



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, September 10, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

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 August 13, 2024 meeting as presented.

3. OLD BUSINESS

3.1. 2024 UPWP AMENDMENT #1

Suggested Motion: I move to recommend approval of Amendment #1 to the 2024 UPWP as presented.

3.2. 2025 UPWP FINAL DRAFT

Suggested Motion: I move to recommend approval of the Final Draft of the 2025 UPWP as presented.

3.3. MTP UPDATE

This item is informational only; no action required.

4. NEW BUSINESS

4.1. NDDOT/FHWA/FTA UPDATE, IF ANY

This item is informational only; no action required.

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT

Central Dakota MPO Technical Advisory Committee Meeting

Minutes

Tuesday, August 13, 2024, at 10:30 AM
Public Works Conference Room 3, Public Works (1025 31st St SE)

1. ROLL CALL

John Van Dyke called the meeting to order at 10:30 AM

Members Present:

Jesse Berg, Dan Falconer – Alternate for Doug Diedrichsen, Dana Larsen, Lance Meyer, Elizabeth Pietsch, Korby Seward, John Van Dyke, Wayne Zacher (virtual), Cole Jones - Alternate for Sarah Karhoff

Members Absent:

Brian Horinka

Others Present:

Stacey Hanson (virtual), Kristen Sperry (virtual), Paul Benning (virtual), Stephen Joersz, Nicole Robinson

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE JULY 9, 2024 MINUTES

Motion to approve the minutes of the July 9, 2024 meeting as presented by Dana Larsen, seconded by Lance Meyer, and favored by all.

3. OLD BUSINESS

3.1 MTP UPDATE

Van Dyke met with the consultant on Thursday, August 8 for an initial kick-off meeting. He will be meeting with the consultant team every other week for updates. Rather than having a steering committee for the MTP process, Van Dyke suggested having TAC act as that committee. He expressed the importance of TAC members being involved in the entire process with the possibility of breaking down into smaller groups for projects where certain members take more interest. The September 10th TAC meeting will be the first meeting with the consultants present.

Initial public engagement for the MTP will be happening in October. Throughout the month of September Van Dyke will be doing member jurisdiction tours to introduce himself and the MPO. He will also be highlighting public engagement opportunities that will begin in October.

Van Dyke asked for volunteers to be included in discussion regarding TAZ Boundaries, etc. Stephen Joersz, Korby Seward, and Dana Larsen volunteered. Jesse Berg and Cole Jones said they would get back to him.

Wayne Zacher notified TAC that he would be bringing a few people from the DOT to the September TAC Meeting and stressed the importance of completing the UPWP as soon as possible.

Van Dyke presented an MTP data request list and asked TAC members to help in providing some of the required information.

3.2 PUBLIC PARTICIPATION PLAN UPDATE

Van Dyke gave an update regarding upcoming engagement events, including a 45-day time frame for public comment, a press release, and an interview with KX News. He encouraged TAC members to review the Public Participation Plan and provide any feedback they may have.

3.3 UPDATE ON ADMINISTRATIVE MODIFICATION AND QUARTERLY REPORT

Van Dyke specified some budget changes made in lieu of an office location change, association fees, and membership dues. This did not affect the total amount budgeted. Dana Larsen asked if it was a bigger issue to move money between sections rather than between line items. Wayne Zacher clarified that money being moved within the same section would not need to be amended for approval.

Zacher gave a short explanation of the requirements regarding UPWP reporting. Van Dyke informed TAC that he submitted the UPWP to the DOT for approval.

4. NEW BUSINESS

4.1 2026/2027 PLANNING PROJECTS DISCUSSION

Van Dyke encouraged members to be thinking about projects to be accomplished in 2026 and 2027. The Transit Development Plan will be addressed in 2025 with some of the costs being rolled over into 2026. Dana Larsen suggested looking into pavement assessment for the entire MPA area. Wayne Zacher confirmed that was a common MPO study and clarified funding sources. Group discussion ensued.

Jesse Berg suggested pursuing re-certifying quiet zones in Surrey every three years. Dana Larsen and Lance Meyer provided feedback.

4.2 SW CONNECTOR CORRIDOR PHASE I AND II DISCUSSION – DANA LARSEN

Dana Larsen reported that they were not successful in obtaining a grant after applying twice. He gave a brief description of the connector corridor phases and implied interest in obtaining help from the MPO. Van Dyke suggested following the debrief to occur in the coming months, bringing the item back to TAC to strategize and discuss options.

4.3 NDDOT/FHWA/FTA UPDATE, IF ANY

Wayne Zacher informed TAC members of Paul Benning's forthcoming retirement and that a new local government director would be starting Friday, August 16. The group offered congratulations to Benning and Benning in turn expressed his gratitude.

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

Van Dyke asked for public comment and explained that this offer would continue being extended to the public. No members of the public were present.

5.2 SPECIAL ROAD FUND PROJECT APPLICATIONS

Van Dyke shared a letter from the Director of the NDDOT regarding special road funding to bring awareness to members. Stacey Hanson clarified that this particular funding does not require MPO submission but recommended good coordination between MPO's and member jurisdictions.

6. ADJOURNMENT

Van Dyke asked for a motion to adjourn the meeting. So moved by Jesse Berg, seconded by Elizabeth Pietsch, and passed unanimously. Meeting adjourned at 11:45 AM.

Date: 08/23/2024

To: Wayne Zacher, MPO Coordinator, North Dakota Department of Transportation; Kristen Sperry, Planning Program Manager, FHWA, Renae Tunison, Community Planner, FTA

From: John Van Dyke, Executive Director, Central Dakota Metropolitan Planning Organization

Subject: Amendment 1 – 2024 UPWP - CDMPO

All,

The attached Amendment #1 to the 2024 Unified Planning Work Program (UPWP) is attached for your review. Amendment #1 was approved by the Central Dakota Metropolitan Planning Organization (CDMPO) Policy Board on September 19, 2024.

The proposed amendment surrounds the addition of an Office Assistant to provide administrative assistance related to Section 110 activities. The additional expenses are offset through the reduction in hours of the Accountant position. The difference in wages between the two positions results in an uneven number of hours reduced for the Accountant (-100) and the Office Assistant (+108.71893133298).

The changes result in a net zero adjustment to Section 110 expenses as previously approved March 11, 2024.

The affected tables are as follows:

- 1) 2024 CDMPO Expenses – page 9
- 2) CDMPO Labor Cost – page 12
- 3) Section 110 – Program Support and Administration (First Table) - page 13-14
- 4) Section 110 – Program Support and Administration (Second Table) - page 14
- 5) Program Funding Summary – Total Program Hours and Expenses – page 21

This adjustment will allow the City of Minot to be reimbursed for costs that are presently being absorbed entirely by the respective member jurisdiction for assistance with administrative activities including agenda creation and taking of minutes at the TAC and Policy Board meetings.

Following your review and any adjustments necessary to effect this amendment, this document will be posted to the Central Dakota MPO webpage to memorialize this change to the 2024 UPWP.

Thank you,

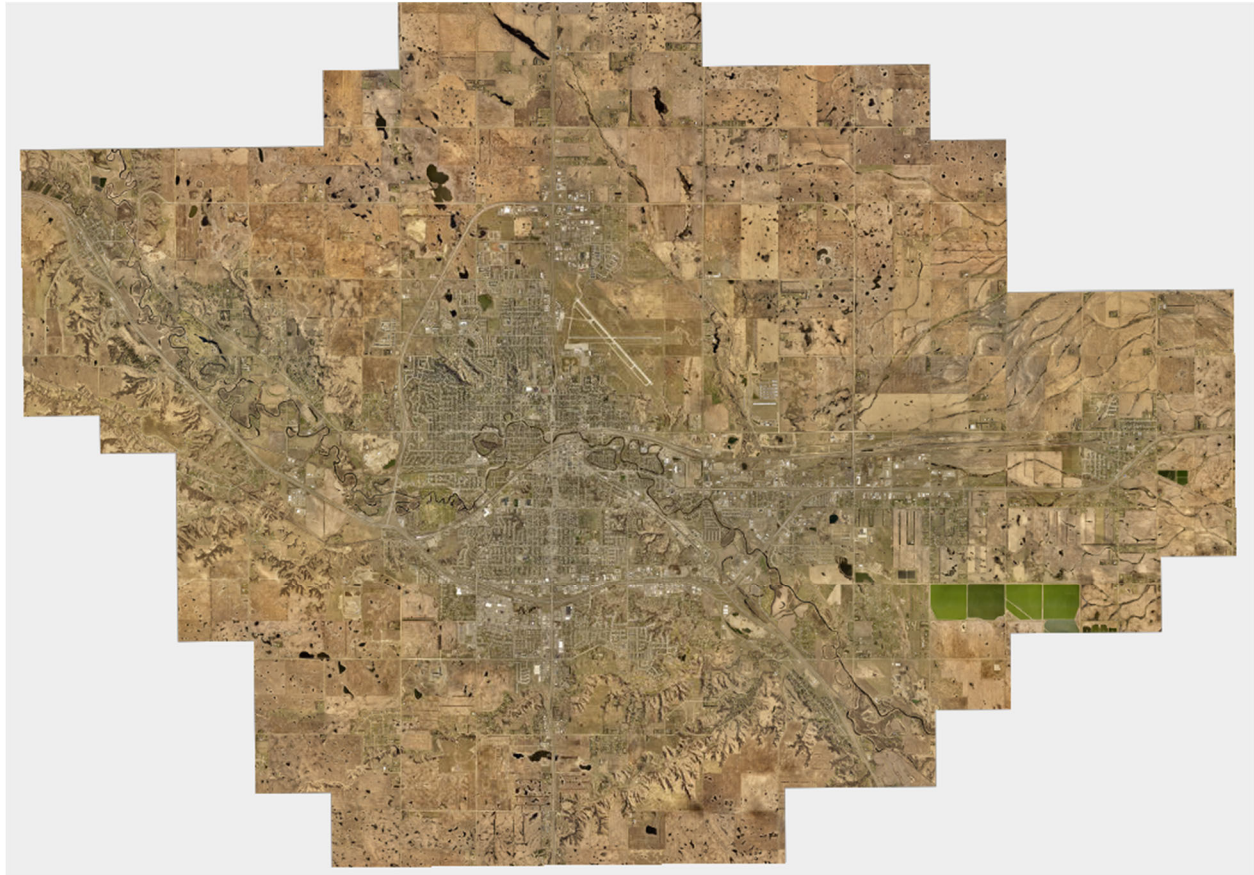
John Van Dyke
Executive Director, Central Dakota MPO

Attachments:

Amendment1 - Central Dakota MPO 2024 UPWP_09192024

2024 Work Program

Central Dakota Metropolitan Planning Organization



Executive Director: Vacant

Phone: 701-857-4100

Email: engineer@minotnd.gov

Mailing Address: PO Box 5006 Minot, ND 58702-5006

Physical Address: 1025 31st St SE Minot, ND 58701

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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 these political subdivisions:

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

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

Michael Thiesen – City of Surrey
Zach Walker, Vice Chair – City of Burlington
Howard “Bucky” Anderson – Ward County
John Fjeldahl, Chair – 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 the appointed member is unable to attend the policy board meeting. The alternate members include:

