



Central Dakota MPO Policy Board Meeting

Thursday, July 25, 2024, at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

Suggested Motion: I move to approve the minutes of the June 27, 2024 meeting as presented.

3. OLD BUSINESS

3.1. PROPOSED CHANGES TO URBANIZED AREA FUNCTIONAL CLASS NETWORK

Suggested Motion: I move to approve the proposed changes to the urbanized area functional class network as presented.

3.2. DRAFT 2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

The Technical Advisory Committee, at their June 11, 2024 meeting, recommended the Transit Development Plan (TDP) to be the next plan pursued with any available funds in 2025.

Suggested Motion: I move to approve the draft 2025 Unified Planning Work Program (UPWP) as presented.

4. NEW BUSINESS

4.1. MONTHLY ACTIVITIES

This item is informational only; no action required.

4.2. MONTHLY FINANCIAL REPORT

Suggested Motion: I move to approve the monthly financial report as

presented.

4.3. CENTRAL DAKOTA MPO DRAFT PUBLIC PARTICIPATION PLAN

Suggested Motion: I move to approve the Central Dakota MPO Draft Public Participation Plan as presented.

5. UPCOMING INFORMATION

5.1. NEXT SCHEDULED MEETING - AUGUST 22, 2024 AT 4:30 PM IN THE 3RD FLOOR EXECUTIVE CONFERENCE ROOM AT CITY HALL

6. ADJOURNMENT

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION

MEETING MINUTES

June 27, 2024 at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

John Fjeldahl called the meeting to order at 4:30 p.m. The following were present:

Burlington City- Alternate Jerick Hedges

Minot City- Harold Stewart, Lisa Olson

Surrey City- Michael Thiesen

Ward County- John Fjeldahl, Bucky Anderson

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Stacey Hanson, Paul Benning, Kristen Sperry, Jenna Zelinski, Brittany Shefstad, and Mikayla McWilliams

Review/Approval of the May Policy Board Meeting Minutes

Mike Thiesen moved to approve the May 23, 2024 meeting minutes as presented. The motion was seconded by Harold Stewart and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Old Business:

Metropolitan Transportation Plan (MTP) Consultant Selection

John Van Dyke began discussion explaining how Bolton & Menk/SRF scored slightly higher than Stantec/Ackerman. The NDDOT approved to move forward with interviews with only the two proposals received. June 11, 2024 the TAC committee recommended to move forward with Bolton & Menk. NDDOT will need the fully signed resolution to be submitted.

The proposal had a schedule included, but John Van Dyke believes there is a 2-4 week delay due to the proposal schedule beginning July 1, 2024. John is going to ask them to advance some of the financial analysis to ensure adequate spending in 2024. This is budgeted over the next two years and in place by 2026 for the MTP/TIP. The consultant would be expected to provide updates to the TAC and/or Policy Board.

Lisa Olson moved to approve the Executive Director to begin negotiations and enter into a contract for services with Bolton and Menk not to exceed \$519,998.24 and for Policy Board Chair Fjeldahl to sign Resolution 2024-1 to direct the same. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Finance Discussion

The board discussed the billing process and presenting expenditures for approval with Jenna and Brittany. Jenna Zelinski, Comptroller, discussed bringing the Policy Board a monthly financial report and allowing the Executive Director authority to approve. The July regular meeting will be the first meeting that will have a financial report.

Lisa Olson moved to approve the Executive Director have the authority to approve up to \$5,000 in discretionary spending. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

New Business:

Transportation Asset Management Program (TAMP)

John Van Dyke provided the Policy Board with highlights from a training attended on transportation asset management program. Highlights include:

- Avoiding long-term losses for short-term gains (state of good repair objective)
- Short-term targets should be long-term mileposts (project prioritization)
- Long-term goal focus
- Prioritization with the MPO

Monthly Activities

John Van Dyke provided the board with his past and upcoming activities. He discussed the need for the board to obtain legal representation. John has already requested a sample contract from the Fargo MPO. Board members were asked to reach out to John if there are any other recommendations on legal representation. So far, attorneys Brian Van Grinsven and Kelly Hendershot have been recommended.

Safe Streets and Roads for All (SS4A) Grant Application

This is a grant program the City of Minot has participated in the year 2023. This grant will provide funding for studying crash data in order to identify any high injury networks. It is an 80/20 percent funding source. There are implementation funds available also, but the SS4A grant needs to be completed first. The deadline for the application is August 29, 2024 and it would require a \$40,000 local match.

Lisa Olson moved to deny the Executive Director to pursue grant funding through the 2024 SS4A Grant opportunity. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Preliminary 2025 Unified Planning Work Program (UPWP) Presentation

John Van Dyke presented the UPWP draft numbers to the policy board for them to provide guidance on any significant changes. He plans to bring the UPWP draft for approval on the July 2024 meeting. The UPWP details where the grant funds get spent. 2024 funds will get de-obligated if not spend during the year given, but the funds can be reauthorized with an amendment to the UPWP in the next year.

John discussed how the financial hours were reduced for 2025, which will allow for a part time administrative assistant to fit into the budget. The UPWP for 2025 also has MTP development included. Studies for the future would be the Transit Development Plan. The UPWP contract needs to be in place by December 31, 2024 so the deadline for approval will be August/September.

NDDOT Additional Information

None

Election – New Appointments and Existing Bylaws

With the election changes, Zach Walker will likely be replaced by Jerick Hedges. Zach Walker was the Vice Chair of the CDMPO. Mike Thiesen moved Lisa Olson become the Vice-Chair of the CDMPO. The motion was seconded by Harold Stewart and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Carrie Evans will also need to be replaced as the alternate for the City of Minot. Staff will work with the Mayor to get an appointment on an upcoming City Council meeting.

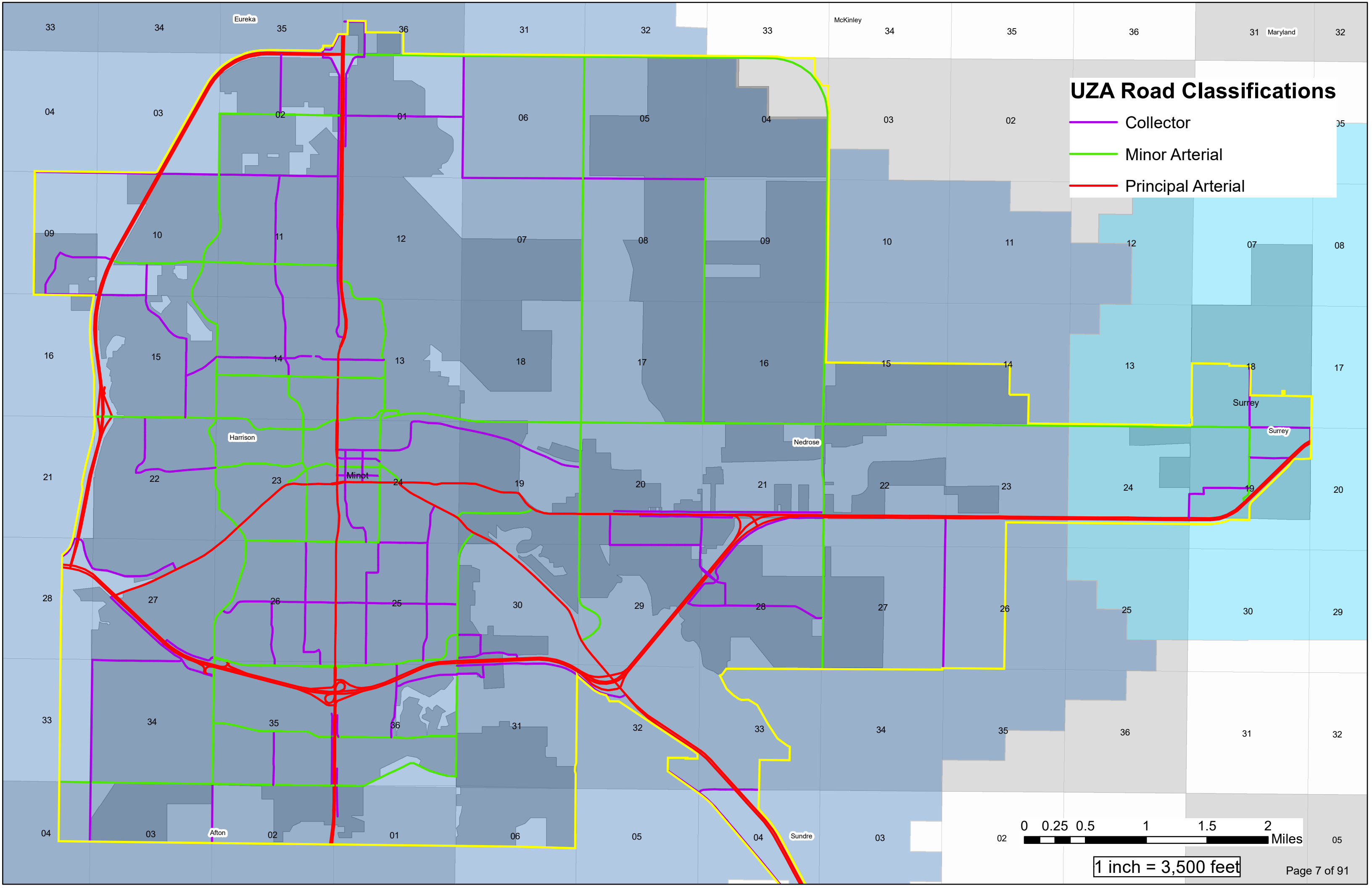
Next Scheduled Meeting

The next Policy Board meeting is scheduled for July 25, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Harold Stewart moved to adjourn the meeting. Motion was seconded by Mike Thiesen and carried unanimously. The meeting adjourned at 6:03 pm.

