



# PROGRESS REPORT

SRF NUMBER 6505  
 PROJECT NAME Williston  
 Comprehensive and  
 Transportation Plan  
 STATUS REPORT # 7

**DATE** - 11/19/09

**REPORTING PERIOD –**  
 Sept 16 –  
 November 19,  
 2009

**ROUTE/COPY TO**  
 - Kent Jarcik  
 - Planning Advisory  
 Committee

**CLIENT –** City of Williston, ND

**PREPARED BY –** Cindy Gray

**PROJECT MANAGER -** Cindy Gray

## COMPLETED ACTIVITIES THIS PERIOD

Prepared planning level cost estimates for the Hwy 2 West Bypass Corridor Study and recommended transportation improvements.

A Public Forum was held on September 23<sup>rd</sup>, 2009 at the Williston Public Library. Transportation plan information was presented, including traffic volume projections, intersection levels of service on Highway 2 if no improvements are made, recommended short and long range transportation improvements and alternatives for improvements to Hwy 2 West Bypass.

A Hwy 2 Committee meeting and a Planning Advisory Committee meeting were held on Thursday, September 24<sup>th</sup>. The Committees arrived at a selection of Hwy 2 alternatives that were considered the preferred combination of improvements.

Based on committee input for the preferred alternatives, SRF followed up with the following:

- Revised the Hwy 2 graphic, showing the preferred combination of alternatives and sent pdf to the Planning Advisory Committee. Revised the planning level cost estimates accordingly.
- Re-ran the traffic projection model with a revised 2035 roadway network based on the preferred Hwy 2 alternatives. This model run also included network changes that removed two future arterial roadway connections immediately west of the city (a N/S connection across the Sand Creek between 26<sup>th</sup> Street and Hwy 2, and an E/W connection along the 11<sup>th</sup> Street alignment west of Hwy 2) due to concerns expressed by the property owner.
- Revised 2035 peak hour turning movement projections based on the preferred Hwy 2 alternatives.

In mid-October, we began to receive some feedback from NDDOT (both Williston District and Central Office) regarding the preferred Hwy 2 alternatives. A decision was made that a separate meeting with NDDOT in Bismarck was important at this stage of the project, to ensure general agreement with the preferred alternative. The meeting was scheduled for Nov. 12, 2009.

Cindy Gray discussed the Hagen land with Jon MacMasters after receiving correspondence expressing concern about roadway alignments through property west of the city.

Participated in a meeting with Williams County officials and City officials regarding the land use plan, transportation plan, and Hwy 2 alternatives. Received positive feedback. Discussed approval process. Meeting participants agreed that joint meetings of the Williston and Williams County Planning Commissions, followed by Williston and Williams County Commissions would be the best way to build consensus during the approval process. Cindy to follow up with revised flow chart of approval process.

On Nov. 12, SRF (Rick Lane and Cindy Gray) went to Bismarck, as did Monte Meiers and Kent Jarcik. We met with Walt Peterson, Shawn Kuntz, Steve Salwei, Scott Zainhofsky, and Paul Benning from NDDOT. The transportation planning process, the Hwy 2 alternatives, and the preferred combination of alternatives were discussed. Meeting notes from that meeting are attached.

A draft technical memorandum summarizing the methodology used for the traffic projection model has been completed.

Preparation of text for the Transportation Plan and Comprehensive Plan has progressed.

## ONGOING ACTIVITY THIS PERIOD

Hwy 2 West Bypass Corridor Study text is being drafted. Transportation Plan chapters are being prepared, and now that ADTs, future capacity deficiencies, and future roadway connectivity needs can be identified, further detail can be added to text and graphics. This process was delayed due to the pending meeting with NDDOT which occurred on November 12<sup>th</sup>.

Multiple Comprehensive Plan and Transportation Plan graphics are completed. Comprehensive plan text is being written and compiled.

## PROJECTED ACTIVITY NEXT PERIOD

Draft Plan completion goal: December 21, 2009

Distribution of draft plans to Planning Advisory Committee for review and comment.

Prepare revised approval process flow chart.

