



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

MPO EXECUTIVE POLICY BOARD MEETING MARCH 20TH, 2024 – 12:00 NOON

East Grand Forks City Hall Council Chambers

PLEASE NOTE: Due to ongoing public health concerns related to COVID-19 the Grand Forks/East Grand Forks Metropolitan Planning Organization (GF/EGF MPO) is encouraging citizens to provide their comments for public hearing items via e-mail at info@theforksmpo.org. To ensure your comments are received prior to the meeting, please submit them by 5:00 p.m. one (1) business day prior to the meeting and reference the agenda item(s) your comments address. If you would like to appear via video or audio link for comments or questions, please also provide your e-mail address and contact information to the above e-mail. The comments will be sent to the MPO Executive Policy Board members prior to the meeting and will be included in the minutes of the meeting.

MEMBERS

Lunski _____

Rustad _____

Vein _____

Larson _____

Strandell _____

Grasser _____

Powers _____

Vetter _____

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE FEBRUARY 21, 2024, MINUTES OF THE MPO EXECUTIVE POLICY BOARD MEETING.
5. MATTER OF APPROVAL OF FEBRUARY 17, 2024 TO MARCH 15, 2024, BILLS/CHECKS

**MPO EXECUTIVE POLICY BOARD MEETING
MARCH 20TH, 2024
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- 6. MATTER OF APPROVAL OF FEBRUARY 17, 2024 TO MARCH 15, 2024,
LIST OF ITEMS SIGNED BY EXECUTIVE DIRECTOR HALFORD

ACTION ITEMS:

- 7. MATTER OF APPROVAL OF FUNCTIONAL CLASSIFICATION UPDATE KOUBA

NON-ACTION ITEMS:

- 8. MATTER OF MPO 101 PRESENTATION..... HALFORD
- 9. PUBLIC COMMENT
- 10. OTHER BUSINESS
 - a. 2024/2025 Unified Work Program Project Update..... HALFORD
 - b. MPO Updates:
 - April Agenda Items HALFORD
 - SS4A Update HALFORD
 - c. Agency Updates
- 11. ADJOURNMENT

ANY INDIVIDUAL REQUIRING SPECIAL ACCOMMODATIONS TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY STEPHANIE HALFORD, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2667 FIVE (5) DAYS PRIOR TO THE MEETING.

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Wednesday, February 21, 2024 - 12:00 Noon
East Grand Forks City Hall Training Room**

CALL TO ORDER

Warren Strandell, Chairperson, called the February 21st, 2024, meeting of the MPO Executive Policy Board to order at 12:00 p.m.

CALL OF ROLL

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

Absent: Rustad.

Guest(s) Present: Wayne Zacher, NDDOT-Planning Division.

Staff present: Stephanie Halford, Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; Tyler Manske, GF/EGF 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 17TH, 2024 MINUTES OF THE MPO EXECUTIVE POLICY BOARD

MOVED BY POWERS, SECONDED BY VETTER, TO APPROVE THE JANUARY 17TH, 2024, MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF APPROVAL OF JANUARY 13TH, 2024 TO FEBRUARY 16TH, 2024 BILLS/CHECKS

MOVED BY LARSON, SECONDED BY LUNSKI, TO APPROVE THE JANUARY 13TH, 2024, TO FEBRUARY 16TH, 2024 BILLS/CHECKS, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF APPROVAL OF JANUARY 13TH, 2024 TO FEBRUARY 16TH, 2024, LIST OF ITEMS SIGNED AND APPROVED BY EXECUTIVE DIRECTOR

Halford reported that this is an item that you will continue to see on a normal basis on our monthly agenda, it is just staff letting you know that we are reviewing, approving, and signing checks, journal entries, checking and saving account reconciliations, bills, billings, etc.

MOVED BY VETTER, SECONDED BY LUNSKI, TO APPROVE THE JANUARY 13TH, 2024 TO FEBRUARY 16TH, 2024 LIST OF ITEMS SIGNED AND APPROVED BY EXECUTIVE DIRECTOR.

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS:

MATTER OF APPROVAL OF CONTRACT WITH BOLTON & MENK FOR THE SAFE STREETS FOR ALL (SS4A) SAFETY ACTION PLAN

Halford reported that this is for a project that we have been talking about for a while, and for which we applied for and received grant funding, and we are finally getting going on it.

Halford stated that we received three proposals and held interviews with all three firms. She said that the Selection Committee chose Bolton & Menk to do the project, and this is the contract. She explained that she did review the contract with Bolton & Menk, and we are all in agreement with the contract and want to move forward with the project.

Halford commented that the only tweaks made to the contract, that are a little bit different than our previous contracts, are some wording changes to the section where the consultant needs to show that they have done similar projects like this in the past, kind of showing their work experience; they rewrote it to say that they will have staff on the team that actually have the experience because we have run into scenarios where the firm will say that they have done that, but in reality the staff that did the work have moved on, so this now kind of reaffirms that the staff on the team actually do have the experience, so they made that change.

Halford stated that they also requested that the final document be more editable, to be able to cut and paste from it so we can use it for the grant application and things like that, so any of the graphs and wording instead of it being in PDF form it will be in word documents and in separated files so it will be a lot easier to use when we apply for the implementation grant, we can do a lot of cut and paste for that.

Halford said that those were the only two tweaks, but it is definitely still a contract layout that we have used before.

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Lunski asked when we last did a Safe Streets Plan. Halford responded that this is the first time we have ever done one. She added that this is a new program, and the MPO has never applied for a grant before. She said that we did this as a joint effort with Grand Forks and East Grand Forks, so this is the first time ever and there are thoughts that maybe this will be a start of future ones that come up, or updates, but as of now this is kind of a one and done deal, but it at least makes us eligible to apply for implementation funding.

Grasser commented that it was a good catch on making sure you have the same people there, and not just the company experience, because a lot of people are moving around, and they are seeing more and more of that, so he likes that you caught that. Halford stated that that was actually a catch by the Grand Forks Engineering Department staff.

MOVED BY LARSON, SECONDED BY POWERS, TO APPROVE AUTHORIZING THE MPO EXECUTIVE POLICY BOARD CHAIR AND EXECUTIVE DIRECTOR EXECUTE A CONTRACT WITH BOLTON & MENK, INC. TO DO THE SAFE STREETS FOR ALL (SS4A) SAFETY ACTION PLAN, NOT TO EXCEED A BUDGET OF \$399,969.51.

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

Voting Nay: None.

Abstain: None.

Absent: Rustad.

MATTER OF APPROVAL OF AMENDED GRAND VALLEY RFP

Manske reported that the Grand Valley RFP, the pedestrian crossing study; you've seen this already, we didn't get any bidders the last time we put this out a couple of months ago, so it is basically the exact same RFP, but we have changed the dates and pushed them back to reflect the time that we spent redoing the RFP and getting it back out there.

