what we are trying to do with document is to justify or track the hours and that type of thing. He added that honestly it will just as easy to do an amendment at some point in the future if the desire is to add a project. Danielson said that he is fine with that. Halford stated that she definitely has this in the back of her head, and she knows that the DDA is thinking about it as well. She added that in conversations with the DDA, how they painted it is that the school district isn't excited about it and there has been some pushback from some in the neighborhood as well, and she told them that they really should get a few of those key partners saying that they want it before you start doing a study, but she definitely thinks it should be studied and if she has the extra time she will be giving you a call.

Halford said that the next section is the Planning Review and Evaluation, which involves doing performance reports and data collection. She said that the last section is GIS. She stated that we have had kind of hard year with staff transition and being short-handed and a few other things so we haven't been able to spend much time on this but we want to make sure we dedicate staff hours and costs towards this item going forward.

Halford commented that, just going into the appendices, is where the DOT contract will be located, so as soon as we get it we will include it. She added that some of the forms aren't filled out yet as they haven't happened yet either.

Zacher asked when a final plan is expected to be complete. Halford responded that we hope to have a final draft available for approval at our December TAC and MPO Executive Board meetings. Zacher stated that just as a reminder they have to have it in place by January 1<sup>st</sup>, and usually the contract doesn't come out until after this has final approval and then they get the information from Kristen Sperry and go through the contract process.

***MOVED BY BROOKS, SECONDED BY SANDERS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY GRANT PRELIMINARY APPROVAL OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM, SUBJECT TO DOT AND FHWA REVIEW AND COMMENTS.***

***Voting Aye: Brooks, Mason, Peterson, Zacher, Danielson, Bergman, and Sanders.***

***Voting Nay: None.***

***Abstaining: None.***

***Absent: Bail, Emery, Palo, Ellis, Riesinger, Kuharenko, Johnson, Christianson, Hopkins, West, and Magnuson.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

**OTHER BUSINESS**

A. 2021/2022 Annual Work Program Project Update

- 1) Street and Highway Plan Element – Halford reported that we did have a public input meeting last week, as well as a Stakeholder meeting. She said that they had good attendance at the Stakeholder meeting, and she was pretty excited about that; it was a really diverse group, they had Altru representatives, City Administrative, Safe Kids, Policy Department, Sheriff Department, and Dale Bergman was there. She stated that how they started the meeting is, we all use the system differently, so it was very important to have all those diverse people at the meeting to give input on how they use the system, so that was very informative. She said that that evening they had the public input meeting, which wasn't as well attended as we had hoped, but they did get a few people, so they did get some input from them.
- 2) Bicycle and Pedestrian Plan Element – Halford reported that we are having a public input meeting next Wednesday from 5:00 to 7:00 p.m. at the East Grand Forks City Hall Rotunda to try to get some feedback on this update as well.

Information only.

B. MPO Updates

- 1) Bridge Update - Halford reported that she knows there has been conversations with the consultant, as well as it sounds like they are going to Grand Forks and East Grand Forks Council meetings to discuss going forward with the consultant as well as cost sharing, so we will see how that shakes out in the next week or two.
- 2) Programming Update Workgroup – Halford reported that there wasn't a meeting so there isn't an update on this item. Mason added that the Program Update Workgroup essentially completed its work in regard to the local funding application program in Minnesota, the group will start meeting again sometime in the near future to discuss how MnDOT distributes its funding to the districts, although he hasn't seen when that will start yet, but potentially soon. Halford said, then, that it would probably make sense to take this item off the agenda until further notice. Mason responded that he thinks that that would make sense, and he will provide similar updates, Teri and him, kind of how they did the previous updates once they start going again.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, November 9<sup>th</sup>, 2022**

3) December TAC Agenda Items:

- Halford reported that the Transit Development Plan will be on the agenda for final approval; same with the Unified Planning Work Program so we can continue to get funding. She said that she would like to get comments on this document, she definitely wants this to be a program that makes sense and that all the partners are excited about what is on it, so if you do have comments, or adjustments, please let her know and she will be happy to talk with you and get them into the plan before we bring it back in December for final approval.
- Halford stated that Safety Targets and Measures will be on the agenda for discussion.
- Halford said that the TAM Plan will be coming forward.
- Halford stated that the PSAP will be coming forward as well. Bergman commented that the PSAP and the TAM Plan should be in his hands on Monday.

Information only.

C. Agency Updates

- None.

**ADJOURNMENT**

***MOVED BY BROOKS, SECONDED BY BERGMAN, TO ADJOURN THE NOVEMBER 9<sup>TH</sup>, 2022 MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:43 P.M.***

***MOTION CARRIED UNANIMOUSLY.***

Respectfully submitted by,

Peggy McNelis, Office Manager