Drafting of sub-alternative of Hwy 2 Preferred Alternatives, to show shifting of travel lanes from west to east as opposed to current layout, which shifts lanes from east to west.

Need to determine best approach for compiling revenue data received from City Engineer and NDDOT.

## PROBLEMS ENCOUNTERED/ITEMS OF CONCERN

The project involves portions of the County outside the city limits. In the original scope of work, the Williams County Commission was identified, but not the Planning Commission. Kent and Cindy discussed including the Williams County Planning Commission in the approval process, which could mean an additional meeting or a joint meeting with the City Planning Commission. Further consideration of the approval process occurred at the meeting with County Officials on Friday, October 30th. Joint City/County Planning Commission and City/County Commission meetings were discussed.

Length of time needed to arrive at preferred land use alternative and conceptual Hwy 2 alternative took longer than anticipated, so schedule has fallen behind by a couple months.

**Budget and Scope:** Meeting in Bismarck with NDDOT was an extra meeting and was not in scope or budget for project. Costs of public meeting notification in the Williston Herald and the Shopper have exceeded estimates. Preparation of mailing list and mailing of meeting notifications to Hwy 2 bypass property owners was not included in scope of work or budget. Remaining project budget will need to be carefully monitored to ensure adequate funds are available to complete adoption process.

## REQUIRED ACTION BY SRF, THE CITY OF WILLISTON, WILLIAMS COUNTY, AND/OR NDDOT

City officials and SRF should work with the Jon MacMasters to address a property owner's concerns west of the city. This should occur within the next month (before mid-December).

SRF needs to complete draft plan documents. This is expected to progress rapidly now that traffic analysis and Hwy 2 alternative selection process is largely complete.

## RECORD OF MEETING

### Williston Comprehensive & Transportation Plan Update

#### NDDOT and City of Williston

November 12, 2009 – 1:30 p.m.

NDDOT Central Office, Room 407 N

Members in Attendance:

Kent Jarcik  
Monte Meiers  
Walt Peterson  
Shawn Kuntz  
Steve Salwei  
Scott Zainhofsky  
Paul Benning  
Cindy Gray  
Rick Lane

Representing:

City of Williston – Planning  
City of Williston – Engineering  
NDDOT – Williston District (Dist. 7)  
NDDOT – Traffic Engineering  
NDDOT - Planning and Programming Division  
NDDOT – Planning and Programming Division  
NDDOT – Local Government Division  
SRF Consulting Group, Inc.  
SRF Consulting Group, Inc.

See attached sign-in sheet.

### Introductions

Cindy Gray asked those in attendance to state their name and the division or department they represent.

### Purpose of Study

Cindy provided background on the Comprehensive and Transportation Plan, and explained why the Highway 2 Corridor Study was included as a more detailed aspect of the Transportation Plan. She explained the city's growth pattern and the increasing need to facilitate safe access across Hwy 2, particularly noting the pedestrian and bicycle needs for crossing the corridor. She explained that the local roadway system that has developed, particularly west of Hwy 2, has some deficiencies in terms of continuity, and that has created some poor routes and connections to access or cross the highway.

She explained Williston's recent high growth in population, and the need to expand the city's housing, and that the city has many physical barriers as far as where that growth can occur. A prime growth area is west of Hwy 2, both north and south of the airport.

## **Existing Conditions**

Cindy directed the group's attention to the handout entitled Existing Conditions. This handout showed 2005 AADTs throughout Williston. It also showed a.m. and p.m. peak hour turning movements from counts taken in the summer of 2008 and levels of service (LOS) at intersections throughout the Hwy 2 West Bypass corridor from 26<sup>th</sup> St. to 11<sup>th</sup> St.

## **2035 without Improvements**

Cindy then directed the group's attention to the handout entitled 2035 without Improvements. This handout included ADT projections on functionally classified roadways in 2035, based on the level of anticipated development and land uses in the land use plan. Peak hour turning movement projections and LOS based on those projections were also shown. The roadway system represented in the network for these projections only includes a few collector streets that would specifically serve future development areas. It does not include new arterial connections or capacity improvements. There was discussion about the high volume of traffic projected on Hwy 2, and the fact that there are currently no north/south connections on the west side that serve as parallel routes to Hwy 2. This analysis indicated significant volume and LOS impacts to Hwy 2 and reinforced the need to consider other arterial improvements as well as Hwy 2 improvements to reduce the impact of local traffic on the state system.

