

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Wednesday, September 21, 2022 - 12:00 Noon
East Grand Forks Training Conference Room/Zoom Meeting**

CALL TO ORDER

Warren Strandell, Chairperson, called the September 21st, 2022, meeting of the MPO Executive Policy Board to order at 12:05 p.m.

CALL OF ROLL

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

Absent: Ken Vein.

Guest(s) present: Steve Gander, East Grand Forks Mayor; Steve Emery, East Grand Forks Engineer; David Murphy, East Grand Forks City Administrator; and

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

Strandell declared a quorum was present.

MATTER OF APPROVAL OF THE AUGUST 17TH, 2022 MINUTES OF THE MPO EXECUTIVE POLICY BOARD

MOVED BY POWERS, SECONDED BY ROST, TO APPROVE THE AUGUST 17TH, 2022 MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF PRELIMINARY APPROVAL OF AMENDMENT TO THE 2045 METROPOLITAN TRANSPORTATION PLAN (MTP)

Halford reported that our community continues to grow and as such its needs change so that is why we update our plans, and why we have to do amendments. She stated that our current MTP plan was adopted in 2019, and the City of East Grand Forks is requesting the MPO to amend the 2045 MTP to move the Bygland/Rhinehart Roundabout project from the short-term list to the Illustrative list.

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Halford said that the City of East Grand Forks is further requesting that the MPO amend the plan to add the following projects:

- 5th Ave. NE (15th-20th St. NE)
 - Miscellaneous concrete panel/C&G replacement
 - Miscellaneous sidewalk replacement
- 5th Ave. NE (Highway 2 -10th St. NE)
 - Miscellaneous concrete panel/C&B replacement
- DeMers Avenue (4th St. to 10th St.)
 - Replace stamped concrete crosswalks
 - Remove bituminous pavement from old railroad tracks and replace with concrete pavement
 - Miscellaneous concrete panel/C&G replacement
 - Miscellaneous sidewalk replacement

Halford stated that this proposed amendment is being submitted for consideration to each side of the river even though it only affects the East Grand Forks side. She explained that both cities are requested to consider the change and how it may or may not affects their respective plan.

Halford pointed out that there are representatives from East Grand Forks to help answer any question you may have, so she will open discussion on this item.

DeMers asked why the roundabout project needs to be moved to the Illustrative Project list, is that due to fiscal constraint or something like that. Halford responded that what was communicated to the MPO was that it wasn't something that they were going to do in the near future, and that is what the short-term list is, so not to remove the project from the plan entirely, to keep it in the plan, but note that they won't be looking at it in the near future. She added that it would be easier to move it around instead of removing it entirely.

Vetter asked if the project is moved to the Illustrative list, the next go-around for the Sub-Target Dollars is the Point Bridge, what is on the agenda for the next go-around. Halford responded that she has not heard of anything. Vetter said, then, that it is open. Halford responded that that is what she knows at this time. Vetter asked if there were any public studies done on the proposals that they presented. Halford responded that parts of them have been part of the plans in the past, some of they have been total reconstruction projects, and some have been just rehabs. Vetter said then that they have not had public studies done. Halford responded that they have not. Kouba added that there haven't been studies so much, but they have been part of our MTP. She cited, for instance, that the section along 5th Avenue NE from 20th south, that one is actually in our MTP as a reconstruct.

***MOVED BY POWERS, SECONDED BY ROST, TO APPROVE GRANTING
PRELIMINARY APPROVAL OF THE PROPOSED AMENDMENTS TO THE 2045
METROPOLITAN TRANSPORTATION PLAN, AS SUBMITTED, AND BEGIN THE 60-
DAY PUBLIC PARTICIPATION PERIOD.***

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DeMers asked if this is for preliminary approval of this item. Halford responded that how this process works is, if the motion is approved today then East Grand Forks will reach out to Grand Forks and ask them if this is something they feel they need to amend into their plan and if it is then it is a two month process on the Grand Forks side, if it isn't, and they say that it doesn't affect their plan then they just need to send us a letter saying that it doesn't affect them and then it is brought back to the Technical Advisory Committee and then to the board for final approval, so yes, it is for preliminary approval today.

DeMers said then that the amendment, as proposed, does take the roundabout project and put into the Illustrative list; if it was to remain in the short-term would that change anything. Halford responded that for the plan, you kind of want to try to follow it as best you can, this is what you area planning on doing, and if that isn't something you are going to do in the next three to five years it doesn't make sense to have it in the short-term.