Central Dakota MPO - 2024 Functional Classification Update										
Road	From	To	Change From	Final	Rural or Urban	Jurisdiction	Justification	Rural FC Conflict	Length (mi)	Most Recent ADT
104th Street SE	US Highway 2	Pleasant Avenue S	None	Collector	Urban	Surrey	Built & Function as Collector	No	0.03	1865
10th Street SW	16th Avenue SW	20th Avenue SW	Local	Collector	Urban	Minot	Alternate Collector Route	No	0.53	1105
10th Street SW	31st Avenue SW	37th Avenue SW	Local	Collector	Urban	Minot	Alternate Collector Route	No	0.44	2190
14th Avenue SE	Frontage Road	46th Street SE	Local	Collector	Rural	Minot	Expansion of Roadway Network	No	0.07	1340
14th Avenue SW	Burdick Expwy W	US Hwy 83 Bypass	Local/Collector	Collector	Rural	Minot	Completes Loop in Functional Class	Yes	0.69	340
16th Avenue SE	46th Street SE	55th Street SE	New	Collector	Urban	Minot	Built & Function as Collector	No	0.82	970
16th Avenue SE	US 2 Frontage Road	46th Street SE	Local	Collector	Urban	Minot	Continuation of Collector	No	0.31	2065
16th Street NW	21st Avenue NW	24th Avenue NW	Collector	Minor Arterial	Urban	Minot	Built & Function as Minor Arterial	No	0.33	5560
16th Street NW	24th Avenue NW	30th Avenue NW	Collector (Rural)	Minor Arterial	Urban	Minot	Built & Function as Minor Arterial	No	0.43	N/a
16th Street NW	30th Avenue NW	36th Avenue NW	New	Minor Arterial	Urban	Minot	Built & Function as Minor Arterial	No	0.50	N/a
19th Avenue NW	35th Street NW	US Highway 83 Bypass	New	Collector	Urban	Minot	Built & Function as Collector	No	0.45	1125
19th Avenue NW	US Highway 83 Bypass	Sunset Boulevard	Local	Collector	Urban	Minot	Function as a Collector	No	0.38	1160
19th Avenue SW	4th Street SW	6th Street SW	Local	Collector	Urban	Minot	Function as a Collector	No	0.13	N/a
20th Avenue SW	22nd Avenue SW	30th Street SW	Local	Collector	Rural	Minot	Built & Function as Collector	Yes	0.74	575
21st Avenue NW	US Highway 83 Bypass	35th Street NW	New	Collector	Urban	Minot	Built & Function as Collector	No	0.68	N/a
25th Street SW/NW	2nd Avenue SW	4th Avenue NW	Local	Collector	Urban	Minot	Completes Loop in Functional Class	No	0.48	995
27th Street NE	4th Avenue NE	46th Avenue NE	Collector	Minor Arterial	Rural	Ward	UZA Extension / Connects to Rural Col	No	2.27	2350
2nd Avenue SW	25th Street SW	30th Street SW	Collector	Local	Urban	Minot	Removal - Extends to a Dead End in Fu	No	0.33	720
2nd Street NE	Pleasant Avenue N	New East UZA Boundary	None	Collector	Urban	Surrey	Built & Function as Collector	No	0.50	N/a
2nd Street NE	US Highway 2	Pleasant Avenue S	None	Collector	Urban	Surrey	Built & Function as Collector	No	0.33	N/a
2nd Street NW	Pleasant Avenue N	97th Avenue NW	None	Collector	Rural	Surrey	Built & Function as Collector	No	0.49	N/a
30th Avenue NE	27th Street NE	42nd Street NE	Local	Collector	Rural	Minot	Built & Function as Collector	Yes	1.00	N/a
30th Avenue NW	US Highway 83 Bypass	New West UZA Boundary	Local	Collector	Rural	Township	UZA Extension / Connects to Urban Cc	Yes	1.02	520
30th Street SW	20th Avenue SW	37th Avenue SW	Local	Collector	Rural	Township	UZA Extension / Connects to Urban M	No	1.00	N/A
30th Street SW	37th Avenue SW	New South UZA Boundary	Local	Minor Arterial	Rural	Minot	UZA Extension / Connects to Urban M	Yes	0.50	N/A
35th Street NW	21st Avenue NW	19th Avenue NW	New	Collector	Urban	Minot	Built & Function as Collector	No	0.54	N/a
36th Avenue NW	US Highway 83	16th Street NW	New	Minor Arterial	Urban	Minot	Built & Function as Minor Arterial	No	1.01	2240
37th Avenue SE	Country Road 19 S	New West UZA Boundary	None	Collector	Rural	Ward	UZA Extension / Connects to Rural Mir	Yes	0.50	500
37th Avenue SW	16th Street SW	23rd Street SW	Collector	Minor Arterial	Urban	Minot	Built & Function as Minor Arterial	No	0.47	7520
37th Avenue SW	23rd Street SW	30th Street SW	New	Minor Arterial	Urban	Minot	Built & Function as Minor Arterial	Yes	0.53	N/a
42nd Street NE	Railway Avenue	30th Avenue NE	Local	Collector	Rural	Minot	Built & Function as Collector	Yes	2.47	N/a
46th Street SE	14th Avenue SE	16th Avenue SE	Local	Collector	Rural	Minot	Expansion of Roadway Network	No	0.18	885
48th Avenue NW	N Main St	US Highway 83 Bypass	New	Collector	Urban	Minot	Built & Function as Collector	No	0.17	N/a
4th Avenue NE	27th Street NE	80th Street NE	Major Collector (Rural)	Minor Arterial	Rural	Ward	UZA Extension / Connects to Rural Col	Yes	4.00	2145
4th Street SW	20th Avenue SW	19th Avenue SW	Local	Collector	Urban	Minot	Function as a Collector	No	0.13	1250
55th Street SE	11th Avenue SE	New South UZA Boundary	Collector	Minor Arterial	Rural	Minot	Built & Function as Collector	Yes	1.01	N/a
55th Street SE	4th Avenue NE	11th Avenue SE	Collector	Minor Arterial	Rural	Ward	Built & Function as Collector	No	1.00	3370
5th Avenue NE	2nd Street NE	US Highway 2	Local	Collector	Rural	Surrey	Built & Function as Collector	No	0.11	N/a
5th Street SW	Pleasant Avenue S	6th Avenue SW	None	Collector	Rural	Surrey	Built & Function as Collector	No	0.30	N/a
6th Avenue SW	5th Street SW	6th Street SW	None	Collector	Rural	Surrey	Built & Function as Collector	No	0.05	N/a
6th Street SE	21st Avenue SE	31st Avenue SE	Local	Collector	Urban	Minot	Alternate Collector Route	No	0.43	N/a
6th Street SE	20th Avenue SE	US Highway 2/52 Bypass	Local	Collector	Urban	Minot	Built & Function as Collector	No	0.11	N/a
6th Street SW	16th Avenue SW	19th Avenue SW	Local	Collector	Urban	Minot	Function as a Collector	No	0.41	1620
6th Street SW	6th Avenue SW	8th Avenue SW	None	Collector	Rural	Surrey	Built & Function as Collector	No	0.12	N/a
8th Avenue SW	6th Street SW	US Highway 2	None	Collector	Rural	Surrey	Built & Function as Collector	No	0.20	N/a
8th Street NW	36th Avenue NW	US Highway 83 Bypass	New	Collector	Urban	Minot	Built & Function as Collector	No	0.49	370
CO Road 14 / 37th Avenue SW	30th Street SW	New West UZA Boundary	Major Collector (Rural)	Collector	Rural	Ward	UZA Extension / Connects to Urban M	Yes	0.26	2250
County Road 12-10 Bypass/46t	US Hwy 83	4th Avenue NE	Collector	Minor Arterial	Rural	Ward	Built & Function as Collector	No	6.78	3150
County Road 19 S	New West UZA Boundary	New South UZA Boundary	Local	Collector	Rural	Ward	Built & Function as Collector	Yes	2.07	675
Hiawatha	11th Avenue SE	20th Avenue SE	Local	Collector	Urban	Minot	Alternate Collector Route	No	0.97	N/a
N Broadway West Frontage Road	US Hwy 83 Bypass W	US Highway 83	Local	Collector	Rural	Township	Built & Function as Collector	No	0.28	N/a
N Main St	46th Avenue NE	New North UZA Boundary	New	Collector	Urban	Minot	Built & Function as Collector	Yes	0.28	N/a
Pleasant Ave N	2nd Street NE	New North UZA Boundary	None	Collector	Urban	Surrey	Built & Function as Collector	Yes	0.50	N/a
Pleasant Ave S/N	104th Street SE	2nd Street N	None	Minor Arterial	Urban	Surrey	Built & Function as Collector	No	0.60	945
S Broadway Frontage Road	35th Avenue SW	31st Avenue SE	Collector	None	Urban	Minot	Roadway Does Not Exist	No	N/a	N/a
Sundown Drive	22nd Avenue SW	US Highway 2/52 Bypass	Local	Collector	Urban	Minot	Completes Loop in Functional Class	No	0.02	N/a
US Highway 83 East Frontage Road	45th Avenue NW	N Main St	Local	Collector	Urban	Minot	Completes Loop in Functional Class	No	0.25	N/a



2025 Unified Planning Work Program (UPWP)

Central Dakota Metropolitan Planning Organization

MPO Contact:

John Van Dyke, Executive Director

P: (701) 420-4524

E: john.vandyke@minotnd.gov

10 3rd Ave SW

Minot, ND 58701



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The preparation of this report was financed in part with funding from United States Department of Transportation (USDOT) and administered by the North Dakota Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the authors and do not necessarily represent the USDOT or NDDOT.

DRAFT



Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 in response to the 2020 US Census. The Census identified the Cities of Minot and Surrey and areas of Ward County within the urbanized area. Collectively, these entities included the City of Burlington to be a part of the Metropolitan Planning Area, but not part of the urbanized area.

CDMPO is represented by the following political subdivisions:

- City of Burlington
- City of Minot
- City of Surrey
- Ward County

Policy Board

The CDMPO is governed by a seven (7) member Policy Board. Current members of the Policy Board include:

Agency	Title
John Fjeldahl, Chair	Ward County
Michael Thiesen	City of Surrey
Jerick Hedges	City of Burlington
Howard “Bucky” Anderson	Ward County
Lisa Olson	City of Minot
Mark Jantzer	City of Minot
Harold Stewart	City of Minot

Each political subdivision may have one alternate member in the event an appointed member is unable to attend the Policy Board meeting. The current alternate members include:

Alternate Member	Political Subdivision
Kelsey Flick	City of Burlington
Steve Fennewall	City of Surrey
Carrie Evans	City of Minot
Shelly Weppler	Ward County

The Policy Board meets the fourth Thursday of each month (subject to change).



Technical Advisory Committee

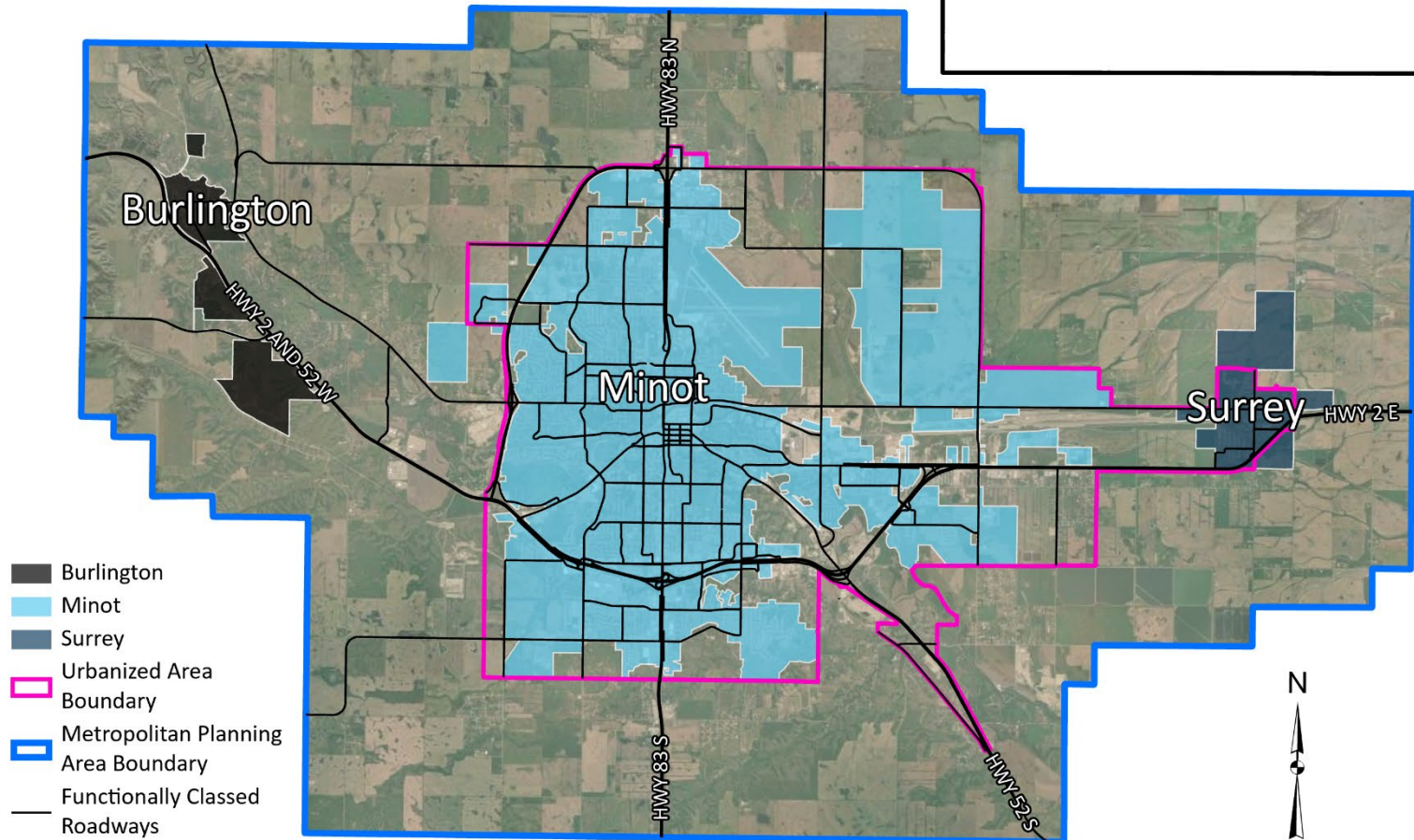
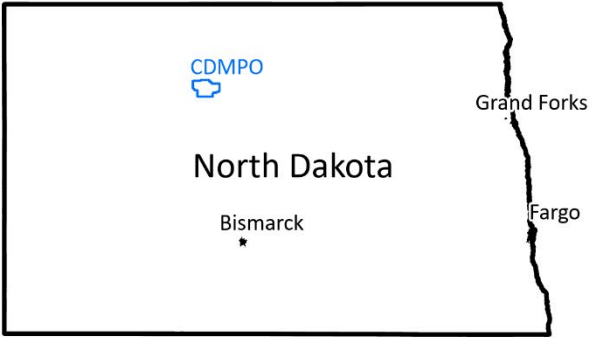
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted, to provided services in such capacity:

<u>Agency</u>	<u>Title</u>
CDMPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
Ward County	County Engineer
Ward County	Planning & Zoning Administrator
NDDOT	Minot District Engineer
NDDOT	MPO Coordinator

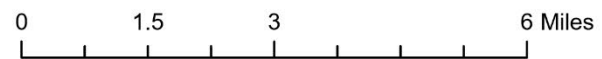
The technical advisory committee meets the second Tuesday of each month (subject to change).