## **2035 with Improvements**

The group then directed their attention to the data presented in the handout entitled 2035 with Improvements, which showed 2035 ADT projections on functionally classified roadways in 2035, based on the level of anticipated development and land uses in the land use plan. Projected peak hour turning movements and LOS were also provided. Cindy explained that this scenario is based on inclusion of other roadway connections in the network, as well as on the preferred combination of conceptual Hwy 2 improvements. This analysis showed a reduction in Hwy 2 volumes and improved LOS which supports the need to include the arterial/bypass/Hwy 2 improvements in the transportation plan. This brought the group to the discussion of the Hwy 2 alternatives.

## **Hwy 2 Alternatives**

Rick described Alternatives 1, 1A, 1B, and 2. He then described the combination of alternatives that makes up the City's Preferred Alternative, and described two possible features about which the city has since inquired. These features include a NB "off-ramp" type of connection to 18<sup>th</sup> Street at the grade separation of 18<sup>th</sup> St/Bison Drive and an interest in shifting the Hwy 2 WB travel lanes toward the east rather than the way they are currently shown, which is shifting the EB travel lanes to the west.

In addition, Monte Meiers indicated that he likes the 16<sup>th</sup> Ave W connection to Hwy 2, but feels that it could be limited to a right-in/right-out access or even a right-out only access rather than

the ¾ access currently shown, given the opportunities provided by other options included in the preferred alternative.

Paul Benning provided a copy of funding policies for the Urban Area Program (see attached).

There was general consensus that the Preferred Alternative is a reasonable set of concepts for moving forward with the Williston Transportation Plan and Hwy 2 Corridor Study, with the understanding that SRF will prepare a sub-alternative drawing that shows 1) a northbound “off-ramp” from Hwy 2 to 18<sup>th</sup> St, 2) another alignment for the shifting of the Hwy 2 travel lanes at the south end of the study area, and 3) a revised 16<sup>th</sup> Ave W intersection with Hwy 2 to reduce the number of movements to a right out only. SRF will also do a QC/ QA review of the planning level cost estimates.

### **Next Steps**

The draft plans will be submitted to the Williston Planning Advisory Committee for review and comment. After the plan has been revised to address their comments, the scope includes a meeting with the NDDOT Management Team. The plans will need to be reviewed by the Williston and Williams County Planning Commissions and adopted by the Williston and Williams County Commissions.

Scott asked if other groups such as NDDOT’s Environmental Services group will review the draft Plan. It was discussed that Paul would get extra copies of the draft plans to circulate to applicable departments within NDDOT, and that he would review comments made by these departments before passing them along to SRF and the City to ensure we’re not being asked to address matters that are beyond the project scope.


Please contact Cindy Gray, SRF Consulting Group, Inc., at 701-237-0010 or [cgray@srfconsulting.com](mailto:cgray@srfconsulting.com) with additions or corrections to this record of meeting.

CG

6505

**SIGN IN SHEET**  
**Williston Transportation Plan and  
 Highway 2 West Bypass Corridor Study**  
**Thursday, November 12, 2009**  
**1:30 p.m.**  
**NDDOT - Central Office, Bismarck**

NAME	ORGANIZATION	DIVISION	EMAIL
Ryk Lane	SRF		rlane@srfconsulting.com
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Paul Benning	NDDOT	LOC GOV	pbenning@nd.gov
Walt Peterson	NDDOT	Williston Dist.	

**Agency:** North Dakota Department of Transportation  
**Author:** Local Government Division  
**Contact Person:** Local Gov.  
**Group:** Executive Policy Manual  
**Category:** II-Mngmnt Projct & Prgrm Dvlpmnt  
**Policy Number:** II 8-1  
**Title:**  Urban Area Program (cities over 5,000 population)  
**Original Date:** 03/29/1974  
**Revised Date:** 02/20/2001

**PURPOSE:** The North Dakota Department of Transportation (NDDOT) may provide various services for the urban areas at their request, depending on available NDDOT resources.