Kouba commented that we are in the middle of a Street and Highway Plan, and so for all of these projects we will be asking our Technical Advisory Committee, as well as the City Councils to re-evaluate these projects. DeMers said, isn't there a short-term and then there is a long-term and then there is an Illustrative list. Kouba added that there is a mid-term list as well. DeMers asked if the roundabout project could be moved to the mid-term list instead of the Illustrative list. Halford responded that you want to make that part of the motion you can. She added that part of Ms. Kouba's point is that we already know that this will be in the 2050 plan and you know you aren't going to do the project in the next year, but as we are having these conversations, in the 2050 plan you can have it wherever you want to. DeMers agreed, but added that there is also momentum and inertia and standing and all these things that happen so to him it is a smaller change to move it from a short-term project to a mid-term or even a long-term project than just to move it completely off to an Illustrative project.

Grasser asked if the motion is going to put the roundabout project into Illustrative versus mid or long-term. DeMers responded that that is what the motion will do.

MOVED BY DEMERS, SECONDED BY VETTER, TO AMEND THE MOTION TO MOVE THE BYGLAND ROAD/RHINEHART DRIVE ROUND-ABOUT PROJECT FROM THE SHORT-TERM FUNDING LIST TO THE MID-TERM FUNDING LIST RATHER THAN TO THE ILLUSTRATIVE PROJECT LIST AS PROPOSED.

Gander commented that the conversations that he has been part of inside City Hall it seems to him it belongs in the mid-term versus the Illustrative; it seems appropriate to go to the step that Mr. DeMers is suggesting, from the conversations that he has been a part of.

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

Voting Nay: None.

Abstain: None.

Absent: Vein.

MOTION, AS AMENDED.

Voting Aye: DeMers, Powers, Rost, Strandell, Vetter, Lunski, and Grasser.
Voting Nay: None.
Abstain: None.
Absent: Vein.

MATTER OF APPROVAL OF 2023-2026 T.I.P.

Kouba reported that this was before you at your August meeting, and staff requested this be tabled to this month to allow us to get more public input on some changes that were being made to the TI. She said that she believes that no other changes have occurred since this was presented to the public and now other than a change to the total amount, which is \$8,851,408. She stated that the federal amount stays the same but the local match changes to \$1,082,666. She added that this is for the expansion of the Transportation Maintenance Building, and other than that there are no other changes, but she is sure that once the State has approved their STIP and the Feds have approved the State STIP, we will have some changes to add to the TIP then, but that will be a process at another time.

MOVED BY GRASSER, SECONDED BY DEMERS, TO APPROVE THE FINAL 2023-2026 T.I.P., AS PRESENTED.

Voting Aye: DeMers, Powers, Strandell, Vetter, Lunski, Rost, and Grasser.
Voting Nay: None.
Abstain: None.
Absent: Vein.

MATTER OF UPDATE ON TRANSIT DEVELOPMENT PLAN (TDP)

Kouba reported that we are in the final stretch of this plan. She said that we are planning on putting the final plan out for review and comments, but she wanted to make sure that we touch base with everyone on some of the financial information as well as the final conclusions of the various service improvements.

Kouba referred to a slide presentation (included in the file and available upon request) and stated that she isn't going to go into too much detail, but the biggest thing is the Microtransit, which is an on-demand shared transportation that utilizes technology to operate efficiently and effectively. She explained that a vehicle would not leave the proposed areas; it would pick up people and drop them off within those areas, but if anyone needed to go to another part of the city the vehicle would take them to a stop that would get them on a bus and it would be a call on-demand type of service during the time frame that the bus is running, so it will be flexible and will get people where they want to go. She added that this will help keep costs down.

Kouba commented that they are looking at some potential areas where the fixed route service may be replaced by on-demand microtransit service in the future, they include:

- Industrial Park
- East Grand Forks

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- Northern Grand Forks
- UND Night Zone
- Grand Forks Zone

Kouba referred to a map illustrating the proposed microtransit service areas, and went over it briefly. She said that to try to explain kind of how it works, they currently have an area that is covered by Route 1 and Route 2, and if we go with the microtransit service we would eliminate both of them.

Kouba commented that some of the other areas are being maintained; we have short-term as well as mid-term; most of the short-term will continue on and they will look at further improvement as well as doing studies on microtransit.

Kouba asked if anyone had any questions on any of the route updates or changes.

DeMers asked if microtransit requires different vehicles or investment in different types of vehicles. Kouba responded that it would not so much use different vehicles, but we would definitely be using some of the smaller vehicles that are currently in the fleet, so it would still be a bus, not a van or anything like that. DeMers asked if it could be offset at different times of the day, such as at night, and then can be placed into use during the day as well. Kouba responded that that is correct, adding that it will be balanced out by the transit agency. She said that we also want to make sure that the size of the vehicle on the microtransit area is sized properly so if it starts becoming larger and larger then it would need to be reviewed.