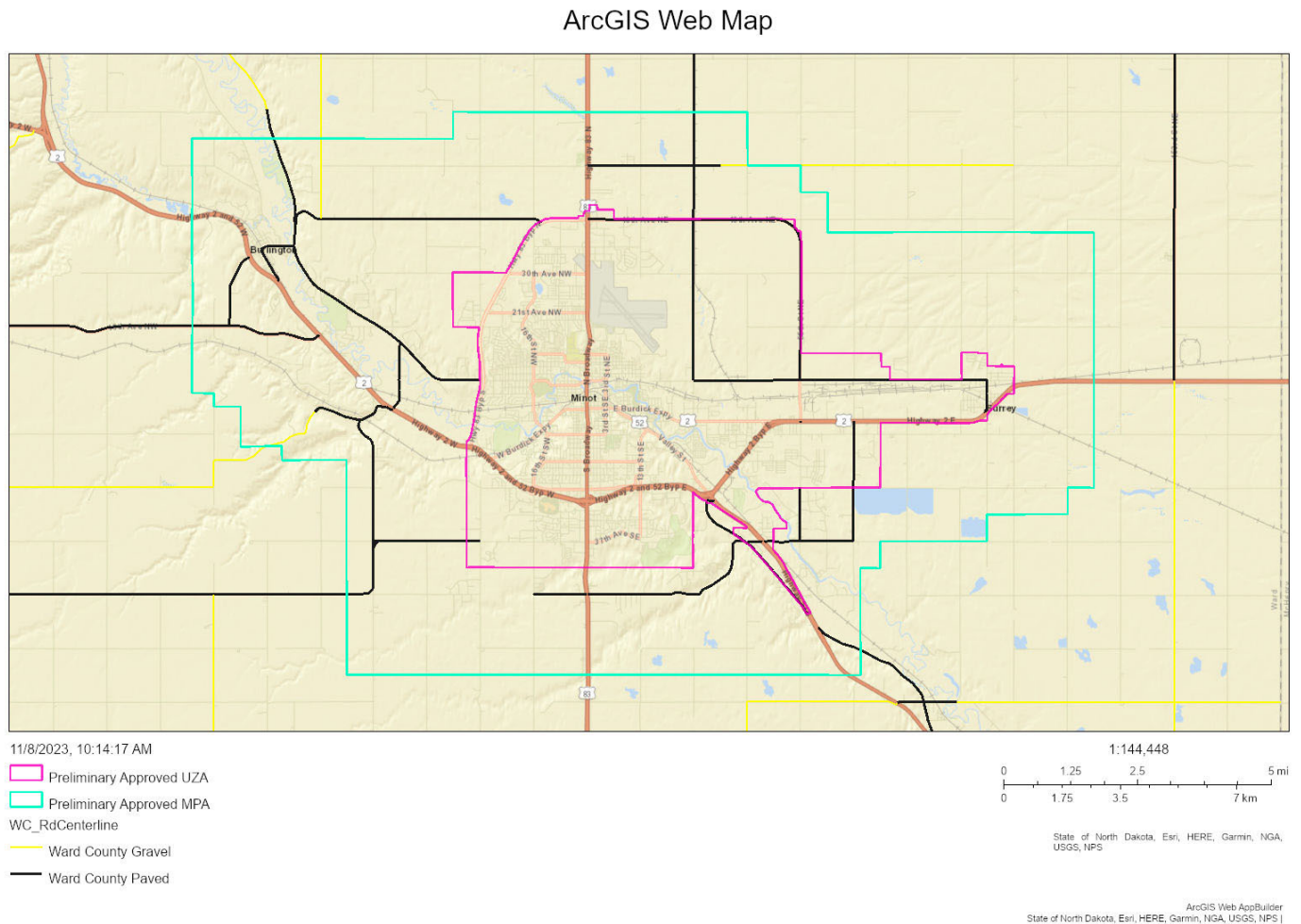
Jerick Hedges – City of Burlington
Steve Fennewall – City of Surrey
Carrie Evans – City of Minot
Shelly Weppler – Ward County

The policy board meets the fourth Thursday of each month (subject to change).
The policy board is advised by the technical advisory committee. Those members include:

Agency	Title
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



Purpose of Unified Planning Work Program

This is the first unified planning work program (UPWP) of CDMPO. The purpose of the UPWP is to:

1. Provide a detailed description of all transportation related planning activities anticipated by the CDMPO within the metropolitan planning area during 2024.
2. Provide 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.

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	X	X	X	X	X	X	X	X	X	X
Section 120 - Planning Work Program	X	X	X	X	X	X	X	X	X	X
Section 130 - Training and Travel	X	X	X	X	X	X	X	X	X	X
Section 140 - Program Expenses	X	X	X	X	X	X	X	X	X	X
Section 200 - Long-Range Transportation Planning										
Section 210 - Metropolitan Transportation Plan Development	X	X	X	X	X	X	X	X	X	X
Section 220 - Public Participation Plan	X				X	X	X	X	X	X
Section 300 - Short-Range Transportation Planning										
Section 310 - Transportation Planning Support and Coordination	X	X	X	X	X	X	X	X	X	X

2024 Planned Work Activities

2024's planned work activities will primarily consist of creating the foundation and structure of the MPO and starting work on planning activities. The primary activities include:

- Complete the 2024 UPWP
- Complete 3C agreement with NDDOT
- Hire an Executive Director
- Remodel and furnish the office space located at City of Minot Public Works
- Adopt Title VI program
- Adopt Public Participation Plan
- Develop website for the MPO
- Begin development of the Metropolitan Transportation plan

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, Title VI plan, 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 board and committee meetings, agendas and minutes, attending MPO activity meetings, Title VI program work, website development, and hiring an Executive Director. This activity will be complete at the end of 2024.

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 2024.

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 2024.

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, office remodel and 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 2024.

Section 200 – Long-Range Transportation Planning

The Long-Range Transportation Planning element includes activities that develop, implement, and provide necessary support data for the Metropolitan Transportation Plan (MTP). This section also includes public outreach and environmental justice activities.

Section 210 – Metropolitan Transportation Plan Development

Because CDMPO is new, a 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.

The Metropolitan Planning Area's model must be developed. The NDDOT partners with the Advanced Traffic Analysis Center (ATAC) through North Dakota State University's Upper Great Plains Transportation Institute. The costs of building this model will be included in the MPO budget for this activity.

In addition, a consultant will be hired to develop the MTP. This process will likely start in 2024 and must be completed by end of year 2026. The costs of developing the plan will be the primary expense the MPO has over the next two years.

Section 220 – Public Participation Plan

The public involvement plan will outline different ways to involve people in transportation planning. It is critical to CDMPO to involve individuals and organizations representing wide variety of experiences and perspectives in regards to transportation planning.

In 2024, the plan's goals and objectives will be developed and will be used for all public involvement activities. This activity will be complete at the end of 2024.

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 2024.

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 \$489,673.00. The total local funding is a 20% match of the federal funding which equals \$122,418.25. 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 below.

CDMPO Revenue	
Funding Source	Amount
Federal Funds	\$ 489,673.00
Local Funds	\$ 122,418.25
Local Funding Allocation	
Burlington Local Match	\$ 2,448.37
Minot Local Match	\$ 84,468.59
Surrey Local Match	\$ 2,448.37
Ward County Local Match	\$ 33,052.93
Total Revenue	\$ 612,091.25

Total Expenses

The expenses shown below are based on several assumptions for the 2024 budget since the CDMPO has no historical expense data. Many of the budget line items are modeled after the City of Minot's Engineering Department costs. The salary is an estimated number based on the assistant city engineer's salary with benefits based off a family insurance plan, and other City of Minot benefits.

The furniture & equipment and capital infrastructure line items have several start up 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.

2024 CDMPO Expenses		
<u>Salaries</u>	-	<u>2024 Budget</u>
<u>All</u>	<u>1 Executive Director</u>	<u>\$119,975.00</u>
<u>Sec. 110</u>	<u>Accountant</u>	<u>\$12,258.75</u>
<u>Sec. 110</u>	<u>Office Assistant</u>	<u>\$2,708.19</u>
-		
<u>Benefits</u>	-	-
<u>Sec. 110</u>	<u>Health Insurance</u>	<u>\$24,693.84</u>
<u>Sec. 110</u>	<u>Life Insurance</u>	<u>\$253.01</u>

<u>Sec. 110</u>	<u>Medicare</u>	<u>\$2,791.84</u>
<u>Sec. 110</u>	<u>NDPERS</u>	<u>\$11,353.76</u>
<u>Sec. 110</u>	<u>Short Term Disability</u>	<u>\$989.38</u>
<u>Sec. 110</u>	<u>Long Term Disability</u>	<u>\$591.98</u>
<u>Professional Services</u>	-	-
<u>Sec. 210</u>	<u>Consultants</u>	<u>\$322,800.00</u>
<u>Sec. 140</u>	<u>Other Professional Services</u>	<u>\$7,500.00</u>
<u>Sec. 140</u>	<u>Memberships & Associations</u>	<u>\$1,800.00</u>
<u>Repair & Maintenance</u>	-	-
<u>Sec. 140</u>	<u>Structure RPR & MTCE</u>	<u>\$750.00</u>
<u>Sec. 140</u>	<u>Pest Control RPR & MTCE</u>	<u>\$100.00</u>
<u>Sec. 140</u>	<u>Security System RPR & MTCE</u>	<u>\$25.00</u>
<u>Sec. 140</u>	<u>IT MTCE & Repair Agreements</u>	<u>\$840.00</u>
<u>Sec. 140</u>	<u>Rentals</u>	<u>\$17,364.33</u>
<u>Other Purchased Services</u>	-	-
<u>Sec. 140</u>	<u>General Liability Insurance</u>	<u>\$500.00</u>
<u>Sec. 140</u>	<u>Building & Contents Insurance</u>	<u>\$550.00</u>
<u>Sec. 140</u>	<u>Inland Marine Insurance</u>	<u>\$220.00</u>
<u>Sec. 140</u>	<u>Cyber Security Insurance</u>	<u>\$133.00</u>
<u>Sec. 140</u>	<u>Telephone Services</u>	<u>\$1,500.00</u>
<u>Sec. 140</u>	<u>Advertising</u>	<u>\$7,500.00</u>
<u>Sec. 130</u>	<u>Travel Costs</u>	<u>\$4,430.00</u>
<u>Sec. 130</u>	<u>Education & Training</u>	<u>\$800.00</u>
<u>Sec. 140</u>	<u>Postage & Shipping</u>	<u>\$500.00</u>
<u>Operation Supplies</u>	-	-
<u>Sec. 140</u>	<u>DPMT Materials & Supplies</u>	<u>\$800.00</u>
<u>Sec. 140</u>	<u>Furniture & Equipment</u>	<u>\$5,190.00</u>
<u>Sec. 140</u>	<u>Copier & Printer Supplies</u>	<u>\$500.00</u>
<u>Sec. 140</u>	<u>Books & Subscriptions</u>	<u>\$500.00</u>
<u>Utilities</u>	-	-
<u>Sec. 140</u>	<u>Natural Gas</u>	<u>\$148.00</u>
<u>Sec. 140</u>	<u>Electricity</u>	<u>\$337.00</u>
<u>Capital Improvements</u>	-	-
<u>Sec. 140</u>	<u>Capital Infrastructure</u>	<u>\$3,950.00</u>

-	Department Total	\$554,353.08
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2024 CDMPO Expenses		
<i>Salaries</i>	-	-2024 Budget
All	1 Executive Director	\$ 119,975.00
Sec. 110	Accountant	\$ 15,527.75
-		
<i>Benefits</i>	-	-
Sec. 110	Health Insurance	\$ 24,358.00
Sec. 111	Life Insurance	\$ 59.00
Sec. 112	Medicare	\$ 1,761.00
Sec. 113	NDPERS	\$ 12,374.00
Sec. 114	Short Term Disability	\$ 977.00
Sec. 115	Long Term Disability	\$ 584.00
-		
<i>Professional Services</i>	-	-
Sec. 210	Consultants	\$ 322,800.00
Sec. 140	Other Professional Services	\$ 7,500.00
Sec. 140	Memberships & Associations	\$ 1,800.00
-		
<i>Repair & Maintenance</i>	-	-
Sec. 140	Structure RPR & MTCE	\$ 750.00
Sec. 140	Pest Control RPR & MTCE	\$ 100.00
Sec. 140	Security System RPR & MTCE	\$ 25.00
Sec. 140	IT MTCE & Repair Agreements	\$ 840.00
Sec. 140	Rentals	\$ 17,364.33
-		
<i>Other Purchased Services</i>	-	-
Sec. 140	General Liability Insurance	\$ 500.00
Sec. 140	Building & Contents Insurance	\$ 550.00
Sec. 140	Inland Marine Insurance	\$ 220.00
Sec. 140	Cyber Security Insurance	\$ 133.00
Sec. 140	Telephone Services	\$ 1,500.00
Sec. 140	Advertising	\$ 7,500.00
Sec. 130	Travel Costs	\$ 4,430.00
Sec. 130	Education & Training	\$ 800.00

Sec. 140	Postage & Shipping	\$ 500.00
-		
<i>Operation Supplies</i>	-	-
Sec. 140	DPMT Materials & Supplies	\$ 800.00
Sec. 140	Furniture & Equipment	\$ 5,190.00
Sec. 140	Copier & Printer Supplies	\$ 500.00
Sec. 140	Books & Subscriptions	\$ 500.00
-		
<i>Utilities</i>	-	-
Sec. 140	Natural Gas	\$ 148.00
Sec. 140	Electricity	\$ 337.00
-		
<i>Capital Improvements</i>	-	-
Sec. 140	Capital Infrastructure	\$ 3,950.00
-		
-	Department Total	\$ 554,353.08

CDMPO Labor Cost

The table below shows the CDMPO labor costs breakdown based on the salary and benefit totals.