Manske commented that some of the reasons that we heard; just to kind of reiterate, and he may have talked about this last month to, but we heard that a lot of the consultants that were interested in the Grand Valley RFP were putting all their eggs sort of in the Safe Street For All basket and they wanted to make sure that they were putting everything towards that because that has a significantly larger budget and is a much larger project, so they seemed more interested in that project, but now that that is done and over with, with the Bolton & Menk contract already approved, we heard that there might be some more interest this time around.

Manske referred to the document and stated that you will see the more significant changes on page 10, where the dates have been changed, and then on page 11 we made a similar change to the wording as was done to the SS4A project, where it states: "Demonstrates the firm's designated team members' knowledge and experience rather than the firms themselves"; just making sure that the people on the team are the ones that have that experience because many of the firms have done these things in the past, but they might have changed over their employees.

Manske stated that those are pretty much the only changes that were made, and the Technical Advisory Committee did recommend approval of the RFP.

MOVED BY GRASSER, SECONDED BY LUNSKI, TO APPROVE THE FINAL AMENDED GRAND VALLEY PEDESTRIAN CROSSING STUDY RFP, AS PRESENTED.

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

Voting Nay: None.

Abstain: None.

Absent: Rustad.

MATTER OF APPROVAL OF MINNESOTA CARBON REDUCTION PROGRAM PROJECT FUNDING SOLICITATION

Kouba reported that Minnesota has used Carbon Reduction Program funding, and they have decided to basically divide out a formula funding and they are about to release their solicitations, but given the fact that East Grand Forks is getting a rather small amount, in order to bring forward any projects we worked with the East Grand Forks City Engineer, as well MnDOT and worked out an agreement to get the bulk of funding. She said that we have a project currently in 2024 that is underfunded so an agreement was made where we would zero out the rest of East Grand Forks' formula funding to advance construct the project and bring it into 2024, and the Minnesota Area Transportation Program is going to cover those funds and we will pay them back.

Kouba stated that this has been agreed to by the ATP, so we are just looking at agreeing with the advanced construction and using the carbon reduction funds for the proposed project, and when we approve the T.I.P. it will then be included in the document.

Lunski asked if she could tell a little bit more about the actual project; is it reducing traffic by adding more bike paths. Kouba responded that the idea is to be able to reduce the carbon footprint as a whole. She said that there are different types of projects that we can use the funds on. She stated that Minnesota has set up a list of the types of projects from actually adding to transit for transit funds, or for getting electric vehicle infrastructure involved, as well as using it for bike and pedestrian projects, anything that will support reducing the carbon footprint. Lunski said it is preventing more carbon from emitting, not changing existing carbon.

MOVED BY VETTER, SECONDED BY LARSON, TO APPROVE USING ADVANCED FY2025 CARBON REDUCTION PROGRAM FUNDING FOR THE CURRENT 2024 PROJECT.

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

Voting Nay: None.

Abstain: None.

Absent: Rustad.

MATTER OF APPROVAL OF 2024-2027 T.I.P. AMENDMENT

Kouba reported that this is the third amendment to the 2024-2027 T.I.P. She explained that the NDDOT brought forward a project for the eastern part of North Dakota, and includes various locations throughout the eastern portion of North Dakota, with one location being in our MPO area so we need to include the project in our T.I.P. as well as their S.T.I.P.

Kouba commented that because it is hard to carve out a single project, plus it looks odd if we have just one portion of a project listed in our T.I.P., we list out the full cost of the project, so it is for all of eastern North Dakota, not just our MPO area. She stated that this is a rehabilitation/maintenance project.

Kouba said that the other change to the T.I.P. is adding in the advanced construction project we just approved for the carbon reduction program funds, so we are also changing the total cost of the project as it has increased for the bike and sidewalk project on 4th in East Grand Forks, and we are adding in the additional funds that we advance constructed and then we are including it in 2025, paying back those funds in 2025.

Kouba stated that North Dakota is adding carbon reduction funds into one of their projects to hopefully offset some of the costs, so kind of an administrative modification was made since it was brought forward to the Technical Advisory Committee. She said that it is only including those funds so there is no actual change in cost, it is a very insignificant change, so it warranted only an administrative modification.

Strandell asked to go back to the diagram showing where the project is located and commented that it is converting a right-angle turn into a blended turn, and that is not what their county engineer is always proposing. Kouba responded that this is the sidewalk and bike path along 4th and 5th. Strandell said that he knows that Rich Sanders would be up in the air if it was the road, he doesn't like those things. Kouba stated that that project is being added into the T.I.P.

MOVED BY LUNSKI, SECONDED BY VETTER, TO APPROVE THE 2024-2027 T.I.P. AMENDMENT, AS PRESENTED.

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

Voting Nay: None.

Abstain: None.

Absent: Rustad.

NON-ACTION ITEMS:

MATTER OF FUNCTIONAL CLASSIFICATION UPDATE

Kouba reported that this is kind of just updating the board, and we received information from the NDDOT, part of this update of the functional classification is also kind of the second half of the

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reclassification of the urbanized area so we are making sure that the functional classifications inside the new urbanized area are what is necessary.

Kouba stated that she has put together a meeting with Grand Forks Engineering and Planning, the Grand Forks County Engineer, and the NDDOT-Grand Forks District just to kind of really go over it and look at that information, but just from a first glance at everything, the functional classification in North Dakota is going to mostly be kind of that North Dakota has a fine definition of urban versus rural so anything functionally classified has to be classified as urban instead of rural, so that is mostly what they will be looking at but we want to make sure that everybody has the input that they feel is necessary into the full process.

Kouba commented that in reality Minnesota has not started this process, and they are not looking at it because they did a full state-wide functional reclassification in 2015 and in Minnesota they don't really have as clear a process of defining the dividing point of urban versus rural in the functional classifications, so we aren't really thinking that it needs to be any kind of overall changes in our functional classification, we did work in 2019 in Grand Forks to look at some of the functional classification changes so it is just more looking at rural versus urban, but we are getting together and making sure we are all clear on what is needing to be done, so this is just kind of an update for this body.

Information only.

PUBLIC COMMENTS:

None.

OTHER BUSINESS

- A) 2024/2025 Annual Work Program Project Update – Halford commented that this is just where we are at with projects in our work program.
- 1) Street and Highway Plan/MTP: Halford stated that we did finish the Street and Highway Plan and MTP, that is done.
 - 2) ITS Architecture: Halford said that we have the ITS Architecture on the way. She added that the timeline for this project was shortened up, originally, we were looking at a December completion date but with the current contract that we have in place with ATAC, which ends in September, we pushed the completion date to the August/September time frame. She said that they felt comfortable with that so as long as they are comfortable with that we are fine with it as well.
 - 3) Land Use Plan: Halford stated that we are looking at the 2025/2026 timeline for that, so we haven't started anything with that, but it is always kind of nice to have that on the forefront of what is coming up.
 - 4) Micro-Transit Study: Halford said that that will probably begin next year.
 - 5) Grand Valley Study: Halford stated that we already had an update on this project, so hopefully we get proposals this time and we will start to see movement on it.