Grasser asked if public comment on this has been relatively positive on this. Kouba responded that it has been. She said that UND has been looking forward to it particularly for the night microtransit service in hopes that it can keep their costs low for their individual campus service, and that it will also solve the issue of students not using the night service as often because it will get them closer to their specific residence and make them feel more comfortable so they won't have to call the University Police to give them a ride to their vehicle or something like that.

Kouba reported that we are also looking at some other changes to present to Cities Area Transit such as having interactive maps and improving that technology. She said that they did a public analysis, mostly to get some costs for putting in additional amenities like better shelters and connections at locations such as Columbia Mall as we do have a stop there that serves three different routes at a minimum, and the Grand Forks Mall, which also has a stop. She stated that they hope to work with both malls ownership and management to enhance those stops.

Kouba commented that they are always looking at Capital Improvements; there are vehicles that we are federally mandated to maintain in order to ensure they have a useful life expectancy; there is infrastructure and buildings that need to be maintained and/or updated; and other infrastructure such as heavy machinery, fare collection equipment, lighting, and cleaning tools that need to be maintained and/or updated. She said that we have an idea of the cost of those types of things into the future, so when we are doing the 10-year plan we are looking at buses that need to be replaced, as well as necessary maintenance needs and updates. She stated that we also want to

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make sure that we are connecting with bikes and pedestrians as well as making accommodations for people waiting for buses into the future as well as to know when buses are coming.

Kouba said that there is a financial section. She stated that they looked at the base foundation of what we are currently doing, so we have revenues that we break into East Grand Forks revenues and Grand Forks revenues; East Grand Forks does put in a good portion of the total budget for the system. She said that we also have the expenses so we are looking at a total of, right now the expenses are running at around \$5 million and we are receiving a revenue of around \$4 million, so we are starting to see a bit of a discrepancy between revenue and expenses.

Kouba commented that they put together a forecast and are looking at about a 2% increase in revenue for each year, so each year we are only increasing our revenue about 2% and for expenses we have broken them out into fixed route and paratransit and senior rider, and they are looking at about a 4% increase in costs.

Kouba referred to the summary the revenue is being outpaced by the expenses into the future. She said that many people will say that there is carryover in all of this, because this is just year to year subtracting revenues from the expenses, but that left-over funding is generally put towards the local share for purchasing buses as well as other equipment.

Kouba stated that there are going to have to be some conversations that have to happen in the future on how each City would like to move forward. She said that right now they are looking at starting the final comment period on this final plan, and they have set up a public meeting on September 29th; it will be an in-person as well as an on-line meeting. She added that the plan is available on www.cattransitplan.com.

Lunski asked if there is such a thing of seeing the number riders per route. Kouba responded that there is and they are all available on-line. Lunski asked if what people pay to ride the bus available as well. Kouba responded it is.

Grasser asked if they had looked at; right now to get from East Grand Forks down to the 32nd Avenue Corridor, it takes a transfer, did you study the possibility of a direct route from, without making a stop, and micro-route these people from East Grand Forks straight down to 32nd and then back again to eliminate some of the time involved with some of the other stops that are going on along the way, again trying to get that service and demand that we are seeing driving the bridge. Kouba responded that we could try to do something like that, and study something like that, but it is also one of those things where it is a give and take, and some of the service changes that we are looking at would involve taking one bus and replacing it with a microtransit bus for that area. She added, though, that they will always have to make at least one transfer. Grasser said then that you would still have to maintain a route that has that connection, because again that is the common connection for everything in Grand Forks. Kouba said that they do have a listing of plans that we would like to study, and we do need to do a more intense study of the implementation plan for that microtransit anyway.

DeMers asked that staff put together a packet with ridership numbers and send it out to the board. He added that in terms of the revenue number, just to clarify; the local revenue levels by source in the table, is that just from the local municipalities or is it farebox input as well; the \$120,000 that East Grand Forks is generating, is that from the City, is it from fareboxes. Kouba responded that it is a combination. She said that she believes that when they look at a lot of this they subtracted out the revenue. DeMers stated that if it is fareboxes, is it originations or is it destinations, if it is one side or the other he doesn't know if it matters, but he is just interested in the breakout. Kouba responded that in the past they looked at it as East Grand Forks has their specific bus routes and then at one point East Grand Forks was selling passes and things like that and that would be put into the East Grand Forks revenue. DeMers stated that he would like to know what the current breakdown is of the whole local revenue share, how much is municipal verses actual ridership.

