

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Wednesday, February 15, 2023 - 12:00 Noon
East Grand Forks Training Conference Room/Zoom Meeting**

CALL TO ORDER

Warren Strandell, Chairperson, called the February 15th, 2023, meeting of the MPO Executive Policy Board to order at 12:02 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Warren Strandell, Brian Larson, Tricia Lunski, Mike Powers, Clarence Vetter, Ken Vein, and Mark Rustad.

Absent: Al Grasser.

Guest(s) present: David Kuharenko, Grand Forks Engineering.

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 JANUARY 18TH, 2023 MINUTES OF THE MPO EXECUTIVE POLICY BOARD

MOVED BY POWERS, SECONDED BY LUNSKI, TO APPROVE THE JANUARY 18TH, 2023, MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF APPROVAL OF JANUARY 14TH, 2023 TO FEBRUARY 10TH, 2023 BILLS/CHECKS

MOVED BY VETTER, SECONDED BY LARSON, TO APPROVE THE JANUARY 14TH, 2023 TO FEBRUARY 10TH, 2023 BILLS/CHECKS, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

**MATTER OF APPROVAL OF ADMINISTRATIVE MODIFICATIONS TO THE
FY2023-2026 T.I.P.**

Kouba reported that, as with most TIPs, there are always amendments and/or modifications needed, and that is the case with our current TIP.

Kouba stated that there is a slight difference between the amendment process and the modification process. She explained that when there is a minor change needed, such as the project year or anything less than a 25% increase in the cost, can generally be done with an administrative modification. She added, however, that we do bring it to the Technical Advisory Committee and MPO Executive Policy Board for review and approval, which gives the public a chance to see what changes are being made.

Kouba referred to the staff report and explained that the first project came about when the NDDOT reviewed project funding years in relation to the State Fiscal Year and informed the MPO that one project falls into the 2023 funding year instead of the 2025 funding year. She pointed out that this project is a pavement preservation project on 32nd Avenue South, between I-29 and South Washington Street. She stated that the second project is a roadway reconstruction and structure rehabilitation project on North Washington that has a slight increase in cost, from \$11,150,000.00 to \$12,175,526.00, which is below the 25% cost increase threshold.

Kouba said that staff is recommending approval of the administrative modifications.

Vein said that he has a question regarding the 32nd Avenue South project; is that going to need more milling off of the asphalt that was put there a few years ago, what does that do do you think. Kuharenko responded that that project is going to end up looking at lot like milling and overlaying the existing asphalt that is out there, but it is also going to include some concrete panel replacement, and he isn't sure if they will do the grinding there or not, he hasn't had a chance to see the plans, but they are ???, especially because the asphalt is getting rather bad, especially in front of the Menards area.

***MOVED BY VEIN, SECONDED BY POWERS, TO APPROVE THE ADMINISTRATIVE
MODIFICATIONS TO THE FY2023-2026 T.I.P., AS PRESENTED.***

Voting Aye: Larson, Rustad, Powers, Strandell, Vein, Lunski, and Vetter.

Voting Nay: None.

Abstain: None.

Absent: Grasser.

**MATTER OF SOLICITATION OF THE NORTH DAKOTA DEPARTMENT OF
TRANSPORTATION URBAN GRANT PROGRAM FY2025-2026**

Halford reported that usually we would just be announcing that solicitation for the Urban Grant Program is open for applications, but the City of Grand Forks was proactive, knowing that the

PROCEEDINGS OF THE
GF/EGF MPO EXECUTIVE POLICY BOARD
Wednesday, February 15, 2023

timeline was tight on this, and put together an application, so even though this is a solicitation agenda item we do have an application from the City of Grand Forks so we will ask you to consider forwarding the application subject to no additional applications being submitted so that we don't have to bring it back to you in March. She added that the application is due to the NDDOT on March 17th, which is just two days after our March meeting.

Halford stated that really, as a refresher, this grant is the program that focuses on transportation investments in the inner part of the City rather than on outward expansion. She said that the objective of the program is preservation, safety, multimodal transportation options, and enhancing economic vitality.

Halford commented that the project is for reconstruction of North 4th Street from 1st Avenue North to 2nd Avenue North, so that first block, at a cost of \$2,805,000.00. She said that they have applied for and have received this funding in the past. She said that, again, this is an announcement of the solicitation, but hoping for a motion to approve moving forward with this application. She stated that if we happen to get another one, she will bring it back in March.

Lunski said that she would like to hear more about what the City of Grand Forks is applying for. Kuharenko responded that the Urban Grant Program itself, it is part of the Governor's Main Street Initiative, focusing on the downtown area, as Stephanie talked about. He said that there is actually a map kind of designating what that downtown area is for an eligible area, and this falls within that. He stated that this program, in the past, has been used for the reconstruction of 3rd Street, from DeMers to University Avenue, and last year as well for the reconstruction of 4th Street from DeMers to 1st Avenue North and this is continuation of that so it is going to include reconstruction of the roadway, placement of decorative pavers, those benches and planters that have foundations with light pillars if that is desired to be installed in the future, really a number of those things to really bring about and support the revitalization of the downtown.