Map of CDMPO

Central Dakota Metropolitan Planning Organization (CDMPO)
Boundary Map
Burlington, Minot, Surrey, and Portions of Ward County, ND



- Burlington
- Minot
- Surrey
- Urbanized Area Boundary
- Metropolitan Planning Area Boundary
- Functionally Classed Roadways



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Purpose of Unified Planning Work Program

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board, the North Dakota Department of Transportation (NDDOT), and the United States Department of Transportation (USDOT) via the Federal Highway Administration (FHWA).

The UPWP provides a detailed description of all transportation related planning activities anticipated by the CDMPO during the calendar year. It also provides detailed work activities and budget information including local, state, and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Government.

Metropolitan Planning Factors

Federal planning statutes specify the scope of the planning process to be followed by the CDMPO in ten planning factors. According to federal planning statutes, the planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

CDMPO's work program elements are shown below with the corresponding Metropolitan Planning Factors each element addresses.

Table 1. Work Program Sections and Associated Planning Factors

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 100 - Program Support and Administration										
Section 110 - Program Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 120 - Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 130 - Training and Travel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 140 - Program Expenses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 200 - Long-Range Transportation Planning										
Section 210 - Metropolitan Transportation Plan Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 220 – Transit Development Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 300 - Short-Range Transportation Planning										
Section 310 - Transportation Planning Support and Coordination	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

2024 Accomplishments

2024 was the MPOs first full calendar year in operation. Much of the groundwork has been laid since January 1, 2024, including adoption of the 2024 UPWP, Title VI Policy, hiring an Executive Director, and consultant selection/kick-off of the 2050 Metropolitan Transportation Plan. It is anticipated that the Public Participation Plan, Central Dakota Metropolitan Planning Organization webpage, and approximately 33 percent of the Metropolitan Transportation Plan will be completed during the remainder of 2024.

In addition, agreements between the City of Minot and the CDMPO will be established that outline the arrangement between the two organizations, specifically related to the City as a direct subrecipient of federal funds on behalf of the CDMPO and the City of Minot employment of the Executive Director. Work on refining this relationship is ongoing and will continue through the end of 2024 and beyond.

2025 Planned Work Activities

The planned work activities through 2025 will focus on continued effort to establish a firm foundation for which to operate in years to come. A critical pillar of this effort is to adopt the CDMPO's first Metropolitan Transportation Plan, which is an areawide transportation plan that applies to all four (4) political subdivisions. The 2050 MTP kicked off in summer 2024 and must be completed by December 31, 2025.

Other work that is still needed or needed to begin throughout 2025 includes:

- Completion of the 2026 UPWP
 - This effort will incorporate anticipation of 2027 activities to establish the organization's first two-year rolling UPWP.
- Complete development of the 2050 Metropolitan Transportation Plan (MTP)
- Begin work on establishing the 2026-2029 Transportation Improvement Program (TIP)
 - This work will include coordination with NDDOT and utilize the soon-to-be available eSTIP
- Begin work on the Transit Development Plan (TDP) (approximately 25% of the project will be completed in 2025, with the remainder occurring in 2026)



Section 100 – Program Support and Administration

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing work programs, UPWP creation, adoption, and amendments thereof, website creation, and quarterly budget reports.

Section 110 – Program Support

Program support activities keep the Policy Board and TAC informed and meeting on a regular basis. Actions include record keeping of Policy Board and TAC meetings, agendas and minutes, attending MPO activity meetings, Title VI program work, and website development. This activity will be complete at the end of 2025.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the UPWP and amendments, 3C agreement, coordination with NDDOT, FHWA, FTA, and local sponsoring agencies. Also included are quarterly reports, reimbursement forms, and office accounting. The annual budget is assembled and coordinated with the City of Minot's finance and administration departments. This activity will be complete at the end of 2025.

Section 130 – Training and Travel

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. This activity will be complete at the end of 2025.

Section 140 – Program Expenses

Program expenses are the costs necessary to maintain the CDMPO office including but not limited to supplies, printing and mailing, utilities, furnishing, computer and software, and rent. Also included are the costs of staff PTO and holiday pay. This activity will be complete at the end of 2025.

Section 200 – Long-Range Transportation Planning

The Long-Range Transportation Planning element includes activities related to plan development and necessary support data for implementation of the Metropolitan Transportation Plan (MTP) and other plans. This section also includes public outreach and environmental justice activities.

Section 210 – Metropolitan Transportation Plan Development

Because CDMPO is new, a Metropolitan Transportation Plan (MTP) does not exist. The City of Minot and Ward County have corridor studies and long-range plans, but not a full encompassing document for the Metropolitan Planning Area.



Consultant selection is complete and funds are budgeted in 2024 to initiate creation of the MTP. An MTP is required to be established no later than December 31, 2026 and the budget reflects the ongoing activities related to this effort. The CDMPO desires to have the MTP in place sooner than the end of 2026, with a target of the end of 2025. This push is reflected in the UPWP for 2025.

The costs of developing the plan will be the primary expense the MPO has over the next year.

Section 220 – Transit Development Plan

The City of Minot adopted a Comprehensive System Analysis in December 2013 surrounding the City's transit services. Many of the objectives have been accomplished since adoption and the area has changed significantly in the last decade. Section 220 will focus on securing consultant services to accomplish approximately 25 percent of the Transit Development Plan. The remaining 75 percent will be budgeted for and accomplished in 2026.

Section 300 – Short-Range Transportation Planning

Activities in this section will focus on providing input and coordination with local agencies inside the MPA. The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives.

Section 310 – Transportation Planning Support and Coordination

The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives. This activity will be complete at the end of 2025.



UPWP Funding

Total Revenue

Revenue for CDMPO comes from a combination of federal and local funds. The total federal funds allocated to the CDMPO is \$499,228. The total local funding is a 20 percent match of the federal funding which equals \$124,807. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%. The dollar amounts are shown in the Table 1. CDMPO Revenue.

Table 2. CDMPO Revenues

Funding Source	Amount	Percentage of Total
2025 Authorized Federal Funds (80%)	\$ 499,228.00	80.0%
ND PL	\$ 403,287.00	64.6%
ND CS	\$ 7,959.00	1.3%
FTA ND	\$ 87,982.00	14.1%
Local Funds (20%)	\$ 124,807.00	20.0%
Burlington Local Match (2%)	\$ 2,496.14	0.4%
Minot Local Match (69%)	\$ 86,116.83	13.8%
Surrey Local Match (2%)	\$ 2,496.14	0.4%
Ward County Local Match (27%)	\$ 33,697.89	5.4%
Total Revenue	\$ 624,035.00	100%

Total Expenses

The expenses shown below are based on several assumptions for the 2025 budget since the CDMPO has no significant historical expense data. Many of the budget line items are modeled after the City of Minot's Engineering Department costs.

The furniture & equipment and capital infrastructure line items have several costs associated with them such as office furniture and office remodel costs. The budget line items will be refined as cost history is developed over the next few years.

Table 3. CDMPO Expenses

2025 CDMPO Expenses		
Salaries		
All	Executive Director	\$ 121,936.00
Sec. 110	Accountant	\$ 8,080.80
Sec. 110	Office Assistant	\$ 12,953.20



2025 CDMPO Expenses		
Benefits		
Sec. 110	Health Insurance	\$ 23,401.46
Sec. 111	Life Insurance	\$ 394.60
Sec. 112	Medicare	\$ 3,759.76
Sec. 113	NDPERS	\$ 12,056.07
Sec. 114	Short Term Disability	\$ 1,201.25
Sec. 115	Long Term Disability	\$ 668.25
Professional Services		
Sec. 210 & 220	Consultants	\$ 399,613.60
Sec. 140	Professional Services - Legal	\$ 7,500.00
Sec. 140	Memberships & Associations	\$ 1,800.00
Repair & Maintenance		
Sec. 140	Office Rent	\$ 3,100.00
Sec. 140	IT MTCE & Repair Agreements	\$ 840.00
Other Purchased Services		
Sec. 130	Travel Costs	\$ 4,430.00
Sec. 130	Education & Training	\$ 800.00
Sec. 140	Telephone Services	\$ 1,500.00
Sec. 140	Advertising	\$ 6,000.00
Sec. 140	ATAC Annual Fee	\$ 10,000.00
Sec. 140	Postage & Shipping	\$ 500.00
Operation Supplies		
Sec. 140	DPMT Materials & Supplies	\$ 800.00
Sec. 140	Furniture & Equipment	\$ 1,500.00
Sec. 140	Copier & Printer Supplies	\$ 700.00
Sec. 140	Books & Subscriptions	\$ 500.00
Department Total		\$ 624,035.00



CDMPO Labor Cost

The table below shows the CDMPO labor costs breakdown based on the salary and benefit totals for the Executive Director, and extra help from an accountant and office assistant.

Table 4. CDMPO Labor Costs

CDMPO Labor Cost	
Executive Director	
2025 Hours	2080
Wage per hour	\$ 58.62
Benefits per hour	\$ 15.20
Total Hourly Rate	\$ 73.82
Accountant	
2025 Hours	208
Wage per hour	\$ 38.85
Benefits per hour	\$ 12.87
Total Hourly Rate	\$ 51.72
Office Assistant	
2025 Hours	520
Wage per hour	\$ 24.91
Benefits per hour	\$ 13.82
Total Hourly Rate	\$ 38.73



Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP. Line items within each section are estimates and funds may be moved between line items as-needed without an administrative modification or amendment.

An Administrative Modification is required for adjustments totaling no more than ten (10) percent of funding allocated within a particular Section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment. Administrative modifications require Policy Board approval. Adjustments exceeding ten (10) percent are considered amendments. Administrative modifications and amendments must follow the respective procedures as outlined in the Public Participation Plan.