CDMPO Labor Cost	
-	<u>Executive Director</u>
<u>2024 Hours</u>	<u>2080</u>
-	
<u>Wage per hour</u>	<u>\$57.68</u>
<u>Benefits per hour</u>	<u>\$17.13</u>
<u>Total Hourly Rate</u>	<u>\$74.81</u>
-	<u>Accountant</u>
<u>2024 Hours</u>	<u>375</u>
-	
<u>Wage per hour</u>	<u>\$32.69</u>
<u>Benefits per hour</u>	<u>\$9.42</u>
<u>Total Hourly Rate</u>	<u>\$42.11</u>
-	<u>Office Assistant</u>
<u>2024 Hours</u>	<u>108.71893133298</u>
-	
<u>Wage per hour</u>	<u>\$24.91</u>

<u>Benefits per hour</u>	<u>\$13.82</u>
<u>Total Hourly Rate</u>	<u>\$38.73</u>

<u>CDMPO Labor Cost</u>	
-	<u>Executive Director</u>
<u>2024 Hours</u>	<u>2080</u>
-	
<u>Wage per hour</u>	<u>\$ 57.68</u>
<u>Benefits per hour</u>	<u>\$ 17.13</u>
<u>Total Hourly Rate</u>	<u>\$ 74.81</u>
-	<u>Accountant</u>
<u>2024 Hours</u>	<u>475</u>
-	
<u>Wage per hour</u>	<u>\$ 32.69</u>
<u>Benefits per hour</u>	<u>\$ 9.42</u>
<u>Total Hourly Rate</u>	<u>\$ 42.11</u>

Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP.

Section 110- Program Support and Administration

<u>Section 110 - Program Support and Administration</u>	<u>Executive Director, Accountant, & Office Assistant (hr)</u>	<u>Total Cost</u>
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<u>Total Hours</u>	<u>716</u>	<u>\$ 53,567.47</u>
<u>Total Expenses (Accountant)</u>	<u>375</u>	<u>\$ 15,790.07</u>
<u>Total Expenses (Office Assistant)</u>	<u>108.71893133298</u>	<u>\$ 4,210.68</u>
<u>Section 110 - Program Support and Administration Total</u>	<u>1199.71893133298</u>	<u>\$ 73,568.22</u>

<u>Section 110 – Program Support and Administration</u>		<u>Executive Director & Accountant (hr)</u>	<u>Total Cost</u>
<u>Total Hours</u>		<u>716</u>	<u>\$ 53,567.47</u>
<u>Total Expenses (Accountant)</u>		<u>475</u>	<u>\$ 20,000.75</u>
<u>Section 110 – Program Support and Administration Total</u>		<u>1191</u>	<u>\$ 73,568.22</u>
	<u>Section 110 - Program Support and Administration</u>	<u>Executive Director (hr)</u>	<u>Total Cost</u>
-			
-	<u>Hours</u>	-	-
<u>Program Support</u>	<u>1. Prepare agendas and minutes for CDMPO PB meetings</u>	<u>60</u>	<u>\$ 4,488.89</u>
	<u>2. Prepare agendas and minutes for CDMPO TAC meetings</u>	<u>60</u>	<u>\$ 4,488.89</u>
	<u>3. Attending CDMPO related meetings throughout the state</u>	<u>68</u>	<u>\$ 5,087.41</u>
	<u>4. MPO By-laws, Website Development, Hire Exec. Director, Title VI, Administrative Policy Development</u>	<u>528</u>	<u>\$ 39,502.27</u>
	<u>Total Hours</u>	<u>716</u>	<u>\$ 53,567.47</u>
	<u>Expenses</u>		-
	<u>Accounting - Extra Help</u>	<u>375</u>	<u>\$ 15,790.07</u>
	<u>Office Assistant - Extra Help</u>	<u>108.71893133298</u>	<u>\$ 4,210.68</u>
	<u>See Section 130 Training and Travel</u>	-	-
	<u>Total Expense</u>	-	<u>\$ 20,000.75</u>

	<u>Section 110—Program Support and Administration</u>	<u>Executive Director (hr)</u>	<u>Total Cost</u>
-			
-	<u>Hours</u>	-	-
<u>Program Support</u>	<u>1. Prepare agendas and minutes for CDMPO PB meetings</u>	<u>60</u>	<u>\$ 4,488.89</u>
	<u>2. Prepare agendas and minutes for CDMPO TAC meetings</u>	<u>60</u>	<u>\$ 4,488.89</u>
	<u>3. Attending CDMPO related meetings throughout the state</u>	<u>68</u>	<u>\$ 5,087.41</u>

4. MPO By-laws, Website Development, Hire Exec. Director, Title VI, Administrative Policy Development	528	\$ 39,502.27
Total Hours	716	\$ 53,567.47
Expenses		-
Accounting--Extra Help	475	\$ 20,000.75
See Section 130 Training and Travel	-	-
Total Expense	-	\$ 20,000.75

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$ 58,854.58	
Burlington	\$ 294.27		
Surrey	\$ 294.27		
Minot	\$ 10,152.41		
Ward County	\$ 3,972.68		
Other			
Total	\$ 14,713.64	\$ 58,854.58	\$ 73,568.22

Section 120- Planning Work Program

Section 120 - Planning Work Program	Executive Director (hr)	Total Cost
Total Hours	428	\$ 32,020.78
Total Expenses		\$ -
Section 120 - Planning Work Program	428	\$ 32,020.78

	Section 120 - Planning Work Program	Executive Director (hr)	Total Cost
	Hours		
Planning Work Program	1. Prepare UPWP and Amendments, 3C Agreement	168	\$ 12,568.90
	2. CDMPO Reporting	260	\$ 19,451.88
	Total Hours	428	\$ 32,020.78
	Expenses		
	N/A		

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$ 25,616.62	
Burlington	\$ 128.08		
Surrey	\$ 128.08		
Minot	\$ 4,418.87		
Ward County	\$ 1,729.12		
Other			
Total	\$ 6,404.16	\$ 25,616.62	\$ 32,020.78

Section 130- Training and Travel

Section 130 - Training and Travel	Executive Director (hr)	Total Cost
Total Hours	72	\$ 5,386.67
Total Expenses		\$ 5,230.00
Section 130 - Training and Travel	72	\$ 10,616.67

	Section 130 - Training and Travel	Executive Director (hr)	Total Cost
	Hours		
Training and Travel	1. Attend trainings and conferences	72	\$ 5,386.67
	Total Hours	72	\$ 5,386.67
	Expenses		
	Training		\$ 800.00
	Travel		\$ 4,430.00
	Total Expense		\$ 5,230.00

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 8,493.34	
Burlington	\$ 42.47		
Surrey	\$ 42.47		
Minot	\$ 1,465.10		
Ward County	\$ 573.30		
Other			
Total	\$ 2,123.33	\$ 8,493.34	\$ 10,616.67

Section 140- Program Expenses

Section 140 - Program Expenses	Executive Director (hr)	Total Cost
Total Hours	120	\$ 8,977.79
Total Expenses		\$ 50,707.33
Section 140 - Program Expenses	120	\$ 59,685.12

	Section 140 - Program Expenses	Executive Director (hr)	Total Cost
	Hours		
Program Expenses	1. PTO and Holidays	120	\$ 8,977.79
	Total Hours	120	\$ 8,977.79
	Expenses		
	Professional Services - Legal		\$ 7,500.00
	Memberships & Associations		\$ 1,800.00
	Structure RPR & MTCE		\$ 750.00
	Pest Control RPR & MTCE		\$ 100.00
	Security System RPR & MTCE		\$ 25.00
	IT MTCE & Repair Agreements		\$ 840.00
	Rentals		\$ 17,364.33
	General Liability Insurance		\$ 500.00
	Building & Contents Insurance		\$ 550.00
	Inland Marine Insurance		\$ 220.00
	Cyber Security Insurance		\$ 133.00
	Telephone Services		\$ 1,500.00
	Advertising		\$ 7,500.00

	Postage & Shipping	\$ 500.00
	Department Materials & Supplies	\$ 800.00
	Furniture & Equipment	\$ 5,190.00
	Copier & Printer Supplies	\$ 500.00
	Books & Subscriptions	\$ 500.00
	Natural Gas	\$ 148.00
	Natural Gas	\$ 337.00
	Capital Infrastructure	\$ 3,950.00
	Total Expense	\$ 50,707.33

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 47,748.10	
Burlington	\$ 238.74		
Surrey	\$ 238.74		
Minot	\$ 8,236.55		
Ward County	\$ 3,223.00		
Other			
Total	\$ 11,937.02	\$ 47,748.10	\$ 59,685.12

Section 210- Metropolitan Transportation Plan Development

Section 210 - Metropolitan Transportation Plan Development	Executive Director (hr)	Total Cost
Total Hours	520	\$ 38,903.75
Total Expenses		\$ 322,800.00
Section 210 - Metropolitan Transportation Plan Development	520	\$ 361,703.75

	Section 210 - Metropolitan Transportation Plan Development	Executive Director (hr)	Total Cost
	Hours		
MTP Development	1. Staff Work Hours	520	\$ 38,903.75
	Total Hours	520	\$ 38,903.75
	Expenses		
	Contract with ATAC for MTP model setup		\$ 65,000.00
	MTP Consultant Contract		\$ 250,000.00
	Complete Streets		\$ 7,800.00
	Total Expenses		\$ 322,800.00

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$ 289,363.00	
Burlington	\$ 1,446.82		
Surrey	\$ 1,446.82		
Minot	\$ 49,915.12		
Ward County	\$ 19,532.00		
Other			
Total	\$ 72,340.75	\$ 289,363.00	\$ 361,703.75

Section 220- Public Participation Plan

Section 220 - Public Participation Plan		Executive Director (hr)	Total Cost
Total Hours		120	\$ 8,977.79
Total Expenses			\$ -
Section 220 - Public Participation Plan		120	\$ 8,977.79

Section 220 Public Participation Plan		Executive Director (hr)	Total Cost
Hours			
Public Participation Plan	1. Prepare Public Participation Plan	120	\$ 8,977.79
	Total Hours	120	\$ 8,977.79
	Expenses		
	N/A		

Section 220 - Public Participation Plan			
Entity	Local	Federal	Total
Federal		\$ 7,182.23	
Burlington	\$ 35.91		

Surrey	\$ 35.91		
Minot	\$ 1,238.93		
Ward County	\$ 484.80		
Other			
Total	\$ 1,795.56	\$ 7,182.23	\$ 8,977.79

Section 310- Transportation Planning Support and Coordination

Section 310 - Transportation Planning Support and Coordination	Executive Director (hr)	Total Cost
Total Hours	104	\$ 7,780.75
Total Expenses		\$ -
Section 310 - Transportation Planning Support and Coordination	104	\$ 7,780.75

	Section 310 - Transportation Planning Support and Coordination	Executive Director (hr)	Total Cost
	Hours		
Transportation Planning Support and Coordination	1. Planning support and coordination with other agencies	104	\$ 7,780.75
	Total Hours	104	\$ 7,780.75
	Expenses		
	N/A		

Section 310 - Transportation Planning Support and Coordination			
Entity	Local	Federal	Total
Federal		\$ 6,224.60	
Burlington	\$ 31.12		

Surrey	\$	31.12		
Minot	\$	1,073.74		
Ward County	\$	420.16		
Other				
Total	\$	1,556.15	\$ 6,224.60	\$ 7,780.75

Program Funding Summary

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

<u>Total Program Hours and Expenses</u>	<u>Executive Director, Accountant, and Office Assistant (hr)</u>	<u>Total Cost</u>
<u>Total Hours</u>	<u>2563.71893133298</u>	<u>\$ 155,615.00</u>
<u>Total Expenses</u>		<u>\$ 398,738.08</u>
<u>Total Program Hours and Expenses</u>	<u>2563.71893133298</u>	<u>\$ 554,353.08</u>

<u>Total Program Hours and Expenses</u>	<u>Executive Director (hr)</u>	<u>Total Cost</u>
<u>Total Hours</u>	<u>2555</u>	<u>\$ 155,615.00</u>
<u>Total Expenses</u>		<u>\$ 398,738.08</u>
<u>Total Program Hours and Expenses</u>	<u>2555</u>	<u>\$ 554,353.08</u>

<u>Total Program Cost Share</u>	<u>Total Cost</u>
Total Local Cost	\$ 110,870.62
Total Federal Cost	\$ 443,482.47
Total Program Hours and Expenses	\$ 554,353.08

<u>Total Program Local Share</u>	<u>Total Cost</u>
Burlington	\$ 2,217.41

Surrey	\$	2,217.41
Minot	\$	76,500.73
Ward County	\$	29,935.07
Total Program Hours and Expenses	\$	110,870.62

AdoptionAmended

The Central Dakota Metropolitan Planning Organization ~~originally adopted~~ ~~has adopted~~ the 2024 Unified Planning Work Program on January 25, 2024.

The 2024 Unified Planning Work Program was further administratively modified on July 26, 2024.