Kuharenko stated that, overall, he believes the estimate on this project is about \$2.8 million, and we are requesting about \$2.2 million in federal funds for it.

Lunski said, then, that it won't change the turning motion at Belmont and 4th. Kuharenko responded that this project is on North 4th Street in front of Central High School. He said that on the map they do have that blue circle, and that is at Belmont and 5th, and that is for the roundabout we were awarded funding for a few months back.

Halford stated that she did hear from our NDDOT partner, just kind of suggesting kind of a relook at budgets; he said that he was getting a lot of costs that were over budget, so she has spoken to engineering about that to make sure the cost is in line as well as to add the transit component that was missing from the application, so that will be updated so just probably fine tuning the cost estimate and adding the transit component. She said that David did mention that he did submit a revised application, but she hasn't seen it yet.

MOVED BY LUNSKI, SECONDED BY POWERS, TO APPROVE THE CITY OF GRAND FORKS URBAN GRANT PROGRAM FY2025-2026 APPLICATION, SUBJECT TO NO

ADDITIONAL APPLICATIONS BEING SUBMITTED, AND TO GIVE IT PRIORITY RANKING.

Voting Aye: Larson, Rustad, Powers, Strandell, Vein, Lunski, and Vetter.

Voting Nay: None.

Abstain: None.

Absent: Grasser.

MATTER OF APPROVAL OF OFFICE REMODEL

Halford reported that this item is already in our work program. She explained that it consists of spitting the Executive Director's office into two offices. She said that the idea is to split the office in half using a temporary wall so there won't be a need for a construction company. She added that it will almost look like a cubicle wall but it will go from floor to ceiling with windows along the top and a sliding door between both offices.

Halford stated that the room Teri is using for her office will remain an office and will open up a space for a future planner we hope to get hired this year. She said that both Cities have agreed to help with the cost of the project, each offering \$6,000.00, for a total of \$12,000.

Halford referred to a drawing of the current office format and went over it briefly. She then pointed out how the new layout will look. She stated that we have been working with Business Essentials, and they have given us an estimate of a little over \$25,000. She said that we have also been working with the DOT and FHWA to ensure we have followed the proper procurement process, so with the contributions from both cities, it brings our cost down to a little over \$13,000 that will be taken out of the budget, but we did work this into the budget so it is in the work program, and we did budget \$40,000 in 2023 for office equipment and remodel, so we still have funding available for any equipment updates and/or software updates that we might need, or to start chipping away at other parts of the office area. She said that there is also \$20,000 currently set aside in 2024 as well, so we are looking for approval of the proposed office remodel.

Powers asked if we are tax exempt. Halford responded that we are.

Discussion on the proposed layout continued. Halford reiterated that she feels like this is a good move because we are using our current space to open up for expansion of what we want to do staff wise, and it is using the space better. She added that it isn't doing anything permanent so down the road if we change offices or locations, it can come with us.

Vetter said that he is curious, if there wasn't a sliding door on that wall, would the price of the wall be less. Halford responded that there were a couple of options; there was no door, there was fabric, there was no windows along the top, but just kind of thinking of trying to make it feel as open as we can since we are breaking the office into two, we thought the best option was to do a window along the top and then the sliding door to allow for us to be able to converse with each other through the door when it is open, but still have the option to close it when needed. Vetter

PROCEEDINGS OF THE
GF/EGF MPO EXECUTIVE POLICY BOARD
Wednesday, February 15, 2023

stated that he is just looking at \$14,000 for that wall, seems kind of steep. Halford agreed, adding that the cost went up a couple of thousand from when we first started looking at doing this as prices continue to go up on goods. She said that when we brought this idea up to the City of East Grand Forks it was their preference that we go with a temporary wall like this as well since most likely if we were to move to a different location the wall would stay with that space and we would just take the furniture with us.

Powers asked what would be done with the old furniture. Halford responded that it is in really poor condition. She said that what would be thrown out is her current desk, unless the City of East Grand Forks wants to keep it, but it is in poor condition. She added that we own Teri's current desk. Powers asked how old the furniture is. McNelis responded that it was purchased for the City Attorney after the flood, so around 26 years old.

***MOVED BY POWERS, SECONDED BY LARSON, TO APPROVE THE OFFICE
REMODEL, AS PRESENTED.***

Voting Aye: Larson, Rustad, Powers, Strandell, Vein, Lunski, and Vetter.

Voting Nay: None.

Abstain: None.