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- 6) Safe Street For All: Halford said that we received three proposals, did interviews, and now we will be signing the contract today and then get going on it tomorrow.
- 7) Functional Class: Halford said that we already had an update on this project.
- 8) One-Way Pairs: Halford stated that we will probably get going on this soon, and it will continue into 2025. She explained that this project is looking at the two one-way streets, North 3rd and North 4th on the Grand Forks Side from DeMers to Gateway, to determine if they should continue being one-way streets or become two-way streets. She added that currently UND students are looking at them as kind of a class project, so the plan is for them to finish their studies and for us to take over from where they leave off on it.
- 9) Bike Map: Halford said that we just sent the updated bike map to the printers.

Powers asked if there is a speed limit on bike paths. Halford responded that she thinks there is, but she doesn't know what it is off the top of her head. Kouba stated that she knows that in East Grand Forks there is a signed section that has a 10-mph limit, but you can reach that pretty quick, especially on a down-hill section. Powers said that when you can hear the wind going through the wheels of their bicycles you can tell they are cruising, so he is just curious. Manske stated that he doesn't know if there is a speed limit here, locally, but he knows that nationally a lot of the e-bikes get throttled at like 28 mph, so he wonders if that has something to do with it. He added that they can actually go higher than that, but if you are using a shared use path, they are usually held at 28 mph.

B) MPO Updates – Halford said that the only update she wanted to put on your radar was that our next MPO Executive Policy Board Meeting will be held in the Council Chambers. She explained that there is another meeting scheduled at that time in the training room, so we agreed to move to the council chambers.

C) Agency Updates – None.

Information only.

ADJOURNMENT

WARREN STRANDELL, CHAIRMAN, ADJOURNED THE MEETING AT 12:24 P.M.

Respectfully Submitted,

Peggy McNelis, Office Manager

GRAND FORKS EAST GRAND FORKS MPO

Transaction List by Vendor

January 13 - February 16, 2024

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|---|----------------------|--------------------|---------|---|----------------------|-----------|
| AFLAC | | | | | | |
| 01/22/2024 | Check | AFLAC | Yes | | 104 Checking | -564.40 |
| 02/15/2024 | Check | AFLAC | Yes | | 104 Checking | -592.96 |
| Business Essentials | | | | | | |
| 01/22/2024 | Bill | Inv. #WO-1278152-1 | Yes | | 206 Accounts Payable | 80.47 |
| 01/22/2024 | Bill Payment (Check) | 7535 | Yes | | 104 Checking | -80.47 |
| Constant Contact | | | | | | |
| 02/05/2024 | Check | ConstantContact | Yes | | 104 Checking | -23.00 |
| Elan Financial Services | | | | | | |
| 01/22/2024 | Bill | Acct #7998 | Yes | | 206 Accounts Payable | 308.84 |
| 01/22/2024 | Bill Payment (Check) | 7536 | Yes | | 104 Checking | -308.84 |
| 02/08/2024 | Bill | Acct #7998 | Yes | | 206 Accounts Payable | 1,187.77 |
| 02/08/2024 | Bill Payment (Check) | 7543 | Yes | | 104 Checking | -1,187.77 |
| HDR Engineering, Inc. | | | | | | |
| 02/16/2024 | Bill | Inv. #1200596326 | Yes | | 206 Accounts Payable | 34,804.78 |
| IRS | | | | | | |
| 01/23/2024 | Tax Payment | | Yes | Tax Payment for Period: 01/17/2024-01/19/2024 | 104 Checking | -3,851.17 |
| 02/05/2024 | Tax Payment | | Yes | Tax Payment for Period: 01/31/2024-02/02/2024 | 104 Checking | -3,851.15 |
| 02/16/2024 | Tax Payment | | Yes | Tax Payment for Period: 02/14/2024-02/16/2024 | 104 Checking | -3,840.41 |
| Liberty Business Systems, Inc. | | | | | | |
| 01/30/2024 | Bill | Inv. #525140 | Yes | | 206 Accounts Payable | 261.62 |
| 01/30/2024 | Bill Payment (Check) | 7541 | Yes | | 104 Checking | -261.62 |
| 02/08/2024 | Bill | Inv. #527924 | Yes | | 206 Accounts Payable | 261.62 |
| 02/08/2024 | Bill Payment (Check) | 7544 | Yes | | 104 Checking | -261.62 |
| Madison Nat'l Life | | | | | | |
| 01/22/2024 | Check | 7537 | Yes | | 104 Checking | -88.26 |
| 02/02/2024 | Bill | 1603850 | Yes | | 206 Accounts Payable | 88.26 |
| 02/02/2024 | Bill Payment (Check) | 7542 | Yes | | 104 Checking | -88.26 |
| MetLife | | | | | | |
| 01/22/2024 | Check | 7538 | Yes | | 104 Checking | -294.62 |
| 02/15/2024 | Check | 7547 | Yes | | 104 Checking | -294.62 |
| Mike's | | | | | | |
| 01/17/2024 | Bill | | Yes | | 206 Accounts Payable | 65.00 |
| 01/17/2024 | Bill Payment (Check) | 7533 | Yes | | 104 Checking | -65.00 |
| Minnesota Life Insurance Company | | | | | | |
| 01/22/2024 | Check | 7539 | Yes | | 104 Checking | -203.45 |
| 02/15/2024 | Bill | Feb 2024 | Yes | | 206 Accounts Payable | 203.45 |
| 02/15/2024 | Bill Payment (Check) | 7546 | Yes | | 104 Checking | -203.45 |
| MN Revenue | | | | | | |
| 01/24/2024 | Tax Payment | | Yes | Tax Payment for Period: 01/17/2024-01/19/2024 | 104 Checking | -558.40 |
| 02/06/2024 | Tax Payment | | Yes | Tax Payment for Period: 01/31/2024-02/02/2024 | 104 Checking | -550.89 |
| Nationwide Retirement Solutions | | | | | | |
| 01/22/2024 | Check | NWRS-DC | Yes | | 104 Checking | -564.60 |
| 01/26/2024 | Check | PEHP | Yes | | 104 Checking | -165.00 |
| 02/02/2024 | Check | NWRS-DC | Yes | | 104 Checking | -510.88 |
| 02/15/2024 | Check | NWRS-PEHP | Yes | | 104 Checking | -165.00 |
| 02/15/2024 | Check | NWRS-DC | Yes | | 104 Checking | -471.14 |
| NDPERS | | | | | | |
| 01/24/2024 | Expenditure | NDPERS-RETIRE | Yes | | 104 Checking | -4,794.13 |
| 02/02/2024 | Check | NDPERS-HLTH | Yes | | 104 Checking | -5,832.64 |