Section 110- Program Support and Administration

Table 5. Section 110 Summary of Hours and Expenses

Section 110 - Program Support and Administration	Hours	Total Cost
Total Hours - Executive Director	640	\$ 47,247.35
Total Expenses (Accountant and Office Assistant)	728	\$ 30,897.52
Section 110 - Program Support and Administration Total	1,368	\$ 78,144.87

Table 6. Section 110 Detail of Hours and Expenses

	Section 110 - Program Support and Administration	Hours	Total Cost
	Activity		
Program Support	1. ED - PB meeting prep	20	\$ 1,476.48
	2. ED - TAC meeting prep	20	\$ 1,476.48
	3. ED - Attending CDMPO related meetings throughout the state	80	\$ 5,905.92
	4. ED - Grant Writing	120	\$ 8,858.88
	5. ED - Website Development, Administrative Policy Development, Non-PB/TAC Meetings, Member Jurisdiction Coordination and Presentations	400	\$ 29,529.59
	Total Hours	640	\$ 47,247.35
	Expenses		
	Accounting - Extra Help	208	\$ 10,757.92
	Office Assistant - Extra Help	520	\$ 20,139.60
	Total Expense		\$ 30,897.52



Table 7. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$ 62,515.89	
Burlington	\$ 312.58		
Surrey	\$ 312.58		
Minot	\$ 10,783.99		
Ward County	\$ 4,219.82		
Other			
Total	\$ 15,628.97	\$ 62,515.89	\$ 78,144.87

Section 120- Planning Work Program

Table 8. Section 120 Summary of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Total Hours - Executive Director		320	\$ 23,623.67
Total Expenses			\$ -
Section 120 - Planning Work Program		320	\$ 23,623.67

Table 9. Section 120 Detail of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
	Activity		
Planning Work Program	1. ED - Prepare UPWP and Amendments	120	\$ 8,858.88
	2. ED - CDMPO Reporting	200	\$ 14,764.80
	Total Hours	320	\$ 23,623.67
	Expenses		
	N/A		

Table 10. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$ 18,898.94	
Burlington	\$ 94.49		
Surrey	\$ 94.49		
Minot	\$ 3,260.07		
Ward County	\$ 1,275.68		
Other			
Total	\$ 4,724.73	\$ 18,898.94	\$ 23,623.67



Section 130- Training and Travel

Table 11. Section 130 Summary of Hours and Expenses

Section 130 - Training and Travel	Hours	Total Cost
Total Hours - Executive Director	80	\$ 5,905.92
Total Expenses		\$ 5,230.00
Section 130 - Training and Travel	80	\$ 11,135.92

Table 12. Section 130 Detail of Hours and Expenses

Section 130 - Training and Travel		Hours	Total Cost
	Hours		
Training and Travel	1. ED - Attend trainings and conferences	80	\$ 5,905.92
	Total Hours	80	\$ 5,905.92
	Expenses		
	Training		\$ 800.00
	Travel		\$ 4,430.00
	Total Expense		\$ 5,230.00

Table 13. Section 130 Cost Share Breakdown

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 8,908.73	
Burlington	\$ 44.54		
Surrey	\$ 44.54		
Minot	\$ 1,536.76		
Ward County	\$ 601.34		
Other			
Total	\$ 2,227.18	\$ 8,908.73	\$ 11,135.92



Section 140- Program Expenses

Table 14. Section 140 Summary of Hours and Expenses

Section 140 - Program Expenses	Hours	Total Cost
Total Hours - Executive Director	160	\$ 11,811.84
Total Expenses		\$ 34,740.00
Section 140 - Program Expenses	160	\$ 46,551.84

Table 15. Section 140 Detail of Hours and Expenses

Section 140 - Program Expenses		Hours	Total Cost
	Hours		
Program Expenses	1. PTO and Holidays	160	\$ 11,811.84
	Total Hours	160	\$ 11,811.84
	Expenses		
	Professional Services - Legal		\$ 7,500.00
	IT MTCE & Repair Agreements		\$ 840.00
	Office Rent		\$ 3,100.00
	Telephone Services		\$ 1,500.00
	Advertising		\$ 6,000.00
	Postage & Shipping		\$ 500.00
	Department Materials & Supplies		\$ 800.00
	Furniture & Equipment		\$ 1,500.00
	Copier & Printer Supplies		\$ 700.00
	Books & Subscriptions		\$ 500.00
	Memberships and Associations		\$ 1,800.00
	ATAC Annual Fee		\$ 10,000.00
	Total Expense		\$ 34,740.00

Table 16. Section 140 Cost Share Breakdown

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 37,241.47	
Burlington	\$ 186.21		
Surrey	\$ 186.21		
Minot	\$ 6,424.15		
Ward County	\$ 2,513.80		
Other			
Total	\$ 9,310.37	\$ 37,241.47	\$ 46,551.84



Section 210- Metropolitan Transportation Plan Development

Table 17. Section 210 Summary of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
Total Hours - Executive Director	520	\$ 38,388.47
Total Expenses		\$ 345,000.00
Section 210 - Metropolitan Transportation Plan Development	520	\$ 383,388.47

Table 18. Section 210 Detail of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)		Hours	Total Cost
	Hours		
MTP Development	1. ED - Staff Work Hours	520	\$ 38,388.47
	Total Hours	520	\$ 38,388.47
	Expenses		
	MTP Consultant Contract		\$ 337,041.00
	Complete Streets		\$ 7,959.00
	Total Expenses		\$ 345,000.00

Table 19. Section 210 Cost Share Breakdown

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$ 306,710.78	
Burlington	\$ 1,533.55		
Surrey	\$ 1,533.55		
Minot	\$ 52,907.61		
Ward County	\$ 20,702.98		
Other			
Total	\$ 76,677.69	\$ 306,710.78	\$ 383,388.47



Section 220- Public Participation Plan

Table 20. Section 220 Summary of Hours and Expenses

Section 220 - Transit Development Plan	Hours	Total Cost
Total Hours - Executive Director	260	\$ 19,194.24
Total Expenses		\$ 54,613.60
Section 220 - Public Participation Plan	260	\$ 73,807.84

Table 21. Section 220 Detail of Hours and Expenses

Section 220 Transit Development Plan (TDP)		Hours	Total Cost
	Hours		
Transit Development Plan	1. ED - Staff Work Hours	260	\$ 19,194.24
	Total Hours	260	\$ 19,194.24
	Expenses		
	TDP Consultant Contract		\$ 54,613.60
	Total Expenses		\$ 54,613.60

Table 22. Section 220 Cost Share Breakdown

Section 220 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$ 59,046.27	
Burlington	\$ 295.23		
Surrey	\$ 295.23		
Minot	\$ 10,185.48		
Ward County	\$ 3,985.62		
Other			
Total	\$ 14,761.57	\$ 59,046.27	\$ 73,807.84



Section 310- Transportation Planning Support and Coordination

Table 23. Section 310 Summary of Hours and Expenses

Section 310 - Transportation Planning Support and Coordination	Hours	Total Cost
Total Hours - Executive Director	100	\$ 7,382.40
Total Expenses		\$ -
Section 310 - Transportation Planning Support and Coordination	100	\$ 7,382.40

Table 24. Section 310 Detail of Hours and Expenses

Section 310 - Transportation Planning Support and Coordination		Hours	Total Cost
	Hours		
Transportation Planning Support and Coordination	1. ED - Planning support and coordination with other agencies	100	\$ 7,382.40
	Total Hours	100	\$ 7,382.40
	Expenses		
	N/A		

Table 25. Section 310 Cost Share Breakdown

Section 310 - Transportation Planning Support and Coordination			
Entity	Local	Federal	Total
Federal		\$ 5,905.92	
Burlington	\$ 29.53		
Surrey	\$ 29.53		
Minot	\$ 1,018.77		
Ward County	\$ 398.65		
Other			
Total	\$ 1,476.48	\$ 5,905.92	\$ 7,382.40



Program Funding Summary

The tables below show a total summary of all program hours and expenses.

Table 26. Total Program Hours and Expenses

Total Program Hours and Expenses	Hours	Total Cost
Total Hours - Executive Director	2080	\$ 153,553.88
Total Expenses	728	\$ 470,481.12
Total Program Hours and Expenses	2808	\$ 624,035.00

Table 27. Total Program Cost Share

Total Program Cost Share	Total Cost
Total Local Cost	\$ 124,807.00
Total Federal Cost	\$ 499,228.00
Total Program Hours and Expenses	\$ 624,035.00

Table 28. Total Program Local Share

Total Program Local Share	Total Cost
Burlington	\$ 2,496.14
Surrey	\$ 2,496.14
Minot	\$ 86,116.83
Ward County	\$ 33,697.89
Total Program Hours and Expenses	\$ 124,807.00



Adoption

The Central Dakota Metropolitan Planning Organization has adopted the 2024 Unified Planning Work Program on _____, _____, _____.

John Fjeldahl, Chairman

Date

DRAFT



Appendix 1 – 3C Agreement

DRAFT

DRAFT 2025 Unified Planning Work Program (UPWP)

CENTRAL
DAKOTA
METROPOLITAN
PLANNING
ORGANIZATION

PRESENTED BY

JOHN VAN DYKE, EXECUTIVE DIRECTOR

JULY 25, 2024

Presentation Overview

- **UPWP Recap**
- **DRAFT Deobligation/Reauthorization Process**
- **Proposed DRAFT 2025 UPWP**
 - 2024 compared to 2025 total
 - Section 100
 - 110 Program Support
 - 120 Planning Work Program
 - 130 Training and Travel
 - 140 Program Expenses
 - Section 200
 - 210 - MTP Development
 - 220 - TDP Development
 - Section 300
 - 310 - Transportation Planning S & C
- **2024 Proactive Deobligation and Reauthorization for 2025 (optional)**
- **Next Steps**

UPWP Recap

- Discussion of the planning process and priorities that the MPO is facing
- A list of FHWA-funded planning activities performed by MPO
- Funding for each activity
- A description of work to be accomplished by MPO using funds from the FHWA with estimated and resulting products
- A Summary that shows the following:
 - Federal share of budget by type of fund
 - Matching rate by type of fund
 - State and/or local matching share
 - Other state or local funds
- Proposed use and budget of other funds from federal, state and local government that are being used for the planning, research, development and/or other activities undertaken by the MPO
- Schedule of completion of the work the MPO performs as well as an identification of who is responsible for each work activity
- The intended use of FHWA planning and research funds and a list of all studies that the MPO is undertaking

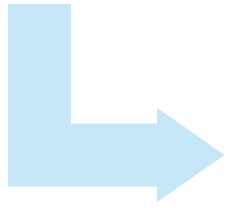
- Discussion of the planning process and priorities that the MPO is facing
- A list of FHWA-funded planning activities performed by MPO
- Funding for each activity
- A description of work to be accomplished by MPO using funds from the FHWA with estimated and resulting products
- A Summary that shows the following:
 - Federal share of budget by type of fund
 - Matching rate by type of fund
 - State and/or local matching share
 - Other state or local funds
- Proposed use and budget of other funds from federal, state and local government that are being used for the planning, research, development and/or other activities undertaken by the MPO
- Schedule of completion of the work the MPO performs as well as an identification of who is responsible for each work activity
- The intended use of FHWA planning and research funds and a list of all studies that the MPO is undertaking

In other words... UPWP = A document detailing how CDMPO intends to expend grant funds

DRAFT Deobligation/ Reauthorization Process

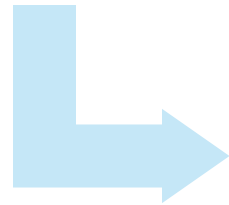
Year 1

- Year 1 Funds Authorized for Expenditure in Year 1; No Carryover Permitted
- Any Remaining Funds De-obligated



Year 2

- Year 2 Funds Authorized for Expenditure in Year 2; No Carryover Permitted
- NDDOT Works to Reauthorize Year 1 Funds for Expenditure in Year 3 as Year 3 UPWPs are being established by all 4 MPOs (No Guarantee that Year 1 Funds Will Be Received by the Respective MPO Where Funds were De-obligated)



Year 3

- Year 3 Funds Authorized for Expenditure in Year 3; No Carryover Permitted
- NDDOT Works to Reauthorize Year 2 Funds for Expenditure in Year 4 as Year 4 UPWPs are being established by all 4 MPOs
- Year 1 Funds Reauthorized for Expenditure

UPWP Approach

Year X Plan/Study Budget
(\$300,000)

Plan/Study #2 (\$300,000)

Kicks off in November; Expends
1/6 of Plan/Study Cost (\$50,000)



Plan/Study #1 (\$250,000)

DRAFT 2025 UPWP

2024/2025 Comparison

DRAFT 2025 UPWP

Total Program Cost Share	2024	2025	Net Change	% Change
Total Local Cost	\$ 110,870.62	\$ 124,807.00	\$ 13,936.38	12.57%
Total Federal Cost	\$ 443,482.47	\$ 499,228.00	\$ 55,745.53	12.57%
Total Program Hours and Expenses	\$ 554,353.08	\$ 624,035.00	\$ 69,681.92	12.57%

2024

Local Funds (20%)	\$ 110,870.62
<i>Burlington Local Match (2%)</i>	<i>\$ 2,217.41</i>
<i>Minot Local Match (69%)</i>	<i>\$ 76,500.73</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,217.41</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 29,935.07</i>