Grasser asked if, when they send those numbers out, could you send the route maps with it too so we can see where the routes are, otherwise you have to go find your packet or whatever.

Information only.

MATTER OF BRIDGE DISCUSSION

Halford reported that she only has one quick update. She stated that they did hold the interviews for the consultant, but one has not been chosen yet.

Information only.

PUBLIC COMMENT

None.

OTHER BUSINESS

A. 2021-2022 Annual Work Program Project Update

Kouba referred to the 2021-2022 Annual Work Program Project Update Table and stated that it shows where we are at with all of the various plans we are working on.

Kouba stated that we are at the end of most of our plans. She said that we have completed several projects for the 2021 period and we are close to closing out our Transit Development Plan that she just gave an update on. She stated that we are towards the end of the beginning of our Bike and Ped Plan update, and are starting to set up our first public meeting at the first part of November and we have a Steering Meeting coming up on September 26th.

Kouba said that the Street and Highway Plan is progressing and we have our website updated and are almost done looking at all the data that was collected. She added that we will also be

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holding a public meeting on this as well, targeting November 3rd. She stated that they are also receiving information/input on-line as well.

Information only.

B. MnDOT Programming Update Workshop

Kouba reported that they made some recommendations about the bridge, as well as traffic safety. She added that they did send out an email that they weren't going to be meeting in September so she won't have an October update.

Kouba commented that she did put together some of the slides they were talking about and it is available in the packet. She stated that it gives some final recommendations for what they are looking at doing for the future in Minnesota.

Information only.

C. Safe Streets For All

Halford reported that the application for the Safe Street For All was submitted, it was due September 15th, and we should be hearing back by the end of this year or the early part of next year.

Information only.

D. Approval Of August 13, 2022 To September 16, 2022 Bills/Checks

MOVED BY POWERS, SECONDED BY GRASSER, TO APPROVE THE BILLS/CHECKS FOR THE AUGUST 13, 2022 TO SEPTEMBER 16, 2022 PERIOD.

MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

STRANDELL ADJOURNED THE SEPTEMBER 21, 2022 MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:39 P.M.