The Central Dakota Metropolitan Planning Organization hereby amends the 2024 Unified Planning Work Program as provided herein, which includes the aforementioned administrative modification, on

_____, _____, _____.

John Fjeldahl, Chairman

Date

Appendix 1 – 3C Agreement

Date: 09/19/2024

To: Wayne Zacher, MPO Coordinator, North Dakota Department of Transportation; Kristen Sperry, Planning Program Manager, FHWA, Renae Tunison, Community Planner, FTA

From: John Van Dyke, Executive Director, Central Dakota Metropolitan Planning Organization

Subject: 2025 UPWP - CDMPO

All,

Attached, you will find two copies of the final draft of the 2025 UPWP for your review/consideration of approval, both with and without tracked changes. The document named "Draft Central Dakota MPO 2025 UPWP_08202024_FHWA_Comments_Addressed_TrackChanges" includes the changes stemming from comments received by Kristen Sperry, Planning Program Manager, Federal Highway Administration (FHWA) from the preliminary draft submission that was approved by the Central Dakota Metropolitan Planning Organization (CDMPO) Policy Board at their July 25, 2024 meeting.

The changes between the preliminary draft and final draft may be summarized as follows:

- 1) Additional clarify/specificity added to Section descriptions to include any/all items denoted within respective tables later in the document.
- 2) Clarification added to hourly rates as applied to wages and benefits to help explain differences as may be calculated due to rounding to nearest \$0.01.
- 3) Program funding tables have been updated to outline a summary of activities and now include staff hours tied to specific activities denoted within the respective summary.
- 4) PTO and Holiday Pay hours and associated costs moved from Section 140 Program Expenses to Section 110 Program Support and Administration
- 5) Forty (40) hours and associated costs moved from Section 110 Program Support and Administration to Section 130 – Training and Travel.
- 6) Reallocated Accountant and Office Assistant staff hours and associated costs from expenses and to staff hours.

The attached final draft of the 2025 UPWP was approved by CDMPO Policy Board at their September 19, 2024 meeting.

I thank you for your consideration and following your approval this document will be posted to the Central Dakota MPO webpage.

Thank you,

John Van Dyke
Executive Director, Central Dakota MPO

Attachments:

Draft Central Dakota MPO 2025 UPWP_08202024_FHWA_Comments_Addressed
Draft Central Dakota MPO 2025 UPWP_08202024_FHWA_Comments_Addressed_TrackChanges

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
Paul Pitner	City of Minot
Shelly Wepler	Ward County

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of the Minot City Hall, located at 10 3rd Ave SW, Minot, ND.



Technical Advisory Committee

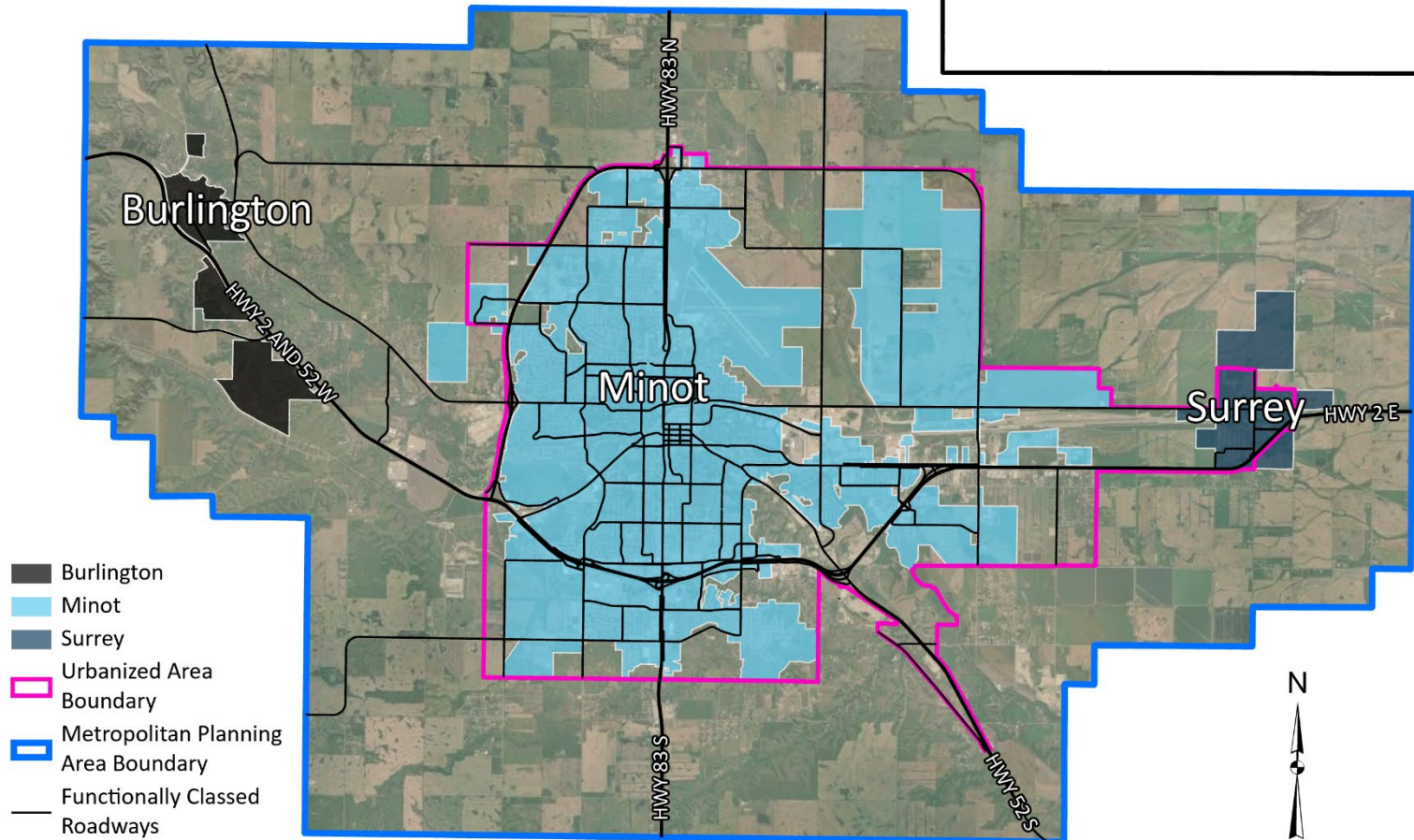
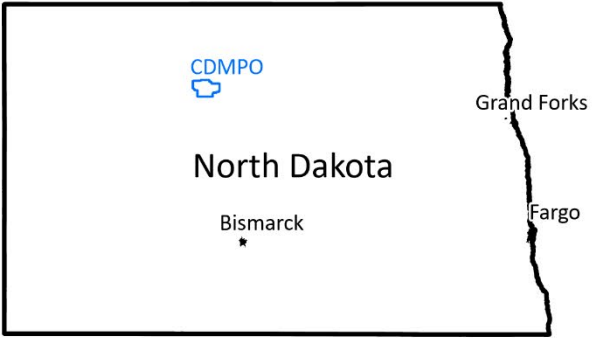
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

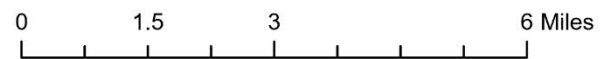
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St. SE, Minot, ND.

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) and Federal Transit Administration (FTA).

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 120 - Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 (Section 220 of the 2024 UPWP) 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 no later than December 31, 2026. 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.

Other work that is still needed to be initiated or completed 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, Title VI program work, website development, and attending MPO activity meetings, including but not limited to Planning Commission, County Commission, and City Council/Commission. This section will also include work on the creation of any new, or modifications of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. In addition, this section includes financial and other state/federal reporting, paid time off and holiday pay for the Executive Director, and all other administrative functions to support the CDMPO. This activity will be complete at the end of 2025.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the 2026 UPWP, which will include anticipation of 2027 activities. It will also include any associated amendments and administrative modifications to the 2025 UPWP. 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 professional legal services, computer hardware, software, and maintenance/repair, office rent, telephone services, advertising for public input, engagement, and outreach, postage and shipping, materials and supplies, furnishings and equipment, copier and printer supplies, books and subscriptions, and memberships and associations.

The CDMPO will also enter into a three-year contract with the Advanced Traffic Analysis Center (ATAC) beginning January 1, 2025, which includes an annual fee. This annual fee is included in this section.

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.

Metropolitan Transportation Plan Development activities project management to include consistent interaction with the consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the MTP.

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

Finally, this project will utilize the full amount of Complete Streets funding set aside for 2025 in the amount of \$7,959 toward consultant fees for this effort.

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.

Transit Development Plan activities will focus on securing consultant services to accomplish approximately 25 percent of the Transit Development Plan and surround project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the TDP. 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 and other departments on development proposals, transit planning, and other planning-related 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		
<i>All</i>	<i>Executive Director</i>	<i>\$ 121,936.00</i>
<i>Sec. 110</i>	<i>Accountant</i>	<i>\$ 8,080.80</i>
<i>Sec. 110</i>	<i>Office Assistant</i>	<i>\$ 12,953.20</i>
Benefits		
<i>Sec. 110</i>	<i>Health Insurance</i>	<i>\$ 23,401.46</i>
<i>Sec. 110</i>	<i>Life Insurance</i>	<i>\$ 394.60</i>
<i>Sec. 110</i>	<i>Medicare</i>	<i>\$ 3,759.76</i>
<i>Sec. 110</i>	<i>NDPERS</i>	<i>\$ 12,056.07</i>
<i>Sec. 110</i>	<i>Short Term Disability</i>	<i>\$ 1,201.25</i>
<i>Sec. 110</i>	<i>Long Term Disability</i>	<i>\$ 668.25</i>
Professional Services		
<i>Sec. 210 & 220</i>	<i>Consultants</i>	<i>\$ 399,613.60</i>
<i>Sec. 130</i>	<i>Education & Training</i>	<i>\$ 800.00</i>
<i>Sec. 140</i>	<i>Professional Services - Legal</i>	<i>\$ 7,500.00</i>
<i>Sec. 140</i>	<i>ATAC Annual Fee</i>	<i>\$ 10,000.00</i>
<i>Sec. 140</i>	<i>Telephone Services and IT Maintenance and Repair Agreements</i>	<i>\$ 2,340.00</i>
<i>Sec. 140</i>	<i>Books, Subscriptions, Memberships, and Associations</i>	<i>\$ 2,300.00</i>
Operational Expenses		
<i>Sec. 130</i>	<i>Travel Costs</i>	<i>\$ 4,430.00</i>
<i>Sec. 140</i>	<i>Office Rent</i>	<i>\$ 3,100.00</i>
<i>Sec. 140</i>	<i>Advertising, Postage, and Shipping</i>	<i>\$ 6,500.00</i>
<i>Sec. 140</i>	<i>Department Materials, Copier/Printer Supplies, Furnishings, and Equipment</i>	<i>\$ 3,000.00</i>
Department Total		<i>\$ 624,035.00</i>



CDMPO Labor Cost

The table below shows the CDMPO labor cost breakdown based on the salary and benefit totals for the Executive Director, Accountant, and Office Assistant¹.

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

¹ Hourly rates are a function of the annual cost of the respective labor cost component divided by the number of hours programmed for each position. Therefore, the hourly rates shown in Table 3. are rounded to the nearest \$0.01. For example, annual wages and hours for the Executive Director are programmed at \$121,936 and 2,080 respectively. This results in an hourly rate of approximately \$58.623076923. The labor costs for each table in this report reflect the more accurate hourly wage calculation.



Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP. Sections and line items within each section are estimates and funds may need to be moved between sections or individual line items within each section as needed through an administrative modification or amendment.