GRAND FORKS EAST GRAND FORKS MPO

Transaction List by Vendor

January 13 - February 16, 2024

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|----------------------------|----------------------|----------------------|---------|------------------|----------------------|-----------|
| 02/13/2024 | Check | NDPERS-RET | Yes | | 104 Checking | -4,794.13 |
| University of North Dakota | | | | | | |
| 02/08/2024 | Bill | Inf. #UND-0000074867 | Yes | | 206 Accounts Payable | 1,314.50 |
| 02/08/2024 | Bill Payment (Check) | 7545 | Yes | | 104 Checking | -1,314.50 |
| Vaaler Insurance, Inc. | | | | | | |
| 01/22/2024 | Bill | Inv. #40400 | Yes | | 206 Accounts Payable | 1,350.98 |
| 01/22/2024 | Bill Payment (Check) | 7540 | Yes | | 104 Checking | -1,350.98 |



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

MPO Staff Report **MPO Executive Policy Board: March 20, 2024**

**RECOMMENDED ACTION: Recommend the MPO Executive Policy Board Approve
The February 17, 2024 to March 15, 2024 Bills/Checks**

Matter of February 17, 2024 to March 15, 2024 Bills/Checks.

Background: The MPO Executive Policy Board needs to approve the monthly bills/checks for the MPO.

Findings and Analysis:

- None.

Support Materials:

- Monthly Bills/Checks List

GRAND FORKS EAST GRAND FORKS MPO

Transaction List by Vendor

February 17 - March 15, 2024

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|--|----------------------|----------------------|---------|---|----------------------|------------|
| Business Essentials | | | | | | |
| 03/01/2024 | Bill | Inv. #WO-1284298-1 | Yes | | 206 Accounts Payable | 71.61 |
| 03/01/2024 | Bill Payment (Check) | 7553 | Yes | | 104 Checking | -71.61 |
| Constant Contact | | | | | | |
| 03/01/2024 | Check | ConstantContact | Yes | | 104 Checking | -23.00 |
| Forum Communications Company | | | | | | |
| 03/08/2024 | Bill | Inv. #MP1270880224 | Yes | | 206 Accounts Payable | 347.49 |
| 03/08/2024 | Bill Payment (Check) | 7555 | Yes | | 104 Checking | -347.49 |
| Grant and Contract Accounting | | | | | | |
| 03/08/2024 | Bill | Inv. #FAR-0000096274 | Yes | | 206 Accounts Payable | 3,301.65 |
| 03/08/2024 | Bill Payment (Check) | 7556 | Yes | | 104 Checking | -3,301.65 |
| 03/08/2024 | Bill | Inv. #FAR-0000096270 | Yes | | 206 Accounts Payable | 499.29 |
| 03/08/2024 | Bill Payment (Check) | 7559 | Yes | | 104 Checking | -499.29 |
| HDR Engineering, Inc. | | | | | | |
| 03/08/2024 | Bill Payment (Check) | 7554 | Yes | | 104 Checking | -34,804.78 |
| IRS | | | | | | |
| 03/06/2024 | Tax Payment | | Yes | Tax Payment for Period: 02/28/2024-03/01/2024 | 104 Checking | -4,303.95 |
| Knight Printing | | | | | | |
| 03/14/2024 | Bill | Inv. #20228976 | Yes | | 206 Accounts Payable | 944.51 |
| 03/14/2024 | Bill Payment (Check) | 7561 | Yes | | 104 Checking | -944.51 |
| Liberty Business Systems, Inc. | | | | | | |
| 03/08/2024 | Bill | Inv. #529443 | Yes | | 206 Accounts Payable | 261.62 |
| 03/08/2024 | Bill Payment (Check) | 7557 | Yes | | 104 Checking | -261.62 |
| Mike's | | | | | | |
| 02/21/2024 | Bill | | Yes | | 206 Accounts Payable | 103.00 |
| 02/21/2024 | Bill Payment (Check) | 7552 | Yes | | 104 Checking | -103.00 |
| MN Revenue | | | | | | |
| 02/20/2024 | Tax Payment | | Yes | Tax Payment for Period: 02/14/2024-02/16/2024 | 104 Checking | -550.97 |
| 03/05/2024 | Tax Payment | | Yes | Tax Payment for Period: 02/28/2024-03/01/2024 | 104 Checking | -655.34 |
| Nationwide Retirement Solutions | | | | | | |
| 03/08/2024 | Check | NWRS-DC | Yes | | 104 Checking | -510.89 |
| NDPERS | | | | | | |
| 03/08/2024 | Expenditure | NDPERS-INSURANCE | Yes | Voided | 104 Checking | 0.00 |
| 03/08/2024 | Check | NDPERS-HLTH | Yes | | 104 Checking | -5,832.64 |
| Peggy McNelis | | | | | | |
| 02/20/2024 | Bill | | Yes | | 206 Accounts Payable | 82.38 |
| 02/20/2024 | Bill Payment (Check) | 7550 | Yes | | 104 Checking | -69.55 |
| Stephanie Halford | | | | | | |
| 02/20/2024 | Bill | | Yes | | 206 Accounts Payable | 76.25 |
| 02/20/2024 | Bill Payment (Check) | 7551 | Yes | | 104 Checking | -76.25 |
| Teri Kouba | | | | | | |
| 03/08/2024 | Bill | | Yes | | 206 Accounts Payable | 118.00 |
| 03/08/2024 | Bill Payment (Check) | 7558 | Yes | | 104 Checking | -118.00 |
| Tyler Manske | | | | | | |
| 03/08/2024 | Bill | | Yes | | 206 Accounts Payable | 436.75 |
| 03/08/2024 | Bill Payment (Check) | 7560 | Yes | | 104 Checking | -436.75 |

GRAND FORKS EAST GRAND FORKS MPO

Transaction List by Vendor
February 17 - March 15, 2024

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|----------------------------|----------------------|----------------------|---------|------------------|----------------------|-----------|
| University of North Dakota | | | | | | |
| 03/14/2024 | Bill | Inv. #UND-0000075251 | Yes | | 206 Accounts Payable | 1,314.50 |
| 03/14/2024 | Bill Payment (Check) | 7562 | Yes | | 104 Checking | -1,314.50 |



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

MPO Staff Report **MPO Executive Policy Board: March 20, 2024**

RECOMMENDED ACTION: Receive and File The February 17, 2024 to March 15, 2024 List Of Items Approved/Signed By Executive Director

Receive and File The February 17, 2024 To March 15, 2024 List Of Items Approved/Signed By Executive Director

Background: The MPO Executive Policy Board has requested that a monthly list of items approved and signed by the Executive Director be included for their review each month per a recommendation from Brady Martz during the 2022 MPO Audit.

Findings and Analysis:

- None.