2025

Local Funds (20%)	\$ 124,807.00
<i>Burlington Local Match (2%)</i>	<i>\$ 2,496.14</i>
<i>Minot Local Match (69%)</i>	<i>\$ 86,116.83</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,496.14</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 33,697.89</i>

2024 Available Funds = \$489,673; 2024 Local Match = \$122,418.25

Section 110 - Program Support

DRAFT 2025 UPWP

Key Activities - Administration

- Agendas
- Minutes
- Public Meeting/Hearing/Call for Comment Notices
- TAC and Policy Board Meetings
- Website Development
- Administrative Policy Development
- Non-TAC/PB Meetings
- Member Jurisdiction Coordination and Presentation

2024

Hours	Total Cost
1,191	\$73,568.22

Accountant - 475 Hours
ED - 716 Hours

2025

Hours	Total Cost
1,368	\$78,144.87

Accountant - 208 Hours
ED - 640 Hours
Office Assistant - Nicole Robinson - 520 Hours

Section 120 - Planning Work Program

DRAFT 2025 UPWP

Key Activities - Planning Work Program

- Prepare 2025 UPWP
- Process UPWP Amendments
- CDMPO Reporting

2024

Hours	Total Cost
428	\$32,020.78

ED - 428 Hours

2025

Hours	Total Cost
320	\$23,623.67

Office Assistant - Nicole Robinson - 120 Hours
ED - 320 Hours

Section 130 - Training and Travel

Key Activities - Training and Travel

- Training
- Travel

2024

Hours	Total Cost
72	\$10,616.67

ED - 72 Hours

2025

Hours	Total Cost
80	\$11,135.92

ED - 80 Hours

Section 140 - Program Expenses

Key Activities - Overhead

- PTO/Holidays
- Office Rent
- Memberships and Associations
- Advertising
- ATAC Annual Fee (\$10,000)
- Department Materials and Supplies
- Furniture and Equipment

2024

Hours	Total Cost
120	\$59,685.12

ED - 120 Hours

2025

Hours	Total Cost
160	\$46,551.84

ED - 160 Hours

Section 210 - MTP Development

Key Activities - Metropolitan Transportation Plan

- MTP

2024

Hours	Total Cost
520	\$361,703.75

ED - 520 Hours
Consultant Contract - \$257,800
ATAC Model Setup - \$65,000
Complete Streets - \$7,800
Total Expenses - \$322,800

2025

Hours	Total Cost
520	\$383,388.47

ED - 520 Hours
Consultant Contract - \$337,041
ATAC Model Setup - \$0
Complete Streets - \$7,959
Total Expenses - \$345,000

Section 220 - TDP Development

Key Activities - Transit Development Plan

- TDP

2024

Hours	Total Cost
120	\$8,977.79

ED - 120 Hours
Previously - Public Participation Plan

2025

Hours	Total Cost
260	\$73,807.84

ED - 260 Hours
Consultant Contract - \$54,613.60

Section 310 - Transportation Planning Support and Coordination

DRAFT 2025 UPWP

Key Activities - Jurisdictional Support and Coordination

- Development Proposal Review
- Planning Application Review/Comment

2024

Hours	Total Cost
104	\$7,780.75

ED - 104 Hours

2025

Hours	Total Cost
100	\$7,382.40

ED - 100 Hours

Section and Local Share Comparison

DRAFT 2025 UPWP

Section	Section Description	Net Change
110	Program Support	\$ 4,576.65
120	Planning Work Program	-\$8,397.11
130	Training and Travel	\$519.25
140	Program Expenses	(\$13,133.28)
210	MTP Development	\$21,684.72
220	TDP Development	\$64,830.05
310	Transportation Planning Support and Coordination	(\$398.35)
All	Total	\$ 69,681.92

	2024	2025	Net Change
Local Funds (20%)	\$ 110,870.62	\$ 124,807.00	\$ 13,936.38
Burlington Local Match (2%)	\$ 2,217.41	\$ 2,496.14	\$ 278.73
Minot Local Match (69%)	\$ 76,500.73	\$ 86,116.83	\$ 9,616.10
Surrey Local Match (2%)	\$ 2,217.41	\$ 2,496.14	\$ 278.73
Ward County Local Match (27%)	\$ 29,935.07	\$ 33,697.89	\$ 3,762.82

Labor and Hours Comparison

DRAFT 2025 UPWP

CDMPO Labor Cost		
Executive Director		
Year	2024	2025
Hours	2080	2080
Wage per hour	\$57.68	\$ 58.62
Benefits per hour	\$17.13	\$ 15.20
Total Hourly Rate	\$74.81	\$ 73.82
Accountant		
Year	2024	2025
Hours	475	208
Wage per hour	\$32.69	\$ 38.85
Benefits per hour	\$9.42	\$ 12.87
Total Hourly Rate	\$42.11	\$ 51.72
Office Assistant		
Year	2024	2025
Hours	0	520
Wage per hour		\$ 24.91
Benefits per hour		\$ 13.82
Total Hourly Rate		\$ 38.73

Total Program Hours and Expenses	2024 Hours	2024 Total Cost	2025 Hours	2025 Total Cost	Change in Hours	Change in Total Cost
Total Program Hours	2,555	\$554,353.08	2,808	\$ 624,035.00	253	\$ 624,035.00

2024 Proactive Deobligation and Reauthorization for 2025 (optional)

Deobligation/Reauthorization Option

1. Policy Board may proactively request deobligation of '24 funds
2. Reauthorization would occur in '25, if approved
3. Funds would be used to offset MTP costs not possible to accomplish in '24 due to "late" start.
4. The reauthorized funds could be used to bolster TDP effort
5. The more that can be accomplished with the TDP in '25, the less reliant on '26 dollars the project will be
6. Example:
 1. Deobligate \$45,386.40 from '24
 2. Reauthorize in '25 to bolster TDP
 3. TDP increase from existing \$54,613.60 to \$100,000.
 4. '26 funds available increase by \$45,386.40 due to less needed to complete TDP in '26
 5. Local match still applies - \$9,077.28

ED Recommendation - The TDP is reliant on the MTP to be sufficiently along in the process to provide adequate data to inform the creation of the TDP. While more could be accomplished with the TDP in '25, the amount that could be accomplished is not likely to be a game changer in '26. I would prefer to bank our "favors" asked of NDDOT for something more meaningful.

Recommend NOT to request proactive deobligation of '24 funds for reauthorization in '25.

Next Steps

'25 UPWP Next Steps

Next Steps

1. Policy Board provide direction based on budget presentation - June 27
2. ED to incorporate direction into '25 UPWP - June 28 thru July 25
3. ED to present DRAFT UPWP at July meeting for adoption - July 25 PB Meeting
4. If approved, DRAFT UPWP will be submitted to NDDOT and FHWA for review - up to 30-day review
5. Comments received by NDDOT and FHWA and adjustments made accordingly - July-August
6. Re-present to Policy Board for approval - September 26 PB Meeting
7. Resubmitted to NDDOT and FHWA - up to 30-day review
8. New contract signed - October/November PB Meeting

Discussion

To: Policy Board Members

From: John Van Dyke, CDMPO Executive Director

Date: 07/25/2024

Subject: Monthly Activities

Monthly Activities

The following information is provided to keep the Policy Board members apprised of the ongoing activities, deadlines, and overall efforts to be accomplished through the next month and beyond. This document will be updated, including the type and depth of information that is provided, to be as informative and helpful to the Policy Board members.

MTP

Past Month

- 1) Finalized/Executed MTP Contract
- 2) Initial Meeting w/consultant – July 19, 2024
- 3) QBS documentation compiled, submitted, and approved by NDDOT

Upcoming Month

- 1) Work Begins! – Will know more following Friday, July 19 meeting regarding precisely what work can be expected to be accomplished in the next four weeks.
- 2) Expect brief introductions/heads-up to each member-jurisdiction on upcoming public input opportunities in the near future (6-10 weeks)

'24 UPWP

Past Month

- 1) N/a

Upcoming Month

- 1) Billing/Invoicing to '24 UPWP

'25 UPWP

Past Month

- 1) Completed DRAFT '25 UPWP
- 2) Present to Policy Board on July 25

Upcoming Month

- 1) DRAFT '25 UPWP submitted to NDDOT and FHWA for comment

Public Participation Plan

Past Month

- 1) Completed DRAFT Public Participation Plan

Upcoming Month

- 1) Initiate forty-five-day public input/comment period

MPO Website

Past Month

- 1) No activity

Upcoming Month

- 1) Post public input opportunity for PPP on MPO webpage
- 2) Likely create MTP webpage, but point to MTP website about engagement opportunities and other information

Administration

Past Month

- 1) Meetings
 - a. MPO Director's Discussions
 - i. June 26, 2024
 - ii. July 10, 2024
 - b. Wayne Zacher/CDMPO 1-on-1 Meetings:
 - i. June 25, 2024
 - ii. July 2, 2024
 - iii. July 16, 2024
 - iv. July 23, 2024
 - c. TAC Meeting – July 9, 2024
- 2) ATAC
 - a. Requested data provided to ATAC
 - b. Annual contract review conducted by CDMPO with comments
 - i. I've requested waiver of \$2,500 fourth quarter fee from Brad Wentz, Program Director of the Upper Great Plains Transportation Institute.
 1. Brad is amenable to this adjustment
 2. CDMPO contract would effectively begin January 1, 2025
- 3) Trainings
 - a. N/a
- 4) Legal Representation (see **bolded** and *italicized* for update)
 - a. Shortlist of Candidates as recommended by Stefanie Stalheim, City Attorney, City of Minot
 - i. Bryan Van Grinsven

- ii. Kelly Hendershot
- b. Both are willing to explore further. Need more information as to what legal services will be performed (see c. below)
 - i. Bryan indicated that he does provide services for some municipalities either directly (Ward County Highway) or via NDIRF (City of Minot and others as assigned). As of June 20, his ability to complete new work would push him to end of July. Work ebbs and flows so this timeframe is fluid. Other associates may be able to accomplish in a shorter timeframe; however, this depends on the complexity and Bryan's comfort to reassign work.
 - ii. Kelly is awaiting the example contract to share with her firm (see c. below).
- c. Waiting on example agreement between Fargo and their contract attorney to better understand breadth of services to include in contract and provide potential firm more background into services desired. Should be able to direct select given the low amount of funds (\$7,500 allocated to this activity each year). Will largely surround contract review, but would also include other general inquiries not readily answerable by MPO liaison (Wayne Zacher) or other ND MPO Directors.
 - i. **This was never received despite multiple attempts by CDMPO and NDDOT.**
 - ii. **Followed-up with each attorney with request for hourly rates and confirmation of willingness/availability.**
 - iii. **Will modify professional services contract template received from City of Minot to the individual that has favorable rates/timeframes.**
- 5) Cancellation of EIN
 - a. A request has been submitted in writing to cancel the EIN that was originally issued by the IRS. Will update the Policy Board with correspondence from the IRS related to the matter.
 - i. No update as of July 17, 2024

Upcoming Month

- 1) Meetings
 - a. Similar quantity to last month
- 2) Trainings
 - a. Overview of 25th C&P Report
- 3) Legal Representation
 - a. Select legal representation based on rates and willingness/availability
 - b. Present contract for Policy Board review/approval
- 4) MPO/City of Minot Structure Agreement
 - a. Obtain DRAFT of agreement outlining relationship between City of Minot and MPO
- 5) MPO/City of Minot Lease Agreement
 - a. Obtain DRAFT of lease agreement between City of Minot and MPO for office space and overhead costs.

Time Off

Past Month

- Wednesday, July 3 (full day) and Friday, July 5 (partial)

Upcoming Month

- Basic appointments here and there – do not anticipate taking PTO, but rather making up time on other days during same week.