An Administrative Modification is required for: 1) adjustments totaling no more than ten (10) percent of funding allocated within one section to another section; or 2) adjustments totaling no more than ten (10) percent of funding allocated for an individual line item within a section to another individual line item within the same 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 are effected by the Executive Director and the Technical Advisory Committee and Policy Board are informed thereafter of the changes. 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, Accountant, and Office Assistant	1,488	\$ 87,003.74
Total Expenses		\$ -
Section 110 - Program Support and Administration Total	1,488	\$ 87,003.74



Table 6. Section 110 Detail of Hours and Expenses

	Section 110 - Program Support and Administration	Hours	Total Cost
	Activities		
	Preparation and attendance of TAC/PB meetings, attendance of CDMPO meetings throughout the state, grant writing, website development, administrative policy development, member jurisdiction coordination and presentations, financial and other state/federal reporting, Paid Time Off (PTO) and Holiday Pay, and other administrative functions to support the CDMPO.		
	Hours		
Program Support	Executive Director - All Activities	760	\$ 56,106.23
	Accountant - Preparation and attendance of TAC/PB meetings, financial and other state/federal reporting	208	\$ 10,757.92
	Office Assistant - Preparation and attendance of TAC/PB meetings, website development, financial and other state/federal reporting, other administrative functions to support the CDMPO	520	\$ 20,139.60
	Total Hours	1,488	\$ 87,003.74
	Expenses		
	N/a		\$ -

Table 7. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$ 69,603.00	
Burlington	\$ 348.01		
Surrey	\$ 348.01		
Minot	\$ 12,006.52		
Ward County	\$ 4,698.20		
Other			
Total	\$ 17,400.75	\$ 69,603.00	\$ 87,003.74



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
	Activities		
Planning Work Program	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	320	\$ 23,623.67
	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	120	\$ 8,858.88
Total Expenses		\$ 5,230.00
Section 130 - Training and Travel	120	\$ 14,088.88

Table 12. Section 130 Detail of Hours and Expenses

	Section 130 - Training and Travel	Hours	Total Cost
	Activities		
Training and Travel	Trainings, conferences, and other professional development activities		
	Hours		
	Executive Director - All Activities	120	\$ 8,858.88
	Total Hours	120	\$ 8,858.88
	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		\$ 11,271.10	
Burlington	\$ 56.36		
Surrey	\$ 56.36		
Minot	\$ 1,944.27		
Ward County	\$ 760.80		
Other			
Total	\$ 2,817.78	\$ 11,271.10	\$ 14,088.88



Section 140- Program Expenses

Table 14. Section 140 Summary of Hours and Expenses

Section 140 - Program Expenses	Hours	Total Cost
Total Hours	0	\$ -
Total Expenses		\$ 34,740.00
Section 140 - Program Expenses	0	\$ 34,740.00

Table 15. Section 140 Detail of Hours and Expenses

	Section 140 - Program Expenses	Hours	Total Cost
	Activities		
	N/a		
	Hours		
	N/a		\$ -
	Expenses		
	Professional Services - Legal		\$ 7,500.00
	Office Rent		\$ 3,100.00
	Advertising, Postage, and Shipping		\$ 6,500.00
	Department Materials, Copier/Printer Supplies, Furnishings, and Equipment		\$ 3,000.00
	Telephone Services and IT Maintenance and Repair Agreements		\$ 2,340.00
	Books, Subscriptions, Memberships, and Associations		\$ 2,300.00
	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		\$ 27,792.00	
Burlington	\$ 138.96		
Surrey	\$ 138.96		
Minot	\$ 4,794.12		
Ward County	\$ 1,875.96		
Other			
Total	\$ 6,948.00	\$ 27,792.00	\$ 34,740.00



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
	Activities		
MTP Development	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the MTP.		
	Hours		
	Executive Director - All Activities	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 – Transit Development 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 – Transit Development Plan		260	\$ 73,807.84

Table 21. Section 220 Detail of Hours and Expenses

Section 220 Transit Development Plan (TDP)		Hours	Total Cost
Transit Development Plan	Activities		
	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	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 – Transit Development Plan			
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
	Activities		
Transportation Planning Support and Coordination	Coordination with planning and other departments on development proposals, transit planning, and other planning-related initiatives.		
	Hours		
	Executive Director - All Activities	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, Accountant, and Office Assistant	2,808	\$ 184,451.40
Total Expenses		\$ 439,583.60
Total Program Hours and Expenses	2,808	\$ 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 2025 Unified Planning Work Program on _____, _____, _____.

John Fjeldahl, Chairman

Date

DRAFT



Appendix 1 – 3C Agreement

DRAFT

2025 Unified Planning Work Program (UPWP)

Central Dakota Metropolitan Planning Organization

MPO Contact:

John Van Dyke, Executive Director

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10 3rd Ave SW

Minot, ND 58701



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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 Paul Pitner	City of Minot
Shelly Weppler	Ward County

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of the Minot City Hall, located at 10 3rd Ave SW, Minot, ND. The policy board meets the fourth Thursday of each month (subject to change).



Technical Advisory Committee

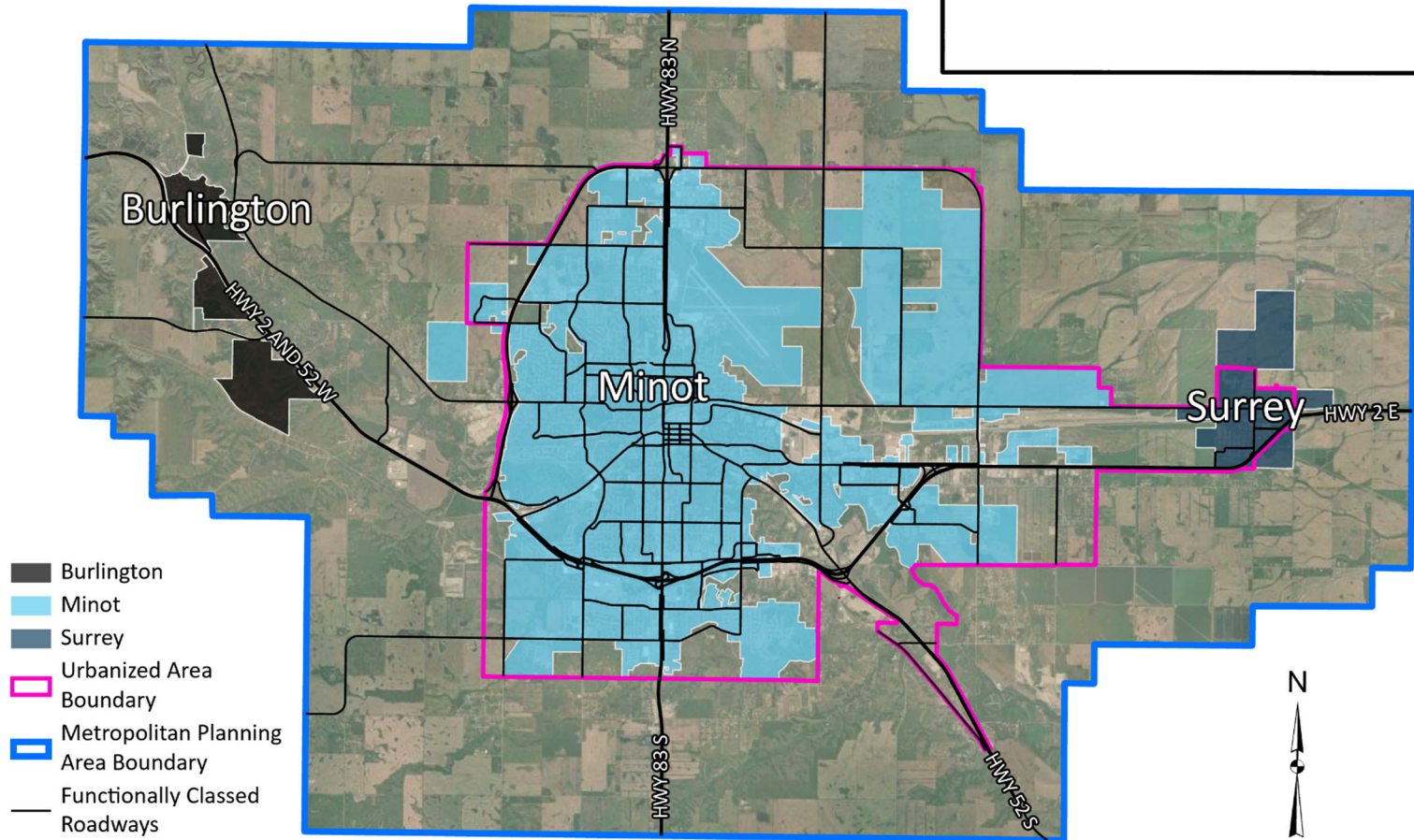
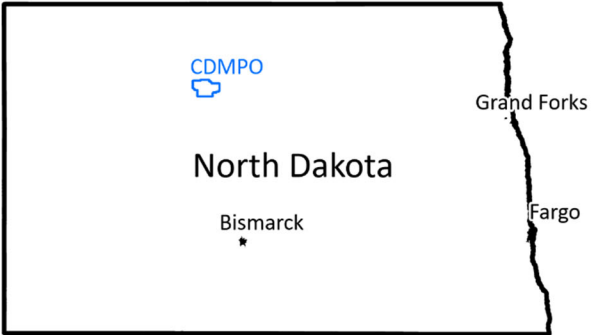
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

Agency	Title
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

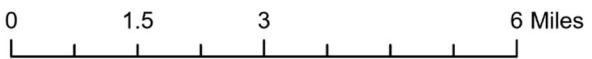
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St. SE, Minot, ND.
~~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) and Federal Transit Administration (FTA).

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 120 - Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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, \(Section 220 of the 2024 UPWP\)](#) 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 no later than December 31, 20256. 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.](#)

Other work that is still needed [to be initiated or completed 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 ~~s~~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, ~~and attending MPO activity meetings, including but not limited to Planning Commission, County Commission, and City Council/Commission.~~ This section will also include work on the creation of any new, or modifications of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. In addition, this section includes financial and other state/federal reporting, paid time off and holiday pay for the Executive Director, and all other administrative functions to support the CDMPO. ~~–~~ This activity will be complete at the end of 2025.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the 2026 UPWP, which will include anticipation of 2027 activities. It will also include any UPWP and associated amendments and administrative modifications to the 2025 UPWP. ~~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 ~~e~~Expenses are the costs necessary to maintain the CDMPO office including but not limited to professional legal services, computer hardware, software, and maintenance/repair, office rent, telephone services, supplies, printing and mailing, utilities, furnishing, computer and software, advertising for public input, engagement, and outreach, postage and shipping, materials and supplies, furnishings and equipment, copier and printer supplies, books and subscriptions, and memberships and associations.



The CDMPO will also enter into a three-year contract with the Advanced Traffic Analysis Center (ATAC) beginning January 1, 2025, which includes an annual fee. This annual fee is included in this section.

~~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.

Metropolitan Transportation Plan Development activities project management to include consistent interaction with the consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the MTP.

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

Finally, this project will utilize the full amount of Complete Streets funding set aside for 2025 in the amount of \$7,959 toward consultant fees for this effort.

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.

Transit Development Plan activities Section 220 will focus on securing consultant services to accomplish approximately 25 percent of the Transit Development Plan and surround –project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all



other activities necessary to support facilitation of the creation of the TDP. 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 and other departments on development proposals, transit planning, and other planning-related initiatives. ~~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
-		
Benefits		



2025 CDMPO Expenses		
<u>Sec. 110</u>	<u>Health Insurance</u>	<u>\$ 23,401.46</u>
<u>Sec. 110</u>	<u>Life Insurance</u>	<u>\$ 394.60</u>
<u>Sec. 110</u>	<u>Medicare</u>	<u>\$ 3,759.76</u>
<u>Sec. 110</u>	<u>NDPERS</u>	<u>\$ 12,056.07</u>
<u>Sec. 110</u>	<u>Short Term Disability</u>	<u>\$ 1,201.25</u>
<u>Sec. 110</u>	<u>Long Term Disability</u>	<u>\$ 668.25</u>
-		
Professional Services		
<u>Sec. 210 & 220</u>	<u>Consultants</u>	<u>\$ 399,613.60</u>
<u>Sec. 130</u>	<u>Education & Training</u>	<u>\$ 800.00</u>
<u>Sec. 140</u>	<u>Professional Services - Legal</u>	<u>\$ 7,500.00</u>
<u>Sec. 140</u>	<u>ATAC Annual Fee</u>	<u>\$ 10,000.00</u>
<u>Sec. 140</u>	<u>Telephone Services and IT Maintenance and Repair Agreements</u>	<u>\$ 2,340.00</u>
<u>Sec. 140</u>	<u>Books, Subscriptions, Memberships, and Associations</u>	<u>\$ 2,300.00</u>
-		
Operational Expenses		
<u>Sec. 130</u>	<u>Travel Costs</u>	<u>\$ 4,430.00</u>
<u>Sec. 140</u>	<u>Office Rent</u>	<u>\$ 3,100.00</u>
<u>Sec. 140</u>	<u>Advertising, Postage, and Shipping</u>	<u>\$ 6,500.00</u>
<u>Sec. 140</u>	<u>Department Materials, Copier/Printer Supplies, Furnishings, and Equipment</u>	<u>\$ 3,000.00</u>
-		
Department Total		\$ 624,035.00

2025 CDMPO Expenses		
Salaries		
<u>All</u>	<u>-Executive Director</u>	<u>-\$ 121,936.00</u>
<u>Sec. 110</u>	<u>-Accountant</u>	<u>-\$ 8,080.80</u>
<u>Sec. 110</u>	<u>-Office Assistant</u>	<u>-\$ 12,953.20</u>
-		
Benefits		
<u>Sec. 110</u>	<u>Health Insurance</u>	<u>-\$ 23,401.46</u>
<u>Sec. 111</u>	<u>Life Insurance</u>	<u>-\$ 394.60</u>
<u>Sec. 112</u>	<u>Medicare</u>	<u>-\$ 3,759.76</u>
<u>Sec. 113</u>	<u>NDPERS</u>	<u>-\$ 12,056.07</u>
<u>Sec. 114</u>	<u>Short Term Disability</u>	<u>-\$ 1,201.25</u>
<u>Sec. 115</u>	<u>Long Term Disability</u>	<u>-\$ 668.25</u>
-		
Professional Services		



2025-CDMPO Expenses		
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 ~~an~~ Office Assistant¹.