Support Materials:

- Monthly List Of Items Approved/Signed By Executive Director

ITEMS APPROVED/SIGNED BY MPO EXECUTIVE DIRECTOR

February 17, 2024 To March 15, 2024 Period

During the February 17, 2024 to March 15, 2024 period the MPO Executive Director reviewed, approved, and signed the following items:

- 1) GF-EGF MPO Checking and Saving Account Reconciliations, Mobile Deposits, and Transfers.
- 2) Journal Entries – There were one Journal Entry Made during the February 17, 2024 to March 15, 2024 period.
- 3) Bills and Checks – Stephanie reviewed and approved the bills for the February 17, 2024 to March 15, 2024 period. Checks were written, reviewed and signed as well.



MPO Staff Report
Technical Advisory Committee:
March 13, 2024
MPO Executive Board:
March 20, 2024

RECOMMENDED ACTION: Preliminary Approval of Functional Classification Changes.

TAC RECOMMENDED ACTION: Preliminary Approval of Functional Classification Changes.

Matter of approval of the discussion of the functional classification.

Background:

In 2023, MPO staff worked with all our partners to adjust the Census defined Urbanized Area to an Urbanized Area that reflects the urban area we live and work in every day. The next step is for roadway functional classification to match the new urban boundary.

On January 8, 2024, North Dakota Department of Transportation (NDDOT) sent a letter requesting that Forks MPO begin the update of the roadway functional classification. NDDOT asks for a preliminary review to be submitted by April 1, 2024. Once NDDOT reviews and comments, the MPO has until July 1, 2024 to submit the final functional classification system.

After discussion with our partners, the only changes will be to designate functionally classified road way urban that was previously rural. This only affects the pots of funding that can be used on the roadways.











Findings and Analysis

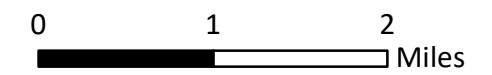
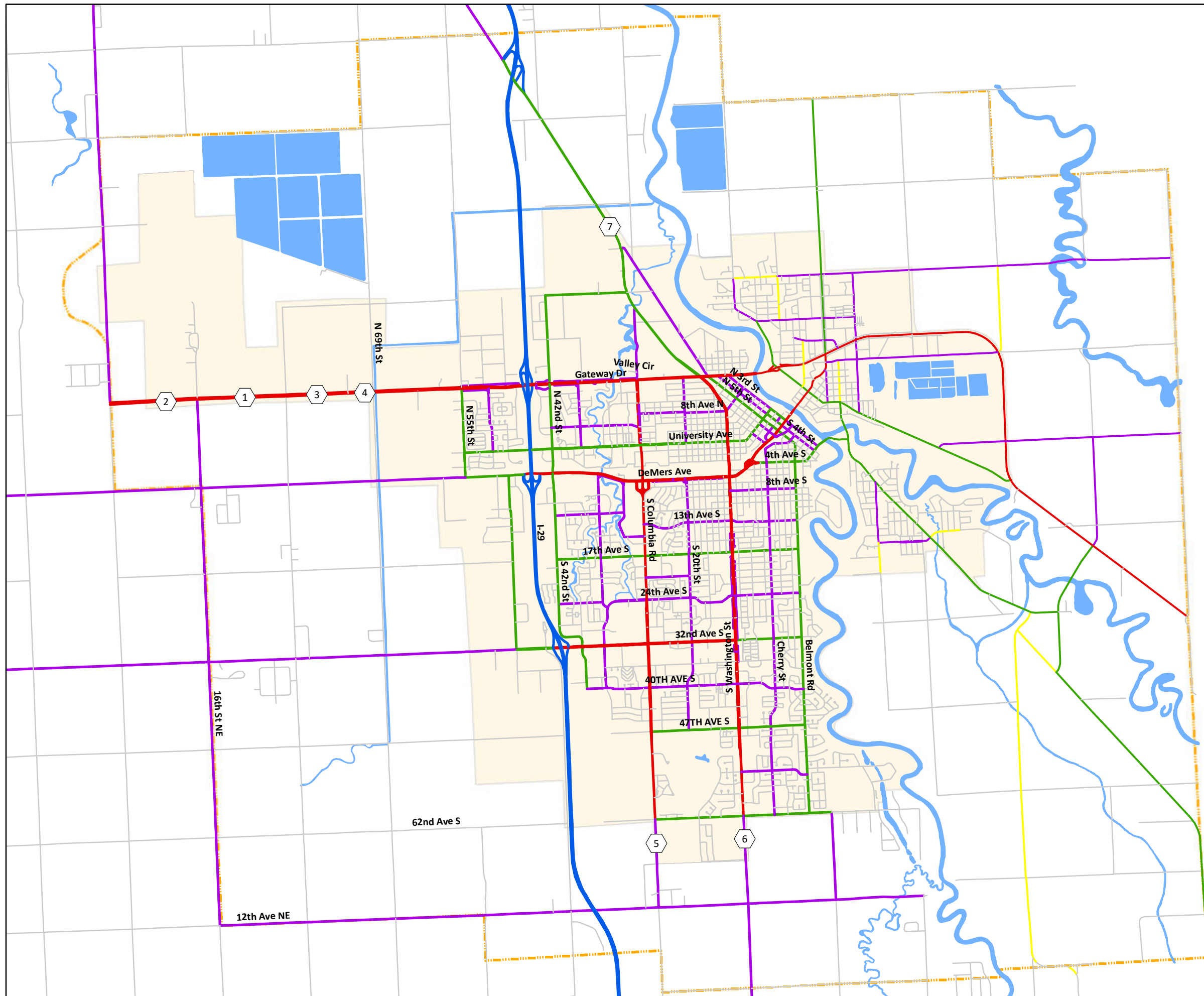
- The changes are only to functionally classified roadway that are now in the adjusted urbanized area.
- When NDDOT reviews and sends comments, staff will update and bring forward for final approval.

Support Materials:

- Map of functional classification changes.
- Table of functional classification changes.
- Mileage tables.
- NDDOT Letter

Forks MPO Functional Classification

-  Interstate
-  Principal Arterial
-  Minor Arterial
-  Major Collector
-  Minor Collector
-  Local
-  Urbanized Area
-  MPO Planning Area
-  Water
-  Table Number



| ID | Road | From | To | Changes From | Final Classification | Surface | Justification | Jurisdiction | Segment Length (In Miles) |
|----|------------------------|------------|----------------------------|------------------------|----------------------|---------|--|--------------|---------------------------|
| 1 | US-2/Gateway Dr | N 83rd St | Airport DR | Principal Arterial | Principal Arterial | Paved | This section is now in the urbanized area. | State | 1.02 |
| 2 | US-2/Gateway Dr | Airport Dr | 0.42 mi East of 17th St NE | Principal Arterial | Principal Arterial | Paved | This section is now in the urbanized area. | State | 0.58 |
| 3 | US-2/Gateway Dr | 73rd Cir N | 15th St NE | Principal Arterial | Principal Arterial | Paved | This section is now in the urbanized area. | State | 0.71 |
| 4 | US-2/Gateway Dr | N69th St | 73rd Cir N | Principal Arterial | Principal Arterial | Paved | This section is now in the urbanized area. | State | 0.29 |
| 5 | S Columbia Rd | 62nd Ave S | 69th Ave S | County Major Collector | Collector | Paved | This section is now in the urbanized area. | County | 0.47 |
| 6 | S Washington St | 62nd Ave S | 69th Ave S | County Major Collector | Collector | Paved | This section is now in the urbanized area. | County | 0.48 |
| 7 | US-81B/N Washington St | 40th Ave N | Mill Rd | Minor Arterial | Minor Arterial | Paved | This section is now in the urbanized area. | State` | 0.57 |