Absent: Grasser.

PUBLIC COMMENT

None.

OTHER BUSINESS

A. 2021-2022 Annual Work Program Project Update

- Bicycle/Pedestrian Element Update – Halford reported that we had originally been looking at this being approved at the end of March/April, but there have been a couple of delays so we are looking at probably coming next month to amend the contract and the work program for a time extension of a couple more months. She explained that there was a change in leadership on the consultant side, and that kind of set the stage going forward, as well as our wanting to have some public input meetings for some of the concepts they want to do, so that is something that should have been started sooner but wasn't. She added that in the past there has been suggestions on designs of streets throughout the community, and then when the City goes to put it in there is pushback from the community on things like removal of parking, and things like that so we want to have some public input meetings in March to go over and get those concepts out there and get feedback on them so that will take a little time. She said that we are looking at sending out a mailing, probably postcards, that will go out to certain areas of the community and then we will have a virtual meeting for people to attend or they can submit comments online.

PROCEEDINGS OF THE
GF/EGF MPO EXECUTIVE POLICY BOARD
Wednesday, February 15, 2023

- Street/Highway Element Update – Halford reported that we had a good meeting with city leadership looking at the industrial park area on the East Grand Forks side; there has been some conversation on this before, so we really wanted to make sure that was a focus on the Street and Highway Plan, so we are just kind of planning for the future for that and what we want to see come out of that area.
- Aerial Imagery – Halford reported that the Request for Proposals was sent out in January and we will start having meetings and interviews with the consultants, so that will be gearing up in the next little bit. Kouba added that the proposals are due this Friday by noon, and interviews will be on March 1st, so we will be putting out all the information to the Selection Committee on Friday.
- Safe Streets For All Grant – Halford reported that we did hear back on the Safe Street For All Grant, and if you haven't heard, we did get the grant, so we were awarded \$400,000 for that, with a 20% local match, so it is to do a Safety Action Plan for our whole community, so that will be gearing up this year and will be a two year process, so more information will follow. She said that it was exciting news, we heard we got it about a week ago, and we have already had a consultant reaching out to us asking what our plan is, but we can't do anything on it until we get more details and something saying "congratulations you've been selected". She stated that we are one of four in the State of North Dakota that received the grant; Williston asked for and was awarded \$320,000; Fargo MPO asked for and was awarded \$200,000; we asked for and were awarded \$400,000; and NDSU asked for and was awarded \$1,000,000.
- 2023 Bike Map – Kouba referred to a draft of the 2023 Bike Map and commented that it has been distributed to our partners on the Technical Advisory Committee, and will be distributed to the Bike Advisory Committee tonight for comments. She said that we are asking that comments be submitted by February 24th, so if you have any comments please let her know by then. She stated that this is the most up-to-date version of where bike facilities are as well as corresponding information, and it will be in brochure format when completed. She added that we will also have a version of the map on-line as well.

Information only.

B. MPO Updates

- Bridge Update – Halford reported that what she heard last is that we are just waiting for the counties to get it on their agendas to look at it as part of helping with cost share. Strandell responded that it is on their agenda for Tuesday next week, and he doesn't see any issue with it, but you never know.

Strandell said that their County Engineer, Rich Sanders, made a comment the other day when talking about this study, that is underway or will be underway; he said that that will determine where a bridge is built, if a bridge is built, it won't be anywhere else. Halford stated that the consultant said that too during the joint meeting.

PROCEEDINGS OF THE
GF/EGF MPO EXECUTIVE POLICY BOARD
Wednesday, February 15, 2023

Vein commented that he would like to think that that would be the same for Grand Forks as well. He said that that is where we have been previously, and he thinks this will open it up and take a larger cohesive view of it, and hopefully will get the technical part for sure answered and help with the political part; that we do that and we are cohesive as a group. Strandell said that he doesn't know if that will solve anything.

Larson said that his takeaway from the study is that it will identify which locations, in-town or out of town, would qualify for federal funds, and it is obvious that we need federal funds to build a bridge, so he thinks we can say that this is going to just layout where a bridge could be built, because he doesn't believe there are funds locally to pay for a bridge, the costs were like \$50 million or something for the bypass and \$36 million for the inner-city bridge.

Vein stated that he thinks the process is supposed to identify the funding options, because we do have an issue.

Rustad said that it wasn't on their agenda for last Tuesday, and he hasn't seen anything for the next agenda yet. He said that there needs to be communication between Tom Ford and someone from the MPO or the City to get it on the agenda. Vetter commented that he thinks Mr. Murphy is in contact with Mr. Ford and the Polk County Administrator as well.

Information only.

ADJOURNMENT

STRANDELL ADJOURNED THE FEBRUARY 15TH, 2023, MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:37 P.M.