City of Minot, North Dakota
Balance Sheet
Central Dakota Metropolitan Planning Organization
June 30, 2024
With Comparative Totals for June 30, 2023
(Unaudited)

	June 30, 2024	June 30, 2023
ASSETS		
Cash and cash equivalents	\$ 108,766	\$ -
Intergovernmental receivable	2,217	-
Total assets	<u>\$ 110,983</u>	<u>\$ -</u>
FUND BALANCE		
Committed for CDMPO activities	\$ 110,983	\$ -
Total fund balance	<u>110,983</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 110,983</u>	<u>\$ -</u>

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
June 30, 2024
With Comparative Totals for June 30, 2023
(Unaudited)

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	June 30, 2024 Actual Amounts	Variance with Final Budget	June 30, 2023 Actual Amounts
REVENUES					
Federal revenues	\$ -	\$ 221,742	\$ -	\$ (221,742)	\$ -
Local operating revenues	-	17,185	34,370	17,185	-
Interest income	-	-	112	112	-
Total revenues	-	238,927	34,482	(204,445)	-
EXPENDITURES					
Current					
Salaries	-	67,752	-	67,752	-
Employee benefits	-	20,057	-	20,057	-
Professional services	-	165,525	-	165,525	-
Property services	-	12,040	-	12,040	-
Purchased services	-	8,067	-	8,067	-
Supplies	-	3,738	-	3,738	-
Total expenditures	-	277,177	-	277,177	-
Excess (deficiency) of revenues over (under) expenditures	-	(38,251)	34,482	72,733	-
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	76,501	76,501	-
Total other financing sources (uses)	-	-	76,501	76,501	-
Net change in fund balance	\$ -	\$ (38,251)	110,983	\$ 149,234	-
Fund balance, January 1			-		-
Fund balance, June 30			\$ 110,983		\$ -



Central Dakota Metropolitan Planning Organization Public Participation Plan

August 2024

MPO Contact:
John Van Dyke, Executive Director
P: (701) 420-4524
E: john.vandyke@minotnd.gov
10 3rd Ave SW
Minot, ND 58701



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1. Introduction

This section of the Public Participation Plan provides an overview of planning and public participation and the role of the Central Dakota Metropolitan Planning Organization (CDMPO) in effecting both. This section also outlines the purpose of the Public Participation Plan in guiding the CDMPO to fulfill its commitment to a continuous, cooperative, and comprehensive planning process as required by 23 U.S.C., Section 134.

1.1. What is Transportation Planning?

Transportation planning is the foundation for making sound investments into the infrastructure that moves people and goods.

As the federally-designated Metropolitan Planning Organization (MPO) for the cities of Minot, Burlington, Surrey, and parts of Ward County, the Central Dakota Metropolitan Planning Organization (CDMPO) works with local stakeholders and policymakers to anticipate and plan for the best ways to meet the transportation needs of the area.

The CDMPO's plans, studies and programs identify priorities for funding transportation projects (from federal, state and local funding sources) that serve people of all ages and abilities in all modes of travel — whether by car, bike, bus, air, water or on foot.

1.2. What is Public Participation?

Public participation ensures that transportation investments are developed with input from the people who know the area best.

Public participation means that multiple stakeholders are involved in planning projects. It is a two-way process that provides opportunities for those who live and work in the area to give input. The process creates a setting for CDMPO to give information, answer questions, and understand community members' perspectives on the issues they care about.

The CDMPO recognizes that effective public involvement is inclusive of the needs of all transportation system users with an emphasis on traditionally underserved populations. As part of our public involvement efforts, the CDMPO seeks out locations and methods of engagement that facilitates and encourages participation by potentially affected minority groups, people with disabilities, and low-income individuals and households.



1.3. What is a Metropolitan Planning Organization (MPO)?

Metropolitan Planning Organizations (MPOs) originate from the 1950s during the construction of the Eisenhower Interstate System. At the time, the Federal Government was giving large grants to states to build their individual segments of the interstate system. Some state engineers, under pressure to minimize costs, made significant decisions about where the interstate highway would be built without any coordination with the cities, towns, or counties that would be impacted by those decisions. The state department of transportation simply imposed the construction on local communities. In many cases, the poorest neighborhoods were razed or segmented because the price of land was cheaper.

By the late 1950s and early 1960s, lawsuits seeking to block construction of portions of the interstate highway system began to appear. The Federal Government concluded that a better, more cooperative process was needed.

In 1962, President Kennedy signed into law the Federal Highway Act that required urban areas of more than 50,000 residents to create or designate an interjurisdictional planning organization responsible for carrying out a continuous, cooperative, and comprehensive (3-C) transportation planning process. These interjurisdictional organizations are known as MPOs.

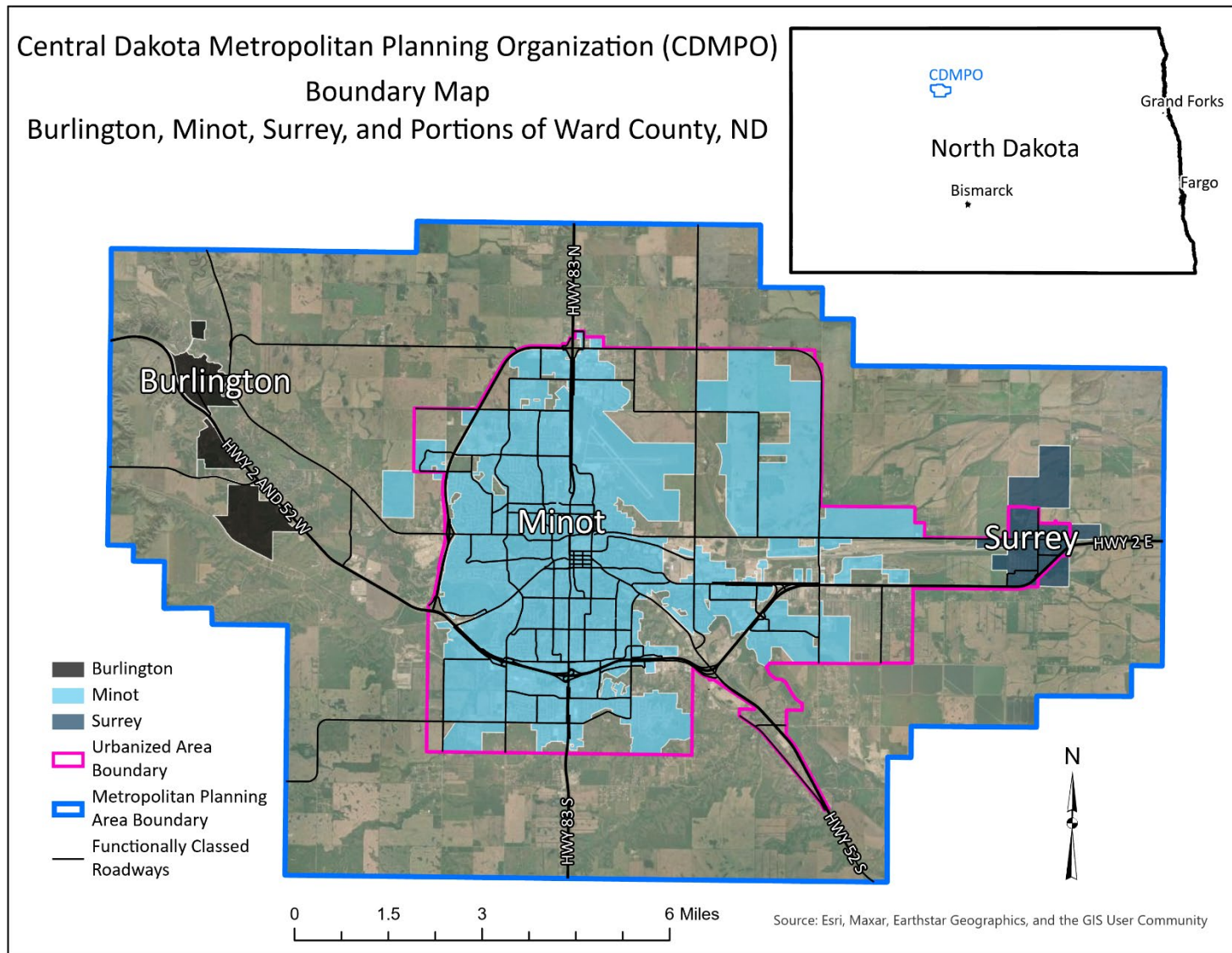
1.4. What is the Central Dakota Metropolitan Planning Organization (CDMPO)

The Central Dakota Metropolitan Planning Organization (CDMPO) is the designated Metropolitan Planning Organization (MPO) for the Minot area. The Urbanized Area (UA) includes the most populous and developed portion of the CDMPO and encompasses the cities of Minot, Surrey, and portions of Ward County. The broader Metropolitan Planning Area (MPA) includes the City of Burlington and additional portions of Ward County. Together, these geographies comprise the area of oversight by the CDMPO. A map of the CDMPO Urbanized Area and Metropolitan Planning Area are provided in Figure 1.

The CDMPO's core function is to provide a setting for a continual, coordinated and cooperative ("3-C") transportation planning process to occur. This process strives to build regional agreement on transportation investments that balance pedestrian, bicycle, public transit, roadway, and other transportation needs while supporting regional environmental, land use, and economic goals.



Figure 1. Central Dakota Metropolitan Planning Organization Boundary Map





Central Dakota Metropolitan Planning Organization Structure

The CDMPO is represented by four member-jurisdictions – The City of Minot, the City of Burlington, the City of Surrey, and Ward County. The CDMPO is structured with a Technical Advisory Committee that provides recommendations to the Policy Board. The Policy Board is the decision-making body. The Executive Director of the CDMPO is the primary staff member to facilitate discussion/recommendation of the TAC and administrate the directives of the Policy Board.

The Technical Advisory Committee (TAC) is comprised of staff or other contracted representatives from each member-jurisdiction, the Executive Director of the CDMPO, and North Dakota Department of Transportation to provide input, guidance, and recommendations to the Policy Board on a variety of different transportation-related planning efforts. TAC members include those with technical expertise in the areas of planning and engineering, as well as those that have specific knowledge and understanding of their respective locale. Collectively, the TAC members provide a grounded, area-wide perspective of the transportation system.

The Policy Board is comprised of elected officials from each of the member-jurisdictions and the City Manager of the City of Minot. Together, they evaluate recommendations from the TAC and make decisions on plans, study, and project priorities, as well as set the annual budget.

1.5. What is the Public Participation Plan?

Federal regulations direct the CDMPO to develop and use a Public Participation Plan (PPP) to ensure that citizens and stakeholders are given reasonable opportunities to be involved and give input into the metropolitan transportation planning process.

The PPP details the CDMPO's methods and strategies for public engagement and outreach and is directed at two key audiences - members of the public and CDMPO staff.



1.6. Applicable Regulations of the Public Participation Plan

The PPP addresses federal and state mandates surrounding interested parties, participation, and consultation through the planning process. The applicable federal and state laws that inform the processes and procedures contained in this PPP are provided in the following subsections.

Federal

Table 1. 23CFR 450.316 Section (a) - Interested parties, participation, and consultation

Citation	Requirement
23CFR 450.316 (a)	The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
23CFR 450.316 (a) (1)	The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
23CFR 450.316 (a) (1) (i)	Providing adequate public notice of public participation activities and time for public review and comment at key decision points , including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (ii)	Providing timely notice and reasonable access to information about transportation issues and processes;
23CFR 450.316 (a) (1) (iii)	Employing visualization techniques to describe metropolitan transportation plans and TIPs;
23CFR 450.316 (a) (1) (iv)	Making public information (technical information and meeting notices) available in electronically accessible formats and means , such as the World Wide Web;



Citation	Requirement
23CFR 450.316 (a) (1) (v)	Holding any public meetings at convenient and accessible locations and times;
23CFR 450.316 (a) (1) (vi)	Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (vii)	Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
23CFR 450.316 (a) (1) (viii)	Providing an additional opportunity for public comment , if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
23CFR 450.316 (a) (1) (ix)	Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
23CFR 450.316 (a) (1) (x)	Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
23CFR 450.316 (a) (2)	When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
23CFR 450.316 (a) (3)	A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO.



Citation	Requirement
23CFR 450.316 (a) (3)	Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes.
23CFR 450.316 (a) (3)	Copies of the approved participation plan shall be posted on the World Wide Web , to the maximum extent practicable.