System Mileage by Functional Classification 2024 (miles)

| Classification | North Dakota MPA | Percent in ND MPA | Minnesota MPA | Percent in MN MPA | Total MPA | Percent for MPA |
|----------------------------------|-------------------------|--------------------------|----------------------|--------------------------|------------------|------------------------|
| Interstate | 16.2 | 4.1% | 0.0 | 0.0% | 16.2 | 3.0% |
| Principal Arterial | 24.4 | 6.2% | 8.2 | 5.7% | 32.6 | 6.1% |
| Minor Arterial | 31.8 | 8.1% | 15.9 | 11.1% | 47.7 | 8.9% |
| Collector/Major Collector | 62.9 | 16.1% | 16.1 | 11.3% | 79.0 | 14.8% |
| Minor Collector | 0.0 | 0.0% | 8.5 | 6.0% | 8.5 | 1.6% |
| Local | 255.8 | 65.4% | 94.0 | 65.9% | 349.8 | 65.5% |
| All Road Total | 391.1 | 100.0% | 142.7 | 100.0% | 533.8 | 100.0% |

Note: MPA= Metropolitan Planning Area

From: FHWA Highway Functional Classification Concepts, Criteria, and Procedures 2023 Edition

| Classifications in MPO Area | Percent Range* |
|------------------------------------|-----------------------|
| Interstate | 1% - 3% |
| Other Principal Arterials | 4% - 9% |
| Minor Arterials | 7% - 14% |
| Collector/Major Collector | 3% - 16% |
| Minor Collector | 3% - 16% |
| Local | 62% - 74% |

* We are using the definition of rural state based on our lead being North Dakota.

Note: The review was based on an urban system for the Grand Forks and East Grand Forks Adjusted Urban Area.

Grand Forks Change in Urban Mileage by Functional Classification

| Classification | 2021 | 2024 | Change |
|----------------------------------|-------------|-------------|---------------|
| Interstate | 10.0 | 10.0 | 0.0 |
| Principal Arterial | 21.4 | 24.0 | 2.6 |
| Minor Arterial | 30.9 | 29.8 | -1.1 |
| Collector/Major Collector | 39.8 | 40.5 | 0.7 |
| Minor Collector | 0.0 | 0.0 | 0.0 |
| Local | 171.0 | 191.0 | 20.0 |
| All Road Total | 273.1 | 295.3 | 22.2 |

January 8, 2024

Stephanie Halford
Executive Director
Grand Forks-East Grand Forks MPO
P.O. Box 5200
Grand Forks, ND 58206-5200

Dear Mrs. Halford:

SUBJECT: ROADWAY FUNCTIONAL CLASSIFICATION UPDATES TO ADJUSTED URBANIZED AREA BOUNDARY

Thank you for your efforts to complete the Adjusted Urbanized Area boundary before the Federal Highway Administration (FHWA) deadline of December 29, 2023. The next step in the update process related to the 2020 US Decennial Census is for the MPO to update the roadway functional classification to match the new boundary.

The North Dakota Department of Transportation (NDDOT) is requesting that you begin the update to the roadway functional classification system. The functional classification system identifies the roadways that will qualify for federal funding within various NDDOT funding programs. The functional class system needs to be well defined and make sense for the context of the roadway being classified. Roadway classification will consider various criteria such as, lane and shoulder widths, daily traffic volumes, access control, facility type, roadway function and any other contextual items relevant to the classification.

FHWA has prepared a guidance document for reference in updating the functional classification system. The document is called *Highway Functional Classification Concepts, Criteria and Procedures*, 2023 Edition. Here is a link to the document:

<https://www.fhwa.dot.gov/planning/processes/statewide/related/hwy-functional-classification-2023.pdf>. This document provides real world examples as well as detailed information on each roadway classification. Please utilize this reference in your update process. There are a couple of exceptions to the guidance:

1. NDDOT will only recognize one classification of Principal Arterials.
2. NDDOT will only recognize one classification of Collectors.
3. NDDOT will recognize the design characteristics as desired for new functional classification requests, but they will not be a requirement for previously approved classifications.

After the MPO has prepared a draft functional classification map, please submit the information to NDDOT for a preliminary review no later than April 1, 2024. NDDOT will review the submittal and provide comments back to the MPO, as necessary. The MPO's submittal must be a cooperative and coordinated effort with its member jurisdictions.

Stephanie Halford
Page 2
January 8, 2024

Once all comments have been addressed, the MPO must submit their final functional classification system via electronic copy no later than July 1, 2024. Submittals shall include a letter requesting approval of the functional classification updates, a breakdown of roadway mileage between classes, a map of the updated system and GIS files. All correspondence for submittals may be made to the following:


Sengaroun Marohl
Local Government Division
NDDOT
smarohl@nd.gov
701-328-4448

Please note that unless other arrangements have been made with NDDOT, failure to meet the June 1, 2024 final submittal date will result in NDDOT making functional classification changes on the MPO's behalf.

If you should have any questions during the updating process, please contact Seng or Michael E. Johnson at 701-328-2118.

Thank you for your work in responding to changes necessitated by the 2020 US Census release.

With gratitude,



Paul M. Benning
Local Government Engineer

38/mej

c: Ed Pavlish, Grand Forks District
Al Grasser, City of Grand Forks
Erika Shepard, MnDOT

The Forks MPO

What is an MPO?



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION





ROLE OF THE MPO

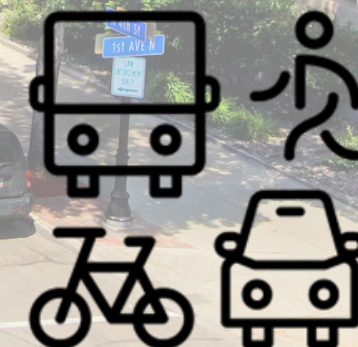
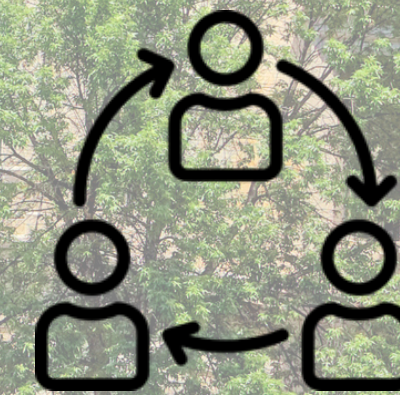
A METROPOLITAN PLANNING ORGANIZATION (MPO) IS THE POLICY BOARD OF AN ORGANIZATION CREATED AND DESIGNATED TO CARRY OUT THE METROPOLITAN TRANSPORTATION PLANNING PROCESS. MPOS ARE REQUIRED TO REPRESENT LOCALITIES IN ALL URBANIZED AREAS (UZAS) WITH POPULATIONS OVER 50,000, AS DETERMINED BY THE U.S. CENSUS.