¹ Hourly rates are a function of the annual cost of the respective labor cost component divided by the number of hours programmed for each position. Therefore, the hourly rates shown in Table 3. are rounded to the nearest \$0.01. For example, annual wages and hours for the Executive Director are programmed at \$121,936 and 2,080 respectively. This results in an hourly rate of approximately \$58.623076923. The labor costs for each table in this report reflect the more accurate hourly wage calculation.



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. Sections and line items within each section are estimates and funds may need to be moved between sections or individual line items within each section as needed as needed through without an administrative modification or amendment.

An Administrative Modification is required for: 1) adjustments totaling no more than ten (10) percent of funding allocated within one a particular section to another section; or 2) adjustments totaling no more than ten (10) percent of funding allocated for an individual line item within a section to another individual line item within the same 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 are effected by the Executive Director and the Technical Advisory Committee and Policy Board are informed thereafter of the changes. 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

<u>Section 110 - Program Support and Administration</u>	<u>Hours</u>	<u>Total Cost</u>
<u>Total Hours - Executive Director, Accountant, and Office Assistant</u>	<u>1,488</u>	<u>\$ 87,003.74</u>
<u>Total Expenses</u>		<u>\$ -</u>
<u>Section 110 - Program Support and Administration Total</u>	<u>1,488</u>	<u>\$ 87,003.74</u>



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
-	Section 110 - Program Support and Administration	Hours	Total Cost
-	Activities	-	-
Program Support	Preparation and attendance of TAC/PB meetings, attendance of CDMPO meetings throughout the state, grant writing, website development, administrative policy development, member jurisdiction coordination and presentations, financial and other state/federal reporting, Paid Time Off (PTO) and Holiday Pay, and other administrative functions to support the CDMPO.	-	-
	Hours	-	-
	Executive Director - All Activities	760	\$ 56,106.23
	Accountant - Preparation and attendance of TAC/PB meetings, financial and other state/federal reporting	208	\$ 10,757.92
	Office Assistant - Preparation and attendance of TAC/PB meetings, website development, financial and other state/federal reporting, other administrative functions to support the CDMPO	520	\$ 20,139.60
	Total Hours	1,488	\$ 87,003.74



	Expenses	-	
	<u>N/a</u>	-	<u>\$ -</u>

Table 7. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
<u>Entity</u>	<u>Local</u>	<u>Federal</u>	<u>Total</u>
<u>Federal</u>	-	<u>\$ 69,603.00</u>	-
<u>Burlington</u>	<u>\$ 348.01</u>	-	-
<u>Surrey</u>	<u>\$ 348.01</u>	-	-
<u>Minot</u>	<u>\$ 12,006.52</u>	-	-
<u>Ward County</u>	<u>\$ 4,698.20</u>	-	-
<u>Other</u>	-	-	-
<u>Total</u>	<u>\$ 17,400.75</u>	<u>\$ 69,603.00</u>	<u>\$ 87,003.74</u>

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

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
-	Activities	-	



Planning Work Program	<u>Prepare UPWP, administrative modifications, and amendments</u>	-	
	<u>Hours</u>	-	
	<u>Executive Director - All Activities</u>	<u>320</u>	<u>\$ 23,623.67</u>
	<u>Total Hours</u>	<u>320</u>	<u>\$ 23,623.67</u>
	<u>Expenses</u>	-	
	<u>N/a</u>	-	<u>\$ -</u>

Table 10. Section 120 Cost Share Breakdown

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

Table 10. Section 120 Cost Share Breakdown

Section 120—Planning Work Program			
<u>Entity</u>	<u>Local</u>	<u>Federal</u>	<u>Total</u>
<u>Federal</u>	-	<u>\$ 18,898.94</u>	-
<u>Burlington</u>	<u>\$ 94.49</u>	-	-



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

<u>Section 130 - Training and Travel</u>	<u>Hours</u>	<u>Total Cost</u>
<u>Total Hours - Executive Director</u>	<u>120</u>	<u>\$ 8,858.88</u>
<u>Total Expenses</u>	-	<u>\$ 5,230.00</u>
<u>Section 130 - Training and Travel</u>	<u>120</u>	<u>\$ 14,088.88</u>

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

Table 12. Section 130 Detail of Hours and Expenses

	<u>Section 130 - Training and Travel</u>	<u>Hours</u>	<u>Total Cost</u>
-	<u>Activities</u>	-	
	<u>Trainings, conferences, and other professional development activities</u>	-	
	<u>Hours</u>	-	
	<u>Executive Director - All Activities</u>	<u>120</u>	<u>\$ 8,858.88</u>
	<u>Total Hours</u>	<u>120</u>	<u>\$ 8,858.88</u>
	<u>Expenses</u>		
	<u>Training</u>		<u>\$ 800.00</u>
	<u>Travel</u>		<u>\$ 4,430.00</u>
	<u>Total Expense</u>		<u>\$ 5,230.00</u>

-	<u>Section 130—Training and Travel</u>	<u>Hours</u>	<u>Total Cost</u>
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-	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	-	<u>\$ 11,271.10</u>	-
Burlington	<u>\$ 56.36</u>	-	-
Surrey	<u>\$ 56.36</u>	-	-
Minot	<u>\$ 1,944.27</u>	-	-
Ward County	<u>\$ 760.80</u>	-	-
Other	-	-	-
Total	<u>\$ 2,817.78</u>	<u>\$ 11,271.10</u>	<u>\$ 14,088.88</u>

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

<u>Section 140 - Program Expenses</u>	<u>Hours</u>	<u>Total Cost</u>
<u>Total Hours</u>	<u>0</u>	<u>\$ -</u>
<u>Total Expenses</u>		<u>\$ 34,740.00</u>
<u>Section 140 - Program Expenses</u>	<u>0</u>	<u>\$ 34,740.00</u>

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

Table 15. Section 140 Detail of Hours and Expenses

<u>-</u>	<u>Section 140 - Program Expenses</u>	<u>Hours</u>	<u>Total Cost</u>
<u>-</u>	<u>Activities</u>		<u>-</u>
<u>Program Expenses</u>	<u>N/a</u>		<u>-</u>
	<u>Hours</u>		<u>-</u>
	<u>N/a</u>	<u>-</u>	<u>\$ -</u>
	<u>Expenses</u>		<u>-</u>
	<u>Professional Services - Legal</u>	<u>-</u>	<u>\$ 7,500.00</u>
	<u>Office Rent</u>	<u>-</u>	<u>\$ 3,100.00</u>
	<u>Advertising, Postage, and Shipping</u>	<u>-</u>	<u>\$ 6,500.00</u>
	<u>Department Materials, Copier/Printer Supplies, Furnishings, and Equipment</u>		<u>\$ 3,000.00</u>
	<u>Telephone Services and IT Maintenance and Repair Agreements</u>		<u>\$ 2,340.00</u>
	<u>Books, Subscriptions, Memberships, and Associations</u>	<u>-</u>	<u>\$ 2,300.00</u>
	<u>ATAC Annual Fee</u>	<u>-</u>	<u>\$ 10,000.00</u>
	<u>Total Expense</u>	<u>-</u>	<u>\$ 34,740.00</u>

<u>-</u>	<u>Section 140—Program Expenses</u>	<u>Hours</u>	<u>Total Cost</u>
<u>-</u>	<u>Hours</u>	<u>-</u>	<u>-</u>
<u>Program Expenses</u>	<u>1. PTO and Holidays</u>	<u>160</u>	<u>\$ 11,811.84</u>
<u>-</u>	<u>Total Hours</u>	<u>160</u>	<u>\$ 11,811.84</u>
<u>-</u>	<u>Expenses</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>Professional Services—Legal</u>	<u>-</u>	<u>\$ 7,500.00</u>



-	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	-	<u>\$ 27,792.00</u>	-
Burlington	<u>\$ 138.96</u>	-	-
Surrey	<u>\$ 138.96</u>	-	-
Minot	<u>\$ 4,794.12</u>	-	-
Ward County	<u>\$ 1,875.96</u>	-	-
Other	-	-	-
Total	<u>\$ 6,948.00</u>	<u>\$ 27,792.00</u>	<u>\$ 34,740.00</u>

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

	<u>Section 210 - Metropolitan Transportation Plan (MTP)</u>	<u>Hours</u>	<u>Total Cost</u>
	<u>Activities</u>		-
<u>MTP Development</u>	<u>Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the MTP.</u>		-
	<u>Hours</u>		-
	<u>Executive Director - All Activities</u>	<u>520</u>	<u>\$ 38,388.47</u>
	<u>Total Hours</u>	<u>520</u>	<u>\$ 38,388.47</u>
	<u>Expenses</u>	-	-
	<u>MTP Consultant Contract</u>	-	<u>\$ 337,041.00</u>
	<u>Complete Streets</u>	-	<u>\$ 7,959.00</u>
	<u>Total Expenses</u>	-	<u>\$ 345,000.00</u>

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

Table 19. Section 210 Cost Share Breakdown

<u>Section 210 - Metropolitan Transportation Plan Development</u>



<u>Entity</u>	<u>Local</u>	<u>Federal</u>	<u>Total</u>
<u>Federal</u>	-	<u>\$ 306,710.78</u>	-
<u>Burlington</u>	<u>\$ 1,533.55</u>	-	-
<u>Surrey</u>	<u>\$ 1,533.55</u>	-	-
<u>Minot</u>	<u>\$ 52,907.61</u>	-	-
<u>Ward County</u>	<u>\$ 20,702.98</u>	-	-
<u>Other</u>	-	-	-
<u>Total</u>	<u>\$ 76,677.69</u>	<u>\$ 306,710.78</u>	<u>\$ 383,388.47</u>

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

Section 220 – ~~Public Participation~~ Transit Development 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 Transit DevelopmentParticipation Plan	260	\$ 73,807.84

Table 21. Section 220 Detail of Hours and Expenses

	Section 220 Transit Development Plan (TDP)	Hours	Total Cost
-	<u>Activities</u>	-	



Transit Development Plan	<u>Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.</u>	-	-
	Hours		
	<u>Executive Director - All Activities</u>	260	\$ 19,194.24
	<u>Total Hours</u>	260	\$ 19,194.24
	Expenses		
	<u>TDP Consultant Contract</u>	-	\$ 54,613.60
	<u>Total Expenses</u>	-	\$ 54,613.60

-	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 Transit Development Plan 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

-	<u>Section 310 - Transportation Planning Support and Coordination</u>	<u>Hours</u>	<u>Total Cost</u>
-	<u>Activities</u>	-	-
<u>Transportation Planning Support and Coordination</u>	<u>Coordination with planning and other departments on development proposals, transit planning, and other planning-related initiatives.</u>	-	-
	<u>Hours</u>	-	-
	<u>Executive Director - All Activities</u>	<u>100</u>	<u>\$ 7,382.40</u>
	<u>Total Hours</u>	<u>100</u>	<u>\$ 7,382.40</u>
	<u>Expenses</u>	-	-
	<u>N/A</u>	-	-

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



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, Accountant, and Office Assistant	2,808	\$ 184,451.40
Total Expenses	-	\$ 439,583.60
Total Program Hours and Expenses	2,808	\$ 624,035.00

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 2025⁴ Unified Planning Work Program on _____, _____.