Table 2. 23CFR 450.316 Sections (b), (c), (d), (e) – Coordinated Planning of MTPs and TIPs

Citation	Requirement
23CFR 450.316 (b)	In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.
23CFR 450.316 (b)	In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
23CFR 450.316 (b) (1)	Recipients of assistance under title 49 U.S.C. Chapter 53 funds [public transit providers];
23CFR 450.316 (b) (2)	Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services;
23CFR 450.316 (b) (3)	Recipients of assistance under 23 U.S.C. 201-204 [Federal Lands Highway Program].



Citation	Requirement
23CFR 450.316 (c)	When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
23CFR 450.316 (d)	When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
23CFR 450.316 (e)	MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies , as defined in paragraphs (b), (c), and (d) of this section, which may be included

Table 3. 49 USC § 5307— Urbanized Area Formula Grants Section

Citation	Requirement
49 USC § 5307 (b)	Program of Projects. --Each recipient of a grant shall--
49 USC § 5307 (b) (1)	Make available to the public information on amounts available to the recipient under this section;
49 USC § 5307 (b) (2)	Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;
49 USC § 5307 (b) (3)	Publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient;
49 USC § 5307 (b) (4)	Provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects;



Citation	Requirement
49 USC § 5307 (b) (5)	Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this Title with transportation services assisted from other United States Government sources;
49 USC § 5307 (b) (6)	Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and
49 USC § 5307 (b) (7)	Make the final program of projects available to the public.

State of North Dakota

Open Meetings Law

Open meeting provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

Unless otherwise provided by law, all meetings of public or governmental bodies, boards, bureaus, commissions or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be open to the public.

Public Records Law

Open record provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

Unless otherwise provided by law, all records of public or governmental bodies, boards, bureaus, commissions, or agencies of the state or any political subdivision of the state, or organizations or agencies are supported in whole or in part by public funds, or expending public funds, shall be public records, open and accessible for inspection during reasonable office hours.



2. Stakeholder Outreach Tools and Techniques

This section identifies stakeholders, as well as the tools and techniques available to solicit participation and input through the public engagement process.

The CDMPO is responsible for providing opportunities, whether directly or through the use of consultants, for stakeholder participation at key decision points. However, depending on the project, a customized approach may be necessary based on the subject, scope, timeframe, staff resources, as well as the potential public impact and level of interest in the project.

2.1. Stakeholders, Organizations, and Interest Groups

The CDMPO stakeholders include all who live, work, learn, play, and conduct business in the Metropolitan Planning Area as illustrated in Figure 1. of this document. This includes both existing and future generations of citizens. The CDMPO strives to study and plan for the wide range of interests, needs, and desires through a variety of studies and programs conducted.

Several organizations and interest groups, both formal and informal, are identified which may have a particular interest in transportation planning projects and/or public involvement opportunities. These groups are included in email distribution lists that the CDMPO uses to proactively distribute material about projects and opportunities for public information, input and engagement. The entire email distribution list or portions thereof may be contacted for special stakeholder input depending on the nature of the project being undertaken. The following are several of the organizations and interest groups that have been identified:

- Chambers of Commerce
- Business Associations
- Freight entities, logistics organizations, and railroad companies
- Transit providers, both public and private
- Advocacy groups for people with disabilities, low income, or minority groups
- Transportation providers for groups that lack access to private vehicles
- The media, including television, radio, print, and electronic means
- Governmental agencies
- Schools and universities
- Environmental organizations
- Social action groups and those representing diversity



- Public health
- First responders and emergency services
- Major employers, which may vary in size depending upon the project
- Organizations and individuals interested in providing public input on transportation projects

2.2. CDMPO Webpage (www.minotnd.gov/807/Metropolitan-Planning-Organization)

Presently, the CDMPO utilizes the City of Minot website, which includes a webpage dedicated to the CDMPO. The CDMPO webpage is the CDMPO's primary source for delivering information to the public. General information includes past and active projects, maps, meeting calendars, agendas and minutes, announcements of opportunity to comment, and draft and final versions of plans/studies. The information contained on the webpage provides an online, searchable archive of CDMPO's activities.

2.3. Social Media

At this time, the CDMPO does not have its own social media resources established and relies on member-jurisdictions to post through their already well-subscribed and followed accounts to disseminate awareness about CDMPO activities. The CDMPO intends to create and maintain its own social media accounts in the future as the organization continues to mature and evolve. Regardless, member-jurisdictions, with their existing following, will be critical to bring about additional awareness to CDMPO activities.

2.4. Email Notifications

The CDMPO provides the ability to register to receive automated e-mail notifications once TAC and Policy Board agendas and minutes are posted. This same technology will be applied as additional committees, temporary or permanent, are established by the CDMPO.

Any interested individual, business, or organization can subscribe to receive the aforementioned materials by registering on the City of Minot's webpage www.minotnd.gov. Any questions about registration may be directed to the Executive Director at john.vandyke@minotnd.gov.

2.5. Meetings

The CDMPO encourages participation of all citizens in the transportation planning and programming process. All Policy Board and TAC meetings as well as plan-related open houses are open to the public.



Meeting Locations

The CDMPO strives to find convenient ways for members of the public to attend its meetings. In addition to providing virtual meeting options (described below), meetings will be held in locations with good transit service, when possible, and in facilities that are accessible to mobility-impaired individuals.

For plans or studies with a defined study area, public meetings will be held, as is reasonably possible based on availability of existing facilities, within the respective geographic area being studied.

Virtual and Hybrid Meetings

Where technological resources are available and where they may be practicably incorporated into a meeting, the CDMPO will provide a virtual option to the public. The virtual meeting option may be requested by a member of the public and a direct link, if available, sent to the requestor.

It should be noted, the use of virtual meeting technology is not intended to completely replace in-person public involvement opportunities, which remain an important part of a balanced public involvement approach.

Consistent with applicable state and local requirements, in-person meetings will be held when and where a suitable physical location is available and such meetings can be safely conducted. Many in-person meetings will be set up as “hybrid” meetings that will provide an option for participants to join the meeting virtually via online meeting technology. Depending on the audience or group, some meetings will be held only in a virtual format, without an in-person option.



Meeting Days and Times

Meeting days and times vary according to its purpose:

CDMPO Policy Board & Advisory Committee Meetings

Communication with the elected officials and community representatives on the Policy Board and TAC is a cornerstone of our public involvement efforts. CDMPO staff provide detailed project updates as well as written materials at the regularly-scheduled monthly Policy Board and TAC meetings.

Public Input Sessions / Open Houses

Public input sessions and open houses are held for many of the CDMPO's plans and studies, at key decision points during the planning process to identify issues, review data collection and analysis, and comment on recommendations.

For plan-related public meetings and open houses, meeting days and times will be determined that will provide the most accessibility for attendees. Factors that will be considered are time of year, geographic area, availability of convenient and accessible meeting space, other community activities that may create conflict and compete with members of the public ability to attend, and general availability of identified primary stakeholders. Where possible, multiple meeting options will be provided at differing times and places throughout the community to achieve maximum participation.

Study Committees

Study-specific advisory groups or study committees are sometimes formed to advise or steer a project through completion. Study advisory group or committee members will be consulted about the best dates and times to meet.

Meeting Notices

All meetings are advertised in advance to provide adequate time for public participation or comment. Meeting notices are posted on the website and distributed by email to those registered to receive notices as described in more detail in the E-mail Notifications Subsection of this plan.

Meeting notices and agendas for Policy Board and TAC meetings are generally sent out one week prior to the date of the scheduled meeting. The same will generally apply to study-specific advisory group or study committee meetings.

Legal Notices

Legal notices are placed in the local paper of record (Minot Daily News) at the start of public comment periods to announce the dates and times that public meetings will be held for the Transportation Improvement Programs (TIPs), Metroopolitan Transportation Plan (MTP) and Public Participation Plan (PPP).



Paid Display Ads

Paid display ads may be placed in local newspapers to promote selected meetings and events.

Special Accommodations

The CDMPO is committed to ensuring all individuals regardless of race, color, national origin, sex, age, physical ability or income have access to the CDMPO programs and planning efforts.

Public information documents, including meeting notices, will include text that makes it clear that individuals may request accommodation of special needs, so that they may fully participate in the meetings. The CDMPO will provide interpreters and prepare enlarged print or other special format materials upon request, with three days advance notice.

Meeting Formats

The purpose of project public input sessions or open houses is to hear from the public.

CDMPO staff will develop a meeting format that allows everyone to participate if they wish. This may mean giving a shorter presentation and/or setting reasonable time limits for speakers so that a few individuals do not monopolize the meeting (see “Public Comment Guidelines”, below)

Opportunities for Public Comment

CDMPO Policy Board and TAC meetings are open to the public and will include an “Opportunity for Public Comment” as a standing agenda item. Certain voting items, such as approval of draft and final MTPs, TIPs, and PPPs, will include an additional public comment opportunity at each of these respective meetings.

Public Comment Guidelines

Members of the public who wish to give comments at meetings of the CDMPO Policy Board and TAC will be asked to observe the following:

- State your name and organizational affiliation (if any)
- Comments will be limited to 3 minutes for each speaker
- The meeting Chair, with committee approval, has the option of closing or extending the amount of time allowed for public comments, depending on the number of people who wish to speak and the length of the meeting agenda
- Remarks should address the specific plan, study or document under consideration by the TAC or Policy Board
- Be respectful and constructive in dialogue



2.6. Discussion with CDMPO Staff Members

CDMPO staff members are available for one-on-one discussions about projects, plans and studies. Staff members may be contacted by phone, email or by mail as provided below:

Central Dakota Metropolitan Planning Organization

ATTN: John Van Dyke, Executive Director

10 3rd Ave SW

Minot, ND 58701

P: (701) 420.4524

E: john.vandyke@minotnd.gov

2.7. Surveys and Questionnaires

Citizen and stakeholder surveys, in both online and printed formats, are sometimes used to collect data and other relevant information to provide insight from a community perspective. This input is summarized and incorporated into the respective transportation plan or study.

2.8. Pop-Up Displays

The CDMPO sets up informational displays in high-traffic areas at transportation-related events such as events at the transit center or by coordinating with other local jurisdictions at their planning outreach events.

2.9. Staff Presentations

CDMPMO staff is generally available, as time allows and with adequate notice, to present information about its planning initiatives or to participate in panel discussions to area groups.



2.10. On-Site Project Messaging

The CDMPO produces signage for certain projects describing its features with information about how to get involved.

Posters and flyers with information about upcoming meetings may be posted in public locations and businesses adjacent to and within the study area or mailed directly to addresses in the study area.

2.11. Visualization Techniques

In all of the above settings and communication pieces, the CDMPO utilizes visualization techniques whenever possible (photos, drawings, flowcharts, maps, models, computer simulations, videos, or visual preference surveys) to communicate concepts.

2.12. News Media

Coverage by the local news media in the form of newspaper articles and TV news features provides the most widespread coverage about the CDMPO work. The CDMPO maintains a current list of contacts and notifies the local news media (radio, television, newspapers) by sending project-specific press releases on a project-by-project basis.



3. Public Participation Procedures

The following section provides a breakdown of procedures for each planning document or activity to ensure a robust public engagement process.

As the CDMPO has only recently formed, the following types of changes will be exempted from the public engagement process:

- Branding – As the CDMPO adopts branding standards, each document may be amended to include the necessary color schemes, logos, images, and other aesthetic modifications to the documents without soliciting for public comment.
- Staff or other contact information – To ensure updated contact information is included within each of the documents, individual or organization contact information that may be included within each of the documents may be amended as-necessary. This includes, but is not limited to, physical and electronic addresses, phone numbers, webpage/websites, individual/agency names and/or titles.

Every attempt will be made to incorporate these changes during a regularly scheduled update.

In addition, it should be noted that the CDMPO will establish its own social media accounts over time as staff resources allow. Until then, CDMPO intends to rely on member-jurisdiction social media accounts with existing community following. However, CDMPO does not have direct access or control of member-jurisdiction social media accounts and cannot ensure outreach occurs as provided in this document. Every effort will be made to bring additional awareness using social media where possible and available.