What do we mean by the 3Cs?

• **Continuing** - ongoing, bringing forward the work of the past and re-evaluating as more is known, to continuously plan for the future.

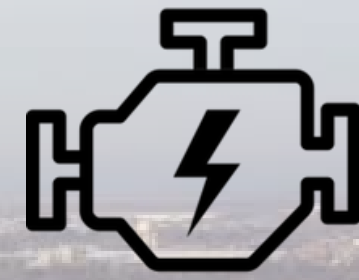
• **Cooperative** - working in cooperation with the public, local agencies, state agencies, and federal agencies. Sometimes delaying the needs of one jurisdiction for the needs of the greater good.

• **Comprehensive** - thorough, studying all modes of transportation, all transportation needs, and all potential scenarios in a multi-disciplinary approach.



Grand Forks - East Grand Forks
METROPOLITAN
PLANNING ORGANIZATION

The MPO is the required "forum for cooperative transportation decision-making for the metropolitan area".
23CFR 450.104



The MPO is the engine driving regional collaboration and coordination.

Why do MPOs exist?

The MPO must plan for regional transportation needs while being responsive to community interests and local policies.



MPO planning involves many contributing agencies and must involve the public.



Grand Forks - East Grand Forks
**METROPOLITAN
PLANNING ORGANIZATION**

Our MPO History

1. January 26, 1981 meeting.

i. we are now a Designated Urbanized Area

2. Letters dated October 5, 1982 and November 24, 1982

i. designating the area as an MPO

3. Bylaws adopted June 23, 1982

i. amended:

1. June 25, 1992

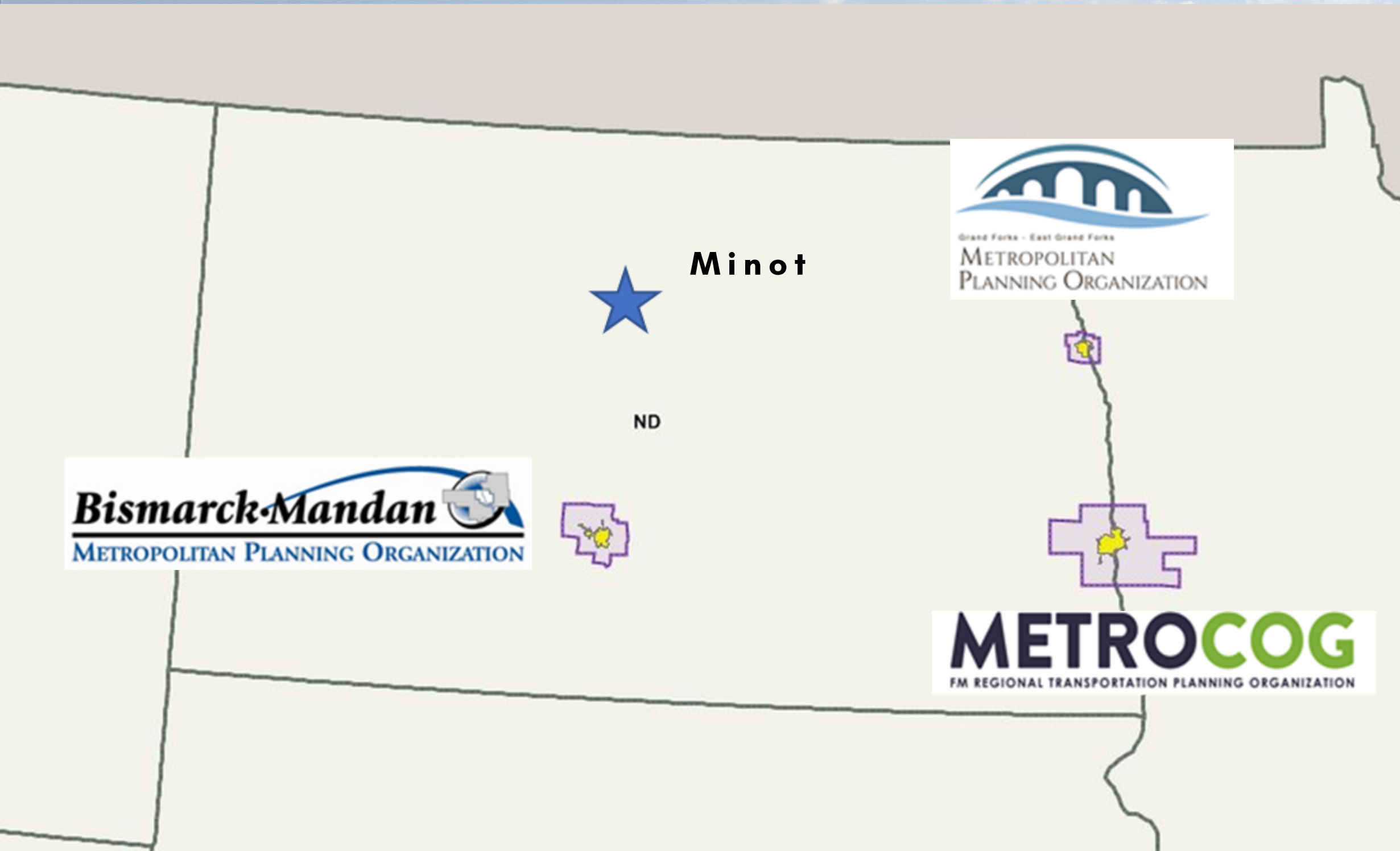
2. March 9, 1993

3. June 26, 1994

4. August 17, 1998

5. December 9, 1999

Where do Metropolitan Planning Organizations (MPOs) exist in ND?