John Fjeldahl, Chairman

Date



Appendix 1 – 3C Agreement

**Central Dakota Metropolitan Planning Organization
2050 Metropolitan Transportation Plan
Technical Advisory Committee Meeting
September 10, 2024**

Agenda

1. Project Introduction (Attachment A)
2. Goals, Objectives, and Policies (Attachment B)
 - a. Overview of federal transportation guidance
3. Community Engagement
 - a. Logo and branding
 - b. Engagement plan (Attachment C)
 - c. Phase 1 engagement plan
4. Existing Conditions
 - a. Preliminary existing conditions information (Attachment D)
 - b. Financial plan overview and data needs
5. Future Network Conditions
 - a. Travel Demand Model Transportation Analysis Zone update

Central Dakota Metropolitan Planning Organization

2050 Metropolitan Transportation Plan

Technical Advisory Committee Meeting

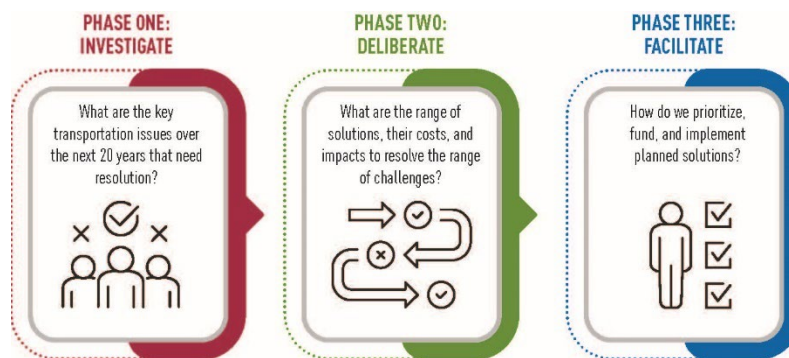
September 10, 2024

Project Introduction

The Metropolitan Transportation Plan (MTP) will establish a transportation planning framework for the region, fulfill federal transportation planning requirements, and identify a regional vision for policy and project implementation planning. The planning process will focus on the federal metropolitan planning organization directive to conduct a continuing, cooperative, and comprehensive (3-C) planning process. The plan will be developed with a multimodal framework covering all modes of transportation. Existing and future conditions will be analyzed for roadways, freight, multimodal infrastructure including bicycle and pedestrian, transit, and airport. The plan will include priority subarea analysis and recommendations for the Burdick Expressway – Downtown Core, N Broadway between 19th Avenue NW and 21st Avenue NW, 21st Avenue NW corridor, and S Broadway from 11th Avenue SW to 20th Avenue SW.

Development of the MTP includes 10 main tasks over an 18-month project time period. The planning process will leverage existing conditions data analysis to establish goals, objectives, and performance measures as the foundation of the plan. Future network conditions will be analyzed to generate a comprehensive identification of issues. Next, a range of alternatives will be developed and evaluated to understand regional transportation project investment scenarios. Together with the financial plan component, a recommended future network and implementation plan will be developed through a combination of technical analysis and agency coordination and engagement.

Community and agency engagement will be key to the success of the project. Public engagement will occur in three phases: Investigate, Deliberate, and Facilitate. Each phase incorporates public engagement tools and activities for each community.



The detailed project schedule will be included in the presentation slides. Key tasks underway this fall are Existing Conditions, Goals and Objectives, Future Network Conditions, and the Financial Plan. Over the winter the main work items will be Identification of Issues and Range of Alternatives analysis. This will set up for spring and summer 2025 work and coordination on the Recommended Future Network and Implementation Plan. The draft preliminary plan is planned for September 2025 with the draft final plan in October 2025 and plan adoption in December 2025.

Central Dakota Metropolitan Planning Organization's

2050 Metropolitan Transportation Plan (MTP) Goals

Introduction

Below are initial goals to be considered in the development of the 2050 CDMPO MTP. These goals have been formulated based on other MTP goals from MPOs in North Dakota, as well as federal policy guidance. It is expected that these goals will be revised through an iterative process as existing condition information and stakeholder input becomes available. Each topical area to be considered is bolded, followed by two options for goals. Further detail is provided in the Text Coding Key below.

Text Coding Key:

Increase the security of the transportation system – Federal Highway Administration, Department of Transportation Regulations identify various factors that must be considered in the planning process: [23 CFR § 450.306 - Scope of the metropolitan transportation planning process](#). Note that the **Social Equity** topic may be considered given federal guidance from Title VI of the Civil Rights Act of 1964 and Executive Orders 12898 and 13985.

Safety – name of a goal.

Create an accessible transportation system – advanced formulation of a goal.

Promote a sustainable transportation system – simplified formulation of a goal.

- **Public Health** – potential objective (only provided to show how the federal planning factors highlighted could all be addressed).
-

Increase the safety of the transportation system for motorized and non-motorized users.

Safety – Reduce and serious injuries and traffic fatalities on all public roads for both motorized and non-motorized users / Achieve a safe and secure transportation system that protects all users and enhances community well-being.

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.

Environmental Sustainability – Protect and enhance the natural, cultural, and built environment while promoting energy conservation and climate change mitigation / Promote a sustainable transportation system that balances growth with environmental stewardship and resilience.

***Social Equity** – Ensure equitable investments in transportation that enhance quality of life for all residents, particularly underserved and vulnerable populations / Support a transportation system that is inclusive, providing fair access and benefits across all communities.

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

Mobility & Accessibility for all Modes of Travel – Create an accessible, connected, and integrated transportation system that facilitates travel across various modes of transportation / Create a multimodal transportation network that increases mobility options and enhances connectivity for all users.

- **Public Health** – Develop a transportation system that supports healthy lifestyles through increased opportunities for walking, cycling, and active transportation / Develop a transportation network that promotes public health and well-being through safe, accessible, and active transportation options.

Emphasize the preservation of the existing transportation system.

System Preservation - Emphasize the preservation and maintenance of the existing transportation infrastructure to extend its useful life / Emphasize a durable and reliable transportation system that supports long-term economic and community vitality.

Infrastructure Condition – Maintain and improve the transportation infrastructure to ensure it remains in a state of good repair / Maintain a transportation infrastructure network that supports reliable and efficient travel.

Improve the resiliency and reliability of the transportation system.

System Reliability – Improve the efficiency and reliability of the surface transportation system to support consistent travel times and reliable service / Improve a transportation network that minimizes disruptions and supports the timely movement of people and goods.

Increase accessibility and mobility of people and freight.

Congestion Relief & System Operations – Utilize emerging technologies and innovative strategies to improve system operations and reduce congestion / Support a forward-thinking transportation network that adopts new technologies to enhance system performance and user experience.

- **Congestion Reduction** – Achieve a significant reduction in congestion on the National Highway System and local roads / Achieve an efficient and reliable transportation system with reduced travel times and enhanced mobility for residents and businesses.

Freight Movement – Enhance the national and regional freight network, strengthen rural community access to trade and economic markets.

Promote efficient system management and operation.

Partnership & Funding – Promote regional collaboration in transportation planning, funding, and implementation to ensure efficient use of resources / Promote a transportation planning process that is inclusive, cooperative, and well-coordinated across different jurisdictions and stakeholders.

Reduced Project Delivery Delays – Reduce project costs, expedite the delivery of transportation projects, and support job creation and economic growth / Achieve a project development process that creates improvements to the transportation system, benefiting the economy and community

Public Engagement Plan

Central Dakota MPO – Metropolitan
Transportation Plan

Updated: 9/3/24

Project Summary

Project item	Item description
Public project name	Metropolitan Transportation Plan
Project area	Central Dakota MPO
Schedule	July 2024-December 2025
Branding	
Website	TBD
Project Contact	John Van Dyke
Objective	The Metropolitan Transportation Plan is a strategic roadmap that ensures our region's transportation system supports growth, safety, and sustainability for the future.

Project Description

Public involvement is a key component of the Metropolitan Transportation Plan, which will guide the future of the project and strengthen the shared vision of the streets for Central Dakota MPO and ensure that input is documented for valuable implementation projects. This plan outlines the roadmap for the region to ensure that goal is met.

Development of this communication plan was based on the insights from the Community Profile Report (Appendix A) and was led by Bolton & Menk, Inc., with input from the Central Dakota MPO and its Technical Advisory Committee. Engagement will be guided by the Central Dakota MPO Public Participation Plan.

Communication Goals

1. Instill community trust through collaborative and transparent communication.
2. Encourage engagement by leveraging the Public Participation Plan set forth by the Central Dakota MPO.
3. Create a welcoming and participatory environment for public engagement.

Documentation

We will create a document to track engagement tactics, performance, and feedback collected. This document will be shared with the client upon request and at project completion.

Key Stakeholders

Key stakeholder groups identified based on the Community Profile (Appendix A) include:

- Project management team (see **Appendix B** for team info and roles and responsibilities)
- List of various stakeholders

Stakeholder Communication Channels

Media name	Content deadline and contact information
CDMPO Website	TBD
Project Website	TBD
CDMPO LinkedIn	TBD
CDMPO Instagram	TBD
CDMPO Facebook	TBD

Stakeholder Contacts

These contacts are strategic for efficient and productive communication. They will function as primary points of contact for sharing project information as well as the focused groups to populate the project listening sessions. This list will be attached in the final Community Involvement Report as an appendix.

Organization	Primary Contact	Email
City of Minot Planning	Doug Diedrichsen	planner@minotnd.gov
Ward County	Beth Pietsch	planning.zoning@wardnd.com
NDDOT		
Souris Basin Transportation	Darrell Francis	sbtransit@srt.com
Minot Area Chamber EDC	Brekka Kramer	Brekka@minotchamberedc.com

Visit Minot	Stephanie Schoenrock	stephanie@visitminot.org
Minot State University		
Minot Public School District	Scott Faul	scott.faul@minot.k12.nd.us
Minot International Airport	Jennifer Eckman	jennifer.eckman@minotnd.gov
Minot Area Council on the Arts	Tonia Vitko Myles Barcomb	info@minotarts.org
Trinity Health		
Minot Association of Builders	Kayla Johnson	kayla@minotab.com
Community Action Partnership	Willy Soderholm	agency@capminotregion.org
Minot Air Force Base		

Project Messaging

Clear and consistent messaging aids in communicating project information and gathering feedback in an effective manner. Key messaging will be added to this plan as identified. The engagement and project messaging will leverage and work alongside the CDMPOs Public Participation Plan. Along with its guidance, a variety of factors have been identified to ensure that engagement and communication can be successfully executed.

Critical Success Factors

Theme 1: Collaboration

- Engage stakeholders in decision-making process
- Maintain transparent, regular communication updates
- Share successes and lessons widely with all organizations

Theme 2: Equitable Engagement

- Implement targeted outreach for underrepresented groups
- Offer diverse, flexible feedback platforms
- Ensure materials and sessions are accessible to all
- Conduct equity-focused impact analyses
- Empower community with safety education sessions

Critical Challenges

Initial Engagement

- CDMPO is new and unknown
- Bringing new and underrepresented stakeholders to participate in engagement opportunities
- Creating compromise in a space that has always been collaborative

Digital Engagement Limitations

- Online engagement fatigue
- Balancing digital engagement with in-person opportunities

Engagement Tools

Meetings and In-person Engagement

Steering Committee Meetings (6 meetings)

The purpose of these is to keep the project leadership in communication during the project process and ensure that engagement is adapting to project changes. The CDMPO TAC will function as the project Steering Committee.

Local Government Presentations (6 meetings)

The purpose of the local government presentations is to help keep the line of communication open with each governing body's leadership, so they understand the project growth as well as the future impacts of a strong MTP. These will be coordinated at the end of the project and will be to each of the cities (Minot, Surrey, Burlington) as well as Ward County. A presentation of the final draft plan will also be made to NDDOT Management. The final plan will also be presented to the CDMPO Policy Board for final approval.

Focus Group Listening Sessions (6 targeted groups)

We will hold in-person meetings with targeted groups to better understand the needs of active community based organizations, members of the business community, the freight and trucking business, emergency responders, underserved populations, and major employers. The specific invites and groups will be selected through a collaborative process with the CDMPO.

Public open houses (Up to 7 meetings)

Open Houses will be held as formal display of project information and will be held in the communities of Surrey, Burlington, and Minot throughout the project lifespan.

- **Phase 1 Open Houses:** Open Houses will be held in accessible and welcoming locations in Minot, Burlington and Surrey to introduce the community to the project and start the communication off for the CDMPO.
- **Phase 2 Open Houses:** A series of in-person open houses will be held in each of the three communities to receive feedback on concepts and alternatives developed. This will also feature a virtual open house to allow for accessible timing and information gathering.

Pop-up engagement (1 meetings)

A pop-up event will be held at a local community event to gather input from a large quantity of attendees on the project status.

Marketing/Promotional Tools

Project branding

We will establish a clear, consistent brand to be used throughout the project. The brand will be project-specific, but also easily transferable to CDMPO's other planned projects.

Project Website

The project website will share project information, upcoming events, opportunities to get involved, invitations for public comment, materials from meetings, online surveys, and any other pertinent information.

INPUTiD™

These will provide opportunities for input at key stages of the project while also putting focus in on specific project areas.

Public Survey

A public survey will be created to measure public sentiment toward the transportation systems they use. These surveys will be distributed to community locations throughout the project area as well as posters to direct people to the project website, where the digital format will be housed.

Engagement Approach & Timeline

- Phase 1: Investigate (August-December)
- Phase 2: Deliberate (January-June)
- Phase 3: Facilitate (July-December)

Phase 1 [August 2024-December 2024]

Items with an “X” indicate that the tool will be used during that month.

