




Highway Department

Telephone: 701-298-2370
Fax: 701-298-2395

MEMORANDUM

TO: Cass County Commission

FROM: Tom Soucy, Cass County Engineer 

DATE: June 5, 2024

SUBJECT: Agenda Item for June 17, 2024 Commission Meeting: Highway Department Budget Adjustment & Kindred Comprehensive Plan - Local Match

The City of Kindred is working with the Fargo-Moorhead Metropolitan Council of Governments to develop their Comprehensive Plan. The cost of this study is \$100,000; of that amount \$28,000 is needed for the local match. The remaining \$72,000 balance is covered by CPG (Federal Highway Funding).

The City of Kindred is requesting that Cass County split the \$28,000 local match. In the past the County has assisted other smaller Cities to fund such projects. An example of this is the 2016 Southwest Metro Transportation Plan. This was when Horace was still an associate member of Metro COG. Though Fargo, Horace, and Cass County were equally involved in the SWMTP, the initial local match for the \$280,000 study cost was covered by the City of Fargo and Cass County, with the county local match meant to cover Horace's involvement. The City of Kindred just became an associate member on May 1st 2024, so they're brand new.

This plan will allow the City of Kindred to grow in the most economical fashion. Therefore, Cass County will benefit from this growth.

Therefore, in the spirit of cooperation I'm requesting a budget adjustment to the 211-4001-431-33.01 Hwy Budget line item in the amount of \$14,000.

Also, attached is a memo from MetroCOG the gives further details along with the funding assistance request.

SUGGESTED MOTION: Move to approve a budget adjustment of \$14,000 to the budget line item 211-4001- 431-33.01, and authorize Cass County to participate in assisting the City of Kindred's local share to development their Comprehensive Plan.

J:\Admin-Eng\Commission Corrsp\2024 Commission Correspondence\Kindred Comp Plan\Regular Agenda Memo Kindred Comp Plan 060424.docx

To: Cass County Board of Commissioners
From: Ben Griffith, AICP, Executive Director
Adam Altenburg, ACIP
Date: June 6, 2024
Re: **Kindred Comprehensive and Transportation Plan**

The Fargo-Moorhead Metropolitan Council of Governments and the City of Kindred are in the process of initiating a comprehensive plan for the city. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives.

The project would be a consultant-led study funded in part with federal transportation planning funds with a not-to-exceed budget of \$100,000. A proposed cost split would require \$28,000 for a local match with the remaining \$72,000 coming from Metro COG's federal Consolidated Planning Grant (CPG) funds. This cost split is also based in part on scope of work tasks that are eligible or ineligible for federal transportation planning funds.

To better aid the local match requirement, Metro COG has proposed that the \$28,000 local match be split evenly between the City of Kindred and Cass County. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic.

At their June 5 City Council meeting, the City of Kindred approved a \$14,000 local match for this project. Metro COG anticipates approving the release of an RFP at its regularly scheduled Policy Board meeting on June 20.

Respectfully,



Executive Director, Metro COG