Bismarck-Mandan

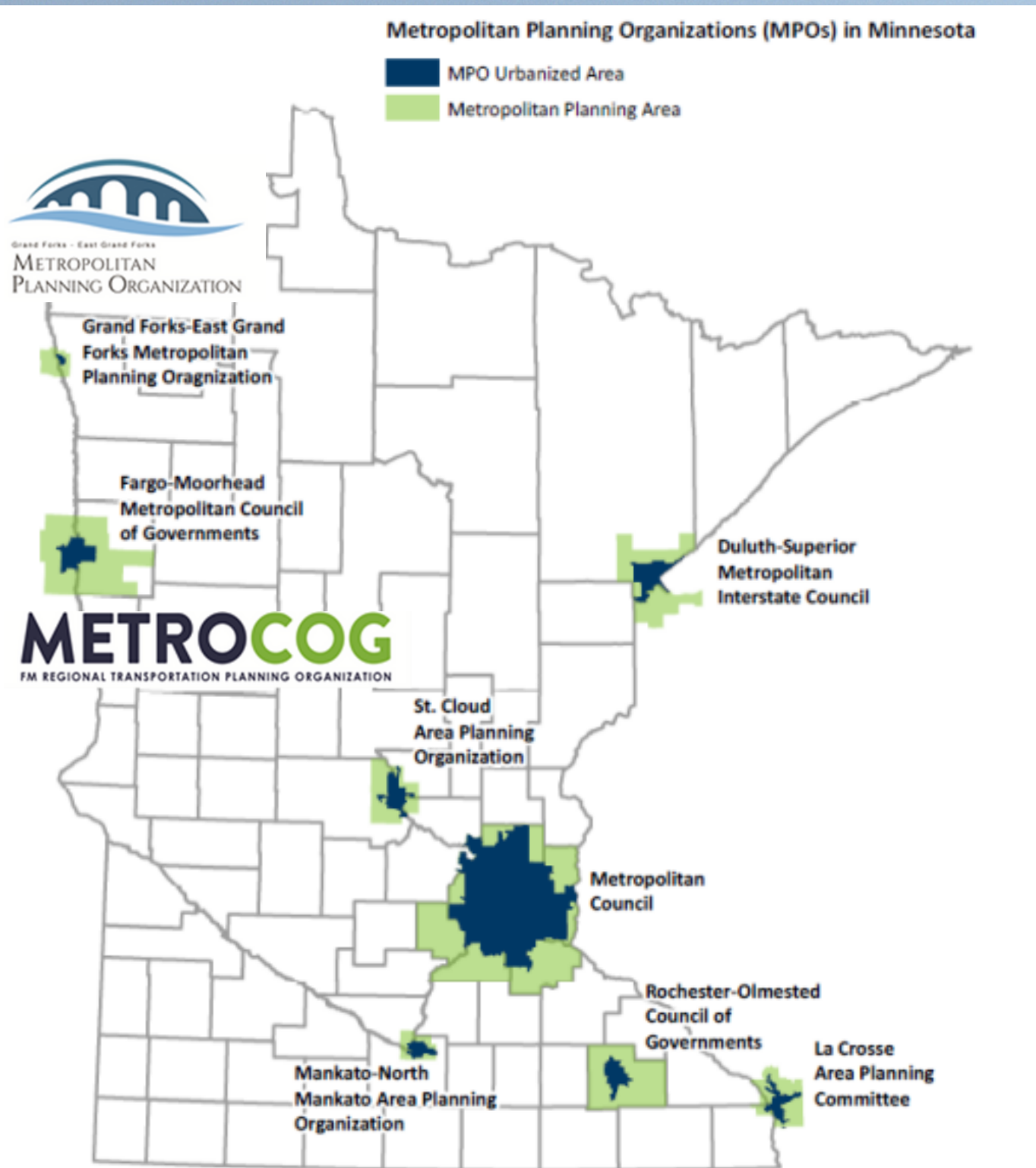
Fargo-Moorhead

**Grand Forks-East
Grand Forks**

Minot - Coming soon



Where do Metropolitan Planning Organizations (MPOs) exist in MN?



Rochester

Fargo-Moorhead

Grand Forks-East Grand Forks

Mankato/North Mankato

St. Cloud

La Crosse

Duluth - Superior



MPO Required Planning Activities:

1. Unified Planning Work Program (UPWP).

- i. Tasks to accomplish planning activities

2. Transportation Improvement Plan (TIP).

- i. Projects to implement the LRTP

3. Metropolitan Transportation Plan (MTP).

- i. Goals, objectives, actions

4. Public Participation Plan

- i. Communication with the public and key affected groups



Grand Forks - East Grand Forks
METROPOLITAN
PLANNING ORGANIZATION



MPO Structure

Technical Advisory Committee (TAC)

FHWA - Kristen Sperry

FTA - Ranea Tunison

NDDOT - Wayne Zacher/Michael Johnson

MNDOT - Erika Shepard

GF Engineering - David Kuharenko/Carter Hunter

EGF Engineering - Steve Emery/Dustin Fanfulik

GF County - Lane Magnuson/Tom Ford/Nick West

MNDOT District 2 - Jon Mason/Troy Schroeder

Polk County - Rich Sanders

GF Planning - Ryan Brooks/Andrea Edwardson

EGF Planning - Nancy Ellis

GF Transit - Dale Bergman

BNSF - Nels Christianson

GF Airport - Ryan Riesinger



Grand Forks - East Grand Forks
METROPOLITAN
PLANNING ORGANIZATION



MPO Structure

Executive Policy Board

GF County - Mark Rustad

Polk County - Warren Strandell

EGF City Council - Brian Larson

EGF Planning & Zoning - Mike Powers

GF Planning & Zoning - Al Graser

GF City Council - Tricia Lunski

EGF City Council - Clarence Vetter

GF City Council - Ken Vein



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION

Looking at it differently

Asking the question

"WHY THIS WAY?"



Grand Forks - East Grand Forks
METROPOLITAN
PLANNING ORGANIZATION



**I-29 and TMC
Joint Application**



**Internship
Partnership**



**MPO area
Joint Application**



**“A CITY IS NOT AN ACCIDENT BUT THE
RESULT OF COHERENT VISIONS AND AIMS.”**

Leon Krier



Grand Forks - East Grand Forks
METROPOLITAN
PLANNING ORGANIZATION

MPO Unified Planning Work Program 2024-2025

| Task | Update | % Completed | Local Adoption | State/ Federal Approval |
|--|---|-------------|---------------------|-------------------------|
| Street & Highway Plan / MTP | Final Approval | 100% | Nov./Dec. 2023 | Jan. 2024 |
| ATAC - Planning Support Program | On-going | | | |
| TIP Adoptions and Amendments | On-going | | | |
| ITS Architecture | Gathering information and stakeholders | 10% | Aug./Sep. 2024 | Sep. 2024 |
| ATAC - Traffic Counting Program | On-going | | | |
| Land Use Plan | 2025/2026 | | Oct./Nov. 2026 | Dec. 2026 |
| Future Bridge Discussions/Assistance | On-going/As needed | | | |
| Updating Policy and Procedures/By-Laws | On-going | | | |
| Micro Transit Study | 2025 Project | | Oct./Nov. 2025 | Dec. 2025 |
| Grand Valley Study | RFP is currently being readvertised, proposals due 3/28 | 5% | TBD | TBD |
| Safe Streets For All (SS4A) Grant | Contract has been signed | 5% | TBD | Sep. 2025 |
| Functional Class | 2024 Project | 80% | April 1/July 1 2024 | |
| One-way Pairs | 2024/2025 Project | | TBD | TBD |
| Safety Targets | On-going | | | |
| Bike Map | 2024 Bike Maps are printed | 100% | | |