**POLICY:** 1. **General**

The Local Government Division, if requested by an urban area and if staff is available, may help with transportation plans, preliminary engineering data, project development documents, consultant selection, and contract and agreement administration.

**Functional Classification:** Projects considered for federal aid under the urban program must be on the **Interstate, Regional Highway, or Urban Road** system, except for off-system bridge and off-system safety projects.

- a. The **Interstate** system consists of all interstate highways through urban areas.
- b. The **Regional Highway** system is all state highways in urban areas, and consists of the **Primary Regional** and **Secondary Regional** systems.

The **Primary Regional** system consists of state routes that serve through-traffic most efficiently in urban areas. Truck routes are given preference. In the case of parallel routes, only one will be on the primary regional system. State routes near and parallel to the interstate system will not be designated primary regional routes.

All urban state highways not on the primary regional system are on the **Secondary Regional** system.

- c. The **Urban Road** system consists of all urban roads not on the

interstate or regional system but classified as collectors and above.

The NDDOT Planning Division will maintain maps and route descriptions of urban area streets and highways.

## **2. Project Submission**

By December 15 of each year, urban areas must give the Local Government Division a list of federal-aid projects they wish to build in the next five years in priority order. The list should also indicate the desired year of construction for each project.

Projects must fall into one of the following four categories: **Urban Roads, Regional Highways, Safety, and Bridge**. Transportation Enhancement (TE) projects must also be submitted by October 31 (see "Transportation Enhancement" Policy Memorandum II, 2-1).

The submissions must be developed with the appropriate NDDOT district office, and urban areas must use and document a public input process. Political jurisdictions within the organized boundaries of a metropolitan planning organization (MPO) must coordinate the project submission and public input with the MPO.

The Local Government Division will notify the urban areas and MPO's about the urban area program by February 15 of each year.

The first two years of an urban area's five-year program must be firm. If there are changes, funding may be lost. If federal funds are lost because an urban area did not have a project ready for obligation in the appropriate fiscal year, the urban area may lose an amount of its apportionment equal to the amount of the obligational authority the state has lost.

## **3. Funding for Interstate, Regional Highway, Urban Road, Bridge, Safety, and Transportation Enhancement Projects**

Federal funds may be used for preliminary engineering, construction engineering, right-of-way, utilities relocation, and construction. On the urban road system, use of federal aid for any of these activities is an urban area decision.

- a. **Interstate** system: NDDOT will provide the required match for federal funds for most improvements. It will also provide the required match for the federal funds on new interchanges which meet Federal Highway Administration requirements, are not detrimental to the interstate mainline, and are needed to decrease traffic congestion at existing interchanges.

The urban area will be required to fund grade-separated non-interchange roads and interchange projects which are a result of cross-road traffic. There may be some exceptions if the project is built in conjunction with an **Interstate** mainline project. To obtain funding, the urban area may request **Regional Highway** funds if the project is part of that system, or may use part of their **Urban Roads** program apportionment.

- b. **Regional** system: With the following exceptions, NDDOT will match federal funds for projects on the **Primary Regional** system and half the match for projects on the **Secondary Regional** system (with the urban area providing the rest of the match on the **Secondary Regional** system).

The urban area will be required to match federal funds for service road improvements.

The urban area will be required to provide 100% funding for items not eligible for federal aid, such as water lines, sanitary sewer, local storm sewer, and items that exceed reasonable design specifications as determined by NDDOT.

- c. **Urban Roads** system: An urban area may accumulate its apportionment for future projects which require funding greater than one year's apportionment. The urban area will be required to provide the match, funding for all items not eligible for federal aid, and all funding above and beyond its federal-aid apportionment.

Federal funds may be used for preliminary engineering, construction engineering, right-of-way, utilities relocation, and construction. On the urban road system, use of federal aid for any of these eligible activities is an urban area decision.