Respectfully Submitted,
Peggy McNelis, Office Manager

Grand Forks East Grand Forks MPO
Transaction List by Vendor
 January 14 through February 10, 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
AFLAC.							
Liability Check	01/20/2023	AFLAC	501	104 · Checking	X	-SPLIT-	-395.98
Alerus Financial							
Liability Check	01/20/2023	EFTPS	45-0388273	104 · Checking	X	-SPLIT-	-2,334.58
Liability Check	02/03/2023	EFTPS	45-0388273	104 · Checking		-SPLIT-	-2,334.56
Business Essentials							
Bill	01/24/2023	Inv. #...	Office Supplie...	206 · Accounts Pay...		517 · Overhead	-58.58
Bill Pmt -Check	01/24/2023	7359	Office Supplie...	104 · Checking	X	206 · Accounts...	-58.58
Bill	02/06/2023	Inv. #...	Office Supplie...	206 · Accounts Pay...		517 · Overhead	-39.99
Bill Pmt -Check	02/06/2023	7364	Office Supplie...	104 · Checking		206 · Accounts...	-39.99
Bill	02/09/2023	Inv. #...	Office Supplie...	206 · Accounts Pay...		517 · Overhead	-18.99
Bill Pmt -Check	02/09/2023	7365	Office Supplie...	104 · Checking		206 · Accounts...	-18.99
Cardmember Service							
Bill	01/23/2023	Acct #...	Charges For ...	206 · Accounts Pay...		517 · Overhead	-47.15
Bill Pmt -Check	01/23/2023	7358	Charges For ...	104 · Checking	X	206 · Accounts...	-47.15
Constant Contact							
Check	02/02/2023	Const...	E-Check For ...	104 · Checking		517 · Overhead	-20.00
East Grand Forks Water and Light							
General Journal	01/26/2023	891	Charges For ...	206 · Accounts Pay...		517 · Overhead	667.13
Bill Pmt -Check	01/26/2023		QuickBooks g...	104 · Checking	X	206 · Accounts...	0.00
Grant and Contract Accounting							
General Journal	01/26/2023	889	Work Done in...	206 · Accounts Pay...		545 · Transpor...	2,496.45
General Journal	01/26/2023	890	Work Done In...	206 · Accounts Pay...		550 · Corridor ...	6,603.30
Bill Pmt -Check	01/26/2023		QuickBooks g...	104 · Checking	X	206 · Accounts...	0.00
LSNB as Trustee for PEHP							
Liability Check	01/20/2023	PEHP		104 · Checking	X	216 · Post-Hea...	-123.75
Madison Nat'l Life							
Liability Check	01/20/2023	7356		104 · Checking	X	215 · Disability...	-66.72
MetLife							
Liability Check	01/20/2023	7361	5397942	104 · Checking	X	210 · Payroll Li...	-45.23
Liability Check	01/26/2023	7362	5397942	104 · Checking	X	217 · Dental P...	-207.16
Mike's							
Bill	01/18/2023		MPO Lunche...	206 · Accounts Pay...		711 · Miscellan...	-129.00
Bill Pmt -Check	01/18/2023	7357	MPO Lunche...	104 · Checking		206 · Accounts...	-129.00
Minnesota Department of Revenue							
Liability Check	01/20/2023	MNDOR	1403100	104 · Checking	X	210 · Payroll Li...	-492.00
Liability Check	02/03/2023	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-492.00
Minnesota Life Insurance Company							
Liability Check	01/27/2023	7363		104 · Checking		-SPLIT-	-105.95
Nationwide Retirement Solutions							
Liability Check	01/20/2023	NWR...	3413	104 · Checking	X	-SPLIT-	-538.36
Liability Check	02/03/2023	NWR...	3413	104 · Checking		-SPLIT-	-538.36
NDPERS							
Liability Check	01/20/2023	NDPE...	D88	104 · Checking	X	-SPLIT-	-3,194.84
Liability Check	02/03/2023	NDPE...		104 · Checking		-SPLIT-	-4,329.78
QuickBooks Payroll Service							
Liability Check	01/19/2023		Created by P...	104 · Checking	X	-SPLIT-	-6,468.93
Liability Check	02/02/2023		Created by P...	104 · Checking		-SPLIT-	-6,552.92
University of North Dakota							
Bill	02/09/2023	Inv. #...	Work On Traf...	206 · Accounts Pay...		565 · Special ...	-612.76
Bill Pmt -Check	02/09/2023	7366	Work On Traf...	104 · Checking		206 · Accounts...	-612.76
Vaaler Insurance, Inc.							
Bill	01/24/2023	Inv. #...	2023 Insuran...	206 · Accounts Pay...		517 · Overhead	-1,350.04
Bill Pmt -Check	01/24/2023	7360	2023 Insuran...	104 · Checking	X	206 · Accounts...	-1,350.04