Respectfully Submitted,

Peggy McNelis,
Office Manager

Grand Forks East Grand Forks MPO Transaction List by Vendor August 13 through September 16, 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount
AFLAC.							
Liability Check	08/15/2022	AFLAC	501	104 · Checking	X	-SPLIT-	-395.98
Alerus Financial							
Liability Check	08/15/2022	EFTPS	45-0388273	104 · Checking	X	-SPLIT-	-2,209.32
Liability Check	09/02/2022	EFTPS	45-0388273	104 · Checking		-SPLIT-	-2,209.36
Liability Check	09/16/2022	EFTPS	45-0388273	104 · Checking		-SPLIT-	-2,209.34
Audit Adjustment							
Bill Pmt -Check	09/07/2022	AuditAdj	VOID:	104 · Checking	X	206 · Accounts...	0.00
Bill Pmt -Check	09/08/2022	AuditAdj		104 · Checking		206 · Accounts...	-12.83
Bolton & Menk							
Bill	08/30/2022	Inv. #...	Work On Bike...	206 · Accounts Pay...		545 · Transpor...	-26,077.32
Bill Pmt -Check	08/30/2022	7281	Work On Bike...	104 · Checking		206 · Accounts...	-26,077.32
Cardmember Service							
Bill	08/15/2022	6396	Charges For ...	206 · Accounts Pay...		517 · Overhead	-206.07
Bill Pmt -Check	08/15/2022	7275	Charges For ...	104 · Checking	X	206 · Accounts...	-206.07
Constant Contact							
Bill	09/01/2022	E-Bill	VOID: Monthl...	206 · Accounts Pay...	X	517 · Overhead	0.00
Bill Pmt -Check	09/01/2022	7279	VOID: Monthl...	104 · Checking	X	206 · Accounts...	0.00
Check	09/01/2022	Const...	Monthly Billin...	104 · Checking		517 · Overhead	-20.00
Earl Haugen							
Bill	08/15/2022		Reimburse Fo...	206 · Accounts Pay...		6560 · Payroll ...	-121.92
Bill Pmt -Check	08/15/2022	7271	Reimburse Fo...	104 · Checking	X	206 · Accounts...	-121.92
East Grand Forks Water and Light							
Bill Pmt -Check	09/07/2022		QuickBooks g...	104 · Checking		206 · Accounts...	0.00
Fidelity Security Life.							
Liability Check	08/15/2022	Aveis	50790-1043	104 · Checking	X	210 · Payroll Li...	-30.42
GoodPointe Technology							
Bill	08/30/2022	Inv. #...	Retainage Du...	206 · Accounts Pay...		220 · Retainag...	-5,730.24
Bill Pmt -Check	08/30/2022	7284	Retainage Du...	104 · Checking		206 · Accounts...	-5,730.24
HDR Engineering, Inc.							
Bill	08/30/2022	Inv. #...	Work On 205...	206 · Accounts Pay...		545 · Transpor...	-8,478.88
Bill Pmt -Check	08/30/2022	7282	Work On 205...	104 · Checking		206 · Accounts...	-8,478.88
Kimley-Horn And Associates, Inc.							
Bill	08/30/2022	Inv. #...	Work On TDP...	206 · Accounts Pay...		545 · Transpor...	-16,241.53
Bill Pmt -Check	08/30/2022	7283	Work On TDP...	104 · Checking		206 · Accounts...	-16,241.53
Liberty Business Systems, Inc.							
Bill	09/09/2022	Inv. #...	Contract Bas...	206 · Accounts Pay...		517 · Overhead	-206.00
Bill Pmt -Check	09/09/2022	7282	Contract Bas...	104 · Checking		206 · Accounts...	-206.00
LSNB as Trustee for PEHP							
Liability Check	08/15/2022	PEHP		104 · Checking	X	216 · Post-Hea...	-123.75
Liability Check	09/16/2022	PEHP		104 · Checking		216 · Post-Hea...	-123.75
Madison Nat'l Life							
Liability Check	08/15/2022	7272		104 · Checking	X	215 · Disability...	-64.74
Mike's							
Bill	08/17/2022		MPO Lunche...	206 · Accounts Pay...		711 · Miscellan...	-105.00
Bill Pmt -Check	08/17/2022	7276	MPO Lunche...	104 · Checking	X	206 · Accounts...	-105.00
Bill	09/12/2022		MPO Lunche...	206 · Accounts Pay...		711 · Miscellan...	-120.00
Bill Pmt -Check	09/12/2022	7284	MPO Lunche...	104 · Checking		206 · Accounts...	-120.00
Minnesota Department of Revenue							
Liability Check	08/15/2022	MNDOR	1403100	104 · Checking	X	210 · Payroll Li...	-462.00
Liability Check	09/02/2022	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-462.00
Liability Check	09/16/2022	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-462.00
Minnesota Life Insurance Company							
Liability Check	08/15/2022	7273		104 · Checking		-SPLIT-	-44.46
Nationwide Retirement Solutions							
Liability Check	08/15/2022	NWR...	3413	104 · Checking	X	-SPLIT-	-510.56
Liability Check	09/02/2022	NWR...	3413	104 · Checking		-SPLIT-	-510.56
Liability Check	09/16/2022	NWR...	3413	104 · Checking		-SPLIT-	-510.56
NDPERS							
Liability Check	08/15/2022	NDPE...	D88	104 · Checking	X	-SPLIT-	-2,941.76
Liability Check	09/02/2022	NDPE...		104 · Checking		-SPLIT-	-2,535.92
Liability Check	09/02/2022	7280	VOID:	104 · Checking	X	-SPLIT-	0.00
Peggy McNelis							
Bill	09/12/2022		Supplies/Pop/...	206 · Accounts Pay...		711 · Miscellan...	-45.28
Bill Pmt -Check	09/12/2022	7286	Supplies/Pop/...	104 · Checking		206 · Accounts...	-45.28

11:00 AM

09/13/22

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Transaction List by Vendor
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Type	Date	Num	Memo	Account	Clr	Split	Amount
QuickBooks Payroll Service							
Liability Check	08/18/2022		Created by P...	104 · Checking	X	-SPLIT-	-6,127.45
Liability Check	09/01/2022		Created by P...	104 · Checking		-SPLIT-	-6,127.43
Liability Check	09/15/2022		Created by P...	104 · Checking		-SPLIT-	-6,127.44
Standard Insurance Company							
Liability Check	08/15/2022	7274		104 · Checking	X	217 · Dental P...	-243.72
Liability Check	09/16/2022	7285		104 · Checking		217 · Dental P...	-243.72
Teri Kouba							
Bill	08/24/2022		Mileage Reim...	206 · Accounts Pay...		530 · Educatio...	-104.13
Bill Pmt -Check	08/24/2022	7280	Mileage Reim...	104 · Checking	X	206 · Accounts...	-104.13