- d. **Bridge and Safety** projects: Cost participation is based on the system on which the project is located. Federal funds are available only for construction engineering and actual construction.
- e. **Transportation Enhancement (TE)** projects: See "Transportation Enhancement" Policy Memorandum (II, 2-1).

#### 4. Maintenance

All prior maintenance agreements will remain in effect unless they are superseded by a new agreement. New agreements will be established as part of a major rehabilitation project.

- a. **Interstate** system: NDDOT will maintain the system, including the interchanges, except for grade-separated facilities.
- b. **Primary Regional** system: NDDOT will maintain the project after completing a rehabilitation project on it (defined as restoring the road to a 20-year design life) when one of the following conditions is met:

the road functions as a freeway (access limited to interchanges); or

drainage is provided by a ditch section without any accompanying inlets and storm sewer.

If neither of these requirements is met and the drainage is provided by inlets and storm sewer, the city will maintain the project. The general intent is that when a primary regional pavement section is rebuilt, the city will assume the maintenance of the facility.

- c. **Secondary Regional** system: The urban areas will maintain the system after completing a rehabilitation project.

NDDOT will do structural maintenance on **Regional System** bridges. State participation in maintenance is limited to ensuring the structural integrity of the bridge. Any cosmetic or aesthetic maintenance will be a local responsibility. Snow removal and routine bridge roadway maintenance will depend on whether the bridge is on the primary or secondary system.

- d. **Urban Roads** system: The urban areas are responsible for maintaining the **Urban Roads** system.

#### 5. Responsibilities

Before any preliminary engineering or bid opening of a construction project, NDDOT and the urban area must agree about the responsibilities, including but not limited to the following: preconstruction, construction, maintenance, right-of-way, access, encroachments, final project plans, and financial arrangements for

reimbursing NDDOT.

#### **A. Urban Area Responsibilities**

The urban area must design and build all projects on the urban roads system to NDDOT standards.

On the **Urban Roads** system, the urban area will complete all preliminary engineering and construction engineering for projects. The urban areas are responsible for all phases of project development, including but not limited to:

- a. consultant selection
- b. conducting traffic studies
- c. producing project concept reports
- d. obtaining environmental clearances
- e. public input process
- f. designing projects
- g. acquiring right-of-way
- h. right-of-way certification
- i. awarding and signing the contract
- j. meeting all DBE requirements
- k. doing construction engineering
- l. funding payment for claims made against the contract
- m. taking care of cost overruns (for items "k" and "l," it may be possible to use federal funds if the project has enough available apportionment)

The Local Government Division, if requested by an urban area and if staff is available, may help with transportation plans, preliminary engineering data, project development documents, consultant selection, and contract and agreement administration.

#### **B. NDDOT Responsibilities**

On the **Interstate** and **Regional** systems, NDDOT will be responsible for the preliminary engineering and construction engineering. There may be situations where NDDOT will use consultants or ask urban area or MPO staffs to complete the engineering on the **Regional** system.

On **Urban Roads** system projects that meet NDDOT and federal requirements, NDDOT will:

- a. provide federal funds from the urban area's urban roads apportionment, if requested to do so by the urban area (federal

funds will be provided for project development only if the project results in a construction contract)

- b. review the project at various stages in order to receive federal funds
- c. accept, for the purpose of receiving federal funds, an urban area's self-certification in consultant selection
- d. accept, for the purpose of receiving federal funds, an urban area's right-of-way certification, certification of meeting applicable design standards, DBE requirements, utilities certification, etc.
- e. conduct the bid opening
- f. concur in the urban area's award of the contract
- g. audit the urban area's records to make sure that federal requirements have been met
- h. reimburse the urban area from their apportionment for construction costs eligible for federal aid
- i. at the request of the urban area, act as its agent in making payments to the contractor

**Note:** See also the following policy memorandums:

- \* Category II, Subject 8-1.1: "Non-Urban Area Program (state highways through cities under 5,000 population)"
- \* Category II, Subject 2-1: "Transportation Enhancement Program"
- \* Category II, Subject 8-1.2 "State Aid to Political Subdivisions on Highway Facilities"

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**David A. Sprynczynatyk, P.E.**  
Director