Table 4. Public Participation Procedures by Planning Document or Activity

Planning Document or Activity	Public Participation Procedures
3.1. Metropolitan Transportation Plan (MTP)	About the MTP: The official multi-modal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process, including a fiscally constrained list of projects. Development of the MTP includes an analysis of local trends, synthesis of recently completed corridor studies and sub-area plans, review of local transportation needs, and available funding, and includes general oversight by the MPO Executive Director and the Technical Advisory Committee. The MTP is reviewed by the public, MPO Executive Director, Technical Advisory Committee, North Dakota Department of Transportation, Federal Highway Administration and the Federal Transit Administration and is updated every five years.



Planning Document or Activity	Public Participation Procedures
	Depending on the scope of work for the MTP, public input opportunities may go above and beyond the minimum requirements established here. Public Participation and Adoption: Public input meetings (in-person and/or online opportunities) held during MTP development. A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum thirty (30) calendar day public comment and review period is required starting on the date of publication of the notice. Public meetings or input opportunities published on the CDMPO webpage and/or project web page and posted on posted on CDMPO and/or member jurisdiction social media. A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting. All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. A minimum of one (1) public input meeting must be held for the completed draft MTP. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft MTP after the initial public input meeting. Public notice is posted no less than seven (7) days prior to the public input opportunity (in-person or virtual meeting). Draft and final plan available for review on MPO webpage and at the CDMPO office, with the final product available following adoption. The draft MTP is reviewed by TAC, which makes recommendations to the Policy Board.



Planning Document or Activity	Public Participation Procedures
	The Policy Board adopts the final MTP after considering and incorporating local, state, and federal comments. It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution. Administrative Modifications and Amendments <i>Administrative Modifications:</i> Administrative modifications are tantamount to technical corrections that do not require a coordinated review by the MPO, FHWA and FTA or a determination of conformity by these entities. Administrative modifications shall be inclusive, but not limited to the following: descriptive material, forecasts, databases, project costs (provided fiscal constraint is maintained) project descriptions, time frames, etc. No public notifications are required for administrative modifications. Administrative modifications may require coordination with the North Dakota Department of Transportation. Administrative modifications are approved by the Policy Board at the recommendation of the TAC. Public notice is not required. <i>Amendments:</i> The addition or deletion of any project or group of projects constitutes an amendment. An amendment to the MTP is subject to the requirements of the public participation process outlined above for the initial review and adoption of the MTP. The public notice requirements as outlined there should be followed for amendments to the MTP, using a fifteen (15)-day public comment period. Following the public input process, amendments are approved by the Policy Board following receipt of a recommendation from the TAC.
3.2. Transportation Improvement Program (TIP)	About the TIP (23 CFR § 450.326): The TIP is a detailed list of regionally significant, federally funded transportation projects by all jurisdictions and transit agencies in the MPO planning area, covering a period of at least four years and including capital and non-capital surface transportation projects, bicycle and pedestrian facilities, transit facilities, and other transportation enhancements and safety projects. The TIP is updated annually. Each year, the TIP development process includes the solicitation of eligible projects for inclusion from all jurisdictions and transit agencies within the MPO planning area, an analysis of fiscal capacity, and feedback from MPO committees.



Planning Document or Activity	Public Participation Procedures
	The CDMPO approved TIP will outline the required process for identification and prioritization of projects for the purpose of TIP development. The TIP also identifies the criteria for administrative modifications and amendments. Public Participation and Adoption: The draft TIP is reviewed by NDDOT, FTA, FHWA, and local jurisdictions and transit agencies. At least one public input meeting, whether in-person and/or online, will be held during TIP development. The public input meeting may be incorporated into a regularly scheduled TAC or Policy Board meeting. The public input meeting is advertised via a legal notice or box ad published in Minot Daily News, which initiates the minimum thirty (30) calendar day public comment and review period. A legal notice or box ad must be published in the Minot Daily News at least seven (7) days prior to the required public input meeting. The public comment period announcement and notice of public input meeting may be consolidated into one advertisement. The public meeting or other input opportunities will be included on the CDMPO webpage, advertised through CDMPO and/or member-jurisdiction social media, and notifications sent to any email distribution lists, where available. A press release will be distributed to media outlets at least seven (7) days prior to the meeting. If substantive written or oral comments are received surrounding the draft TIP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final TIP. Should substantive changes be made to the draft TIP that was available for public review and comment, a further fifteen (15)-day comment period is required. Substantive changes are new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts. The draft TIP is reviewed by TAC, which makes recommendations to Policy Board. The MPO Policy Board adopts the Final TIP after considering and incorporating local, state, and federal comments.



Planning Document or Activity	Public Participation Procedures
	Administrative Modifications and Amendments (23 CFR § 450.328): Changes to the TIP are defined as either administrative modifications or amendments. Administrative modifications to the TIP do not require public notifications but are announced to the TAC and Policy Board at regularly scheduled meetings. Amendments to the TIP are required if certain criteria are met, as will be identified in the adopted TIP. Public Participation and Adoption: Public participation requirements and notifications for TIP Amendments follow the same procedures as the annual update of the TIP except that a minimum 10-day comment period is required with the associated public notice. The amended draft TIP materials will be made available for review on the CDMPO webpage and CDMPO office. The final amended TIP will be made available for review on the CDMPO webpage and CDMPO office.
3.3. Unified Planning Work Program (UPWP)	About the UPWP: The UPWP is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. A UPWP is completed annually and amended as-needed. Adoption: Public and stakeholder review is not required for the UPWP. The development process includes staff evaluating its planning funding availability, and regional planning tasks and needs with MPO communities and members to advance a draft UPWP. Needs are generally discussed and identified at monthly scheduled TAC meetings, which informs the creation of the draft UPWP. A draft UPWP is constructed by the CDMPO and presented to Policy Board for approval. Following approval of the draft UPWP, the document is sent to NDDOT, FHWA, and FTA for review and comment.



Planning Document or Activity	Public Participation Procedures
	Comments received from NDDOT, FHWA, and FTA are incorporated into the draft UPWP. The revised UPWP is presented to the Policy Board for final approval and sent to NDDOT, FHWA, and FTA to affirm the final UPWP. The adopted UPWP is made available on the CDMPO webpage. Administrative Modifications and Amendments <i>Administrative Modifications:</i> An Administrative Modification is limited to adjustments totaling no more than ten (10) percent of funding allocated within a particular Section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment. Administrative modifications require Policy Board approval. <i>Amendments:</i> Adjustments exceeding ten (10) percent are considered amendments. Amendments are processed by seeking a recommendation from the TAC and approval from the Policy Board. The draft amendment is followed by approval from NDDOT, FHWA, and FTA. Comments are incorporated into the amended UPWP, if any, and re-presented to Policy Board for final approval.
3.4. Public Participation Plan (PPP)	About the PPP: A document that defines a process for providing the public and all members of the transportation industry with reasonable opportunities to be informed about and involved in the metropolitan transportation planning process. The public participation plan is updated every five years or on an as-needed basis. The development process includes a review of past and potential new engagement practices to ensure the plan fits the needs of the community. Public Participation and Adoption: A minimum forty-five (45)-day public comment period is initiated when a legal notice or box ad is published in the Minot Daily News.



Planning Document or Activity	Public Participation Procedures
	On or before the minimum forty-five (45)-day public comment period is initiated, the following will occur: 1) The public input opportunity will be included on the CDMPO webpage, advertised through CDMPO and/or member-jurisdiction social media, and notifications sent to any email distribution lists, where available. 2) A press release will be issued on or before the initiation of the 45-day public comment and review period. 3) The PPP will be distributed to NDDOT, FHWA, FTA, and TAC for further review. 4) Notice of the public input opportunity will be distributed via email to subscribers, when an e-mail distribution list is available. 5) The draft PPP will be made available for review on the CDMPO webpage and CDMPO office. If substantive written or oral comments are received on the draft PPP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final PPP. Substantive changes are modifications to comment periods or public notice or public meeting requirements which interested parties could not reasonably have foreseen from the draft Plan. A legal public notice and minimum 15-day comment period are required if substantial changes are made to the draft PPP that was available for public review and comment. The same additional proactive outreach will occur as occurred for the original public comment period minus the press release. The final PPP will document the public involvement process, present a summary of all public comments received and demonstrate CDMPO's consideration and response to these comments. The final PPP is presented to the MPO Policy Board for approval after considering/incorporating local, state, and federal comments. Following adoption, the final PPP will be made available on the CDMPO webpage and at the CDMPO office.



Planning Document or Activity	Public Participation Procedures
3.5. Transit Development Plan (TDP)	About the TDP: The TDP is a short and mid-term plan for the active management of transit services for the region. It is updated every five (5) years or as-needed. The TDP references and is reinforced by the MTP. Depending on the scope of work for the TDP, public input opportunities may go above and beyond the minimum requirements established here. Public Participation and Adoption: A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum thirty (30) calendar day public comment and review period is required starting on the date of publication of the notice. Public meetings or input opportunities published on the CDMPO webpage and/or project web page and posted on posted on CDMPO and/or member jurisdiction social media. A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting. All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. A minimum of one (1) public input meeting must be held for the completed draft TDP. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft TDP after the initial public input meeting. The draft TDP will be available for review on the CDMPO webpage and at the CDMPO office until a final plan is adopted. The draft TDP is reviewed by TAC, which makes a recommendation to the Policy Board. The Policy Board adopts the TDP after considering and incorporating local, state, and federal comments. It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution. The final TDP will be available for review on the CDMPO webpage and at the CDMPO office.



Planning Document or Activity	Public Participation Procedures
	Amendments: Amendments to the TDP will follow public participation procedures as provided in the original adoption.
3.6. Other Corridor Studies and Sub-Area Plans	About Corridor Studies and Sub-Area Plans: As a follow-up to the MTP or TDP, CDMPO and member-jurisdictions frequently determine the need to study certain transportation corridors, transit facilities or services, or bicycle and pedestrian components for more in-depth analysis. Often, one of the significant reasons for conducting such studies is to gain input from the public on the needs and issues pertaining to the study area. In other instances, the significant reasons are more technical in nature, but usually include the sharing of information with the public and the gathering and consideration of public input. The scope of work for each project includes a public engagement plan, which will differ from one plan to another, but will generally include a plan for public meetings, on-line or in-person opportunities for input. The engagement plan will also include the method by which the general public and those directly affected by the plan or study will be notified about the study and opportunities for input. Depending on the scope of work for the plan or study, public input opportunities may go above and beyond the minimum requirements established here. Public Participation and Adoption: A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum fifteen (15) calendar day public comment and review period is required starting on the date of publication of the notice. Public meetings or input opportunities published on the CDMPO webpage and/or project web page and posted on posted on CDMPO and/or member jurisdiction social media. A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting.



Planning Document or Activity	Public Participation Procedures
	All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. A minimum of one (1) public input meeting must be held for the completed draft plan or study. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft plan or study after the initial public input meeting. The draft plan or study will be available for review on the CDMPO webpage and at the CDMPO office until a final plan is adopted. The draft plan or study is reviewed by TAC, which makes a recommendation to the Policy Board. The Policy Board adopts the plan or study after considering and incorporating local, state, and federal comments. It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution. The final plan or study will be available for review on the CDMPO webpage and at the CDMPO office.



4. Measuring Effectiveness

CDMPO staff has developed and will implement a range of metrics to gauge the efficacy of the CDMPO's public engagement efforts.

Due to the broad and disparate nature of public involvement, documentation of each and every incidence of public input is not realistic. However, the metrics provide a set of guideposts for CDMPO staff to track and measure the reach and effectiveness of public involvement efforts moving forward.

CDMPO staff will make efforts to document incidences as they apply to the below metrics (as applicable) and utilize this data to inform any future amendments or updates to the Public Participation Plan.

- Number of CDMPO public forums, workshops, and community meetings at which displays, presentations, discussions, and feedback occurred;
- Number of participants at public meetings and other events;
- Number of verbal and written comments received;
- Number of responses to surveys and interactive mapping exercises;
- Number of draft plans, reports, and other preliminary documents or surveys posted on CDMPO website for public comment;
- Number of social media posts, impressions, and reach, etc.;
- Number of visitors to project-specific web pages;
- Documentation of revisions to plans based on input;
- Extent to which demographics of public participants reflects the demographics of the local community.