Engagement Tool	Aug.	Sep.	Oct.	Nov.	Dec.
Steering Committee		X		X	
Digital Tools		X	X	X	X
Public Surveys			X		
Open Houses			10/15 10/16		
Focus Group Listening Session				X	

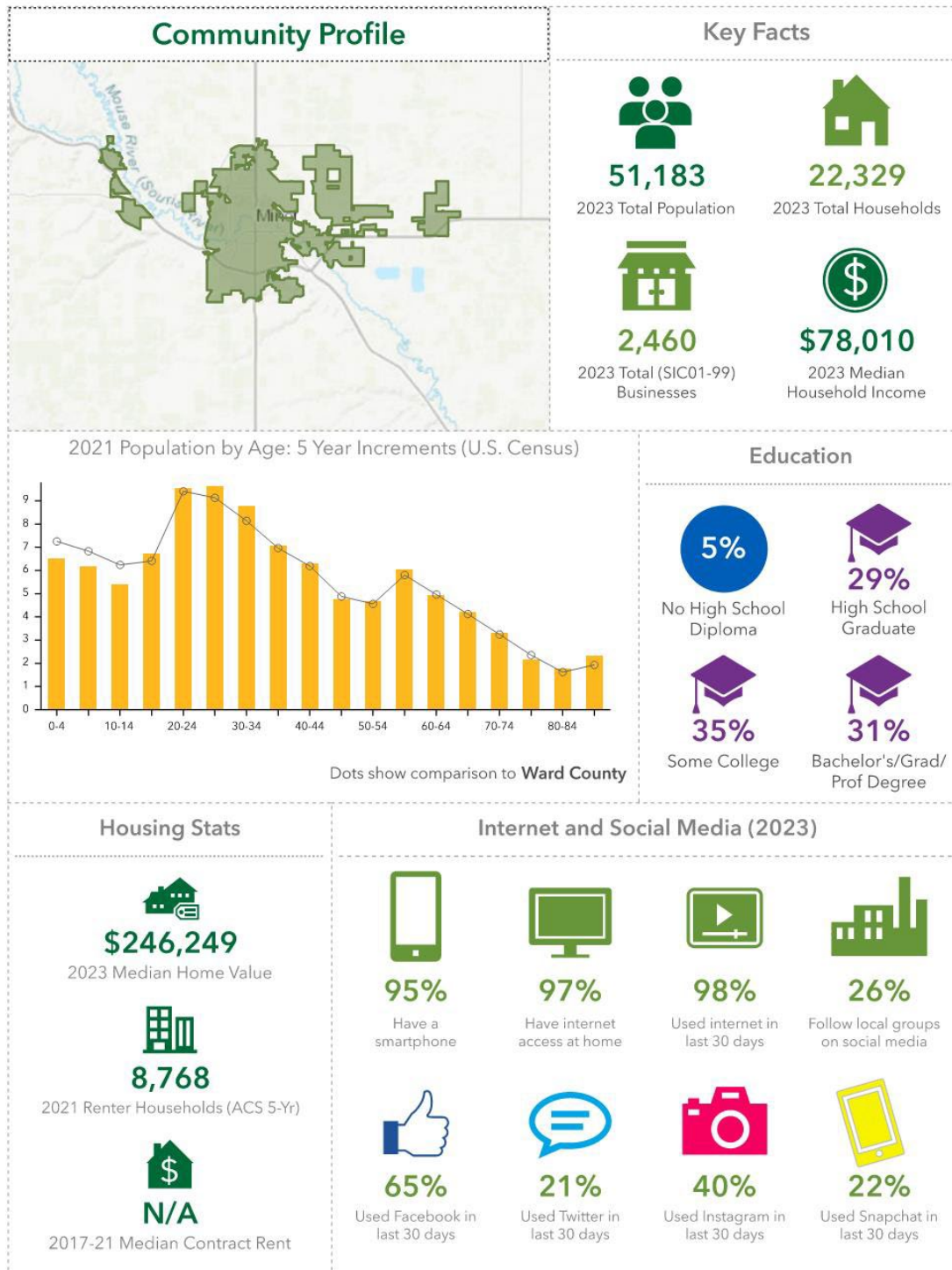
Phase 2 [January 2025-June 2025]

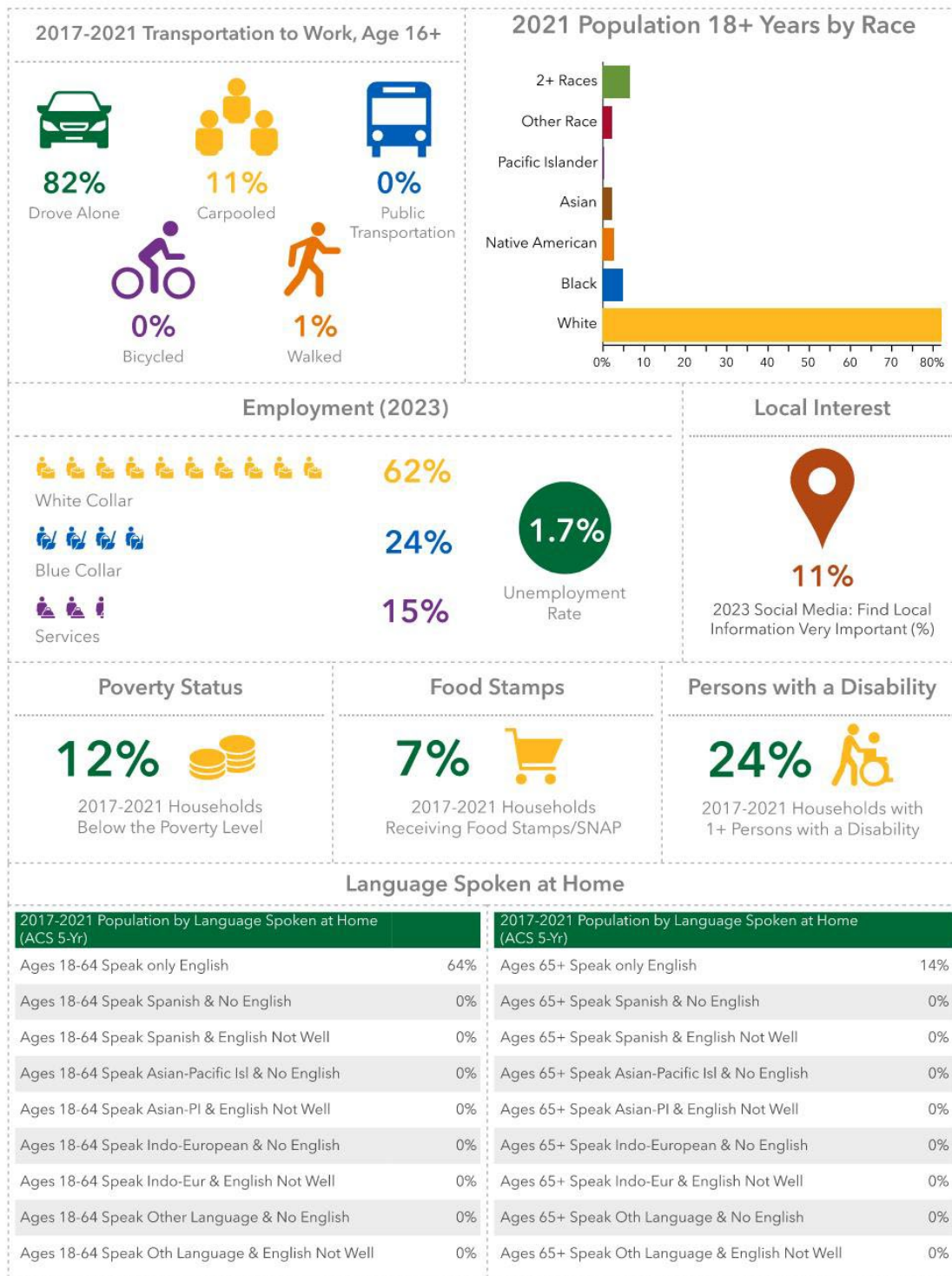
Schedule will be created at start of Phase 2

Phase 3 [July 2025-December 2025]

Schedule will be create at start of Phase 3.

Appendix A: Community Profile Report





Appendix B: Project Team & Roles

Name	Organization	Role	Email
John Van Dyke	Central Dakota MPO	Project Manager	john.vandyke@minotnd.gov
Angie Stenson	Bolton & Menk	Project Manager	Angie.stenson@bolton-menk.com
Blue Weber	Bolton & Menk	Engagement Lead	Blue.weber@bolton-menk.com
Scott Harmstead	SRF Consulting	Planning Lead	sharmstead@srfconsulting.com

Capital Improvement Plans

City of Minot CIP 2025-2029

Category	Type of Improvement	Engineering Project List	Scoring	Start Year	Finish Year	Total 5-Year Costs
Roadway	Maintenance	Traffic Signal Highway Safety Improvement	93	2026	2026	\$1,608,603.00
Roadway	Reconstruction	16th St SW Reconstruction Phase 1	88	2025	2025	\$14,655,256.00
Roadway	Maintenance	Traffic Signal Replacements	88	2025	2029	\$4,186,000.00
Roadway	Rehabilitation	16th St SW Interchange Rehabilitation	87	2026	2026	\$6,151,694.00
Roadway	Maintenance	2028 Highway Safety Improvement	86	2028	2028	\$83,600.00
Roadway	Reconstruction	16th St SW Reconstruction Phase 2	85	2026	2028	\$12,600,000.00
Roadway	Reconstruction	South Broadway Reconstruction	83	2028	2028	\$41,339,115.00
Roadway	Reconstruction	3rd St E and Central Ave Reconstruction	72	2025	2028	\$17,846,000.00
Roadway	Rehabilitation	Hiawatha Street Slope Stability	63	2028	2029	\$2,559,000.00
Roadway	Rehabilitation	3rd Street NE Bridge Rehabilitation	81	2025	2027	\$2,350,000.00
Roadway	Rehabilitation	Shirley Court Street Lighting District	60	2025	2025	\$110,000.00
Roadway	New Construction	17th and 18th Ave SE Extensions	49	2026	2027	\$900,000.00
Roadway	Maintenance	North Broadway near Airport Street Lighting District	80	2028	2029	\$350,000.00
Roadway	Maintenance	Street Light Feed Point Replacement	63	2025	2028	\$200,000.00
Roadway	Maintenance	Street Light LED Conversion	56	2025	2028	\$625,000.00

Bridge	Reconstruction	Anne Street Bridge	62	2026	2029	\$8,450,000.00
Bridge	Rehabilitation	Eastwood Park Bridge Rehabilitation	59	2026	2027	\$760,000.00
Bike/Ped	New Construction	16th Avenue SE Sidewalk	80	2027	2028	\$359,000.00
Bike/Ped	New Construction	11th Avenue SE Sidewalk	80	2028	2029	\$1,038,000.00
Bike/Ped	New Construction	21st Avenue NW Sidewalk Phase 1	77	2025	2026	\$467,000.00
Bike/Ped	New Construction	2nd Avenue and Main Street Pocket Park	45	2028	2029	\$639,000.00
Bike/Ped	Maintenance	Citywide Wayfinding Signage	35	2025	2025	\$398,000.00
Planning	-	2025 Washington Safe Routes to School	83	2025	2025	\$790,604.00
Planning	-	Lewis & Clark/Bel Air SRTS	76	2025	2026	\$1,891,000.00
Site	Rehabilitation	City Hall Site Improvements	48	2028	2029	\$1,118,000.00
Project Totals						\$121,474,872.00

Ward County CIP 2024 to 2028

2024 -2028 CONSTRUCTION PROJECTS:	MPO	Year	Budget	State & Federal	Other Funds	Project Total
Patching and Overlay - Multiuse Path (awarded)	MPA	2024	\$142,618.00	\$605,247.00		\$747,865.00
County Road 17 and 14 Intersection - Design	MPA	2024	\$180,000.00			\$180,000.00
Culvert Replacement on Livingston Coulee & County Road 12	UZA	2025	\$1,000,000.00			\$650,000.00
Bridge 51-144-35.0 (Eureka Township) ARPA	MPA	2025	\$250,000.00		\$114,250.00	\$364,250.00
Micro Surface - County Road 19 (9 miles)	UZA	2025	\$1,035,000.00			\$1,035,000.00
Microsurfacing (County Road 12)	UZA	2025	\$230,000.00			\$230,000.00
Microsurfacing (County Road 10, 15, 17)	MPA	2025	\$1,260,000.00			\$1,260,000.00
Sliver Widen County Road 12 (east of 55th Street)	UZA	2025	\$600,000.00			\$600,000.00

Base Stabilization, Paving & RCB - Meadow Brook (2 miles)	MPA	2025	\$2,500,000.00			\$2,500,000.00
Base Stabilization & Paving - County Road 19 - KHRT (3 miles)	UZA	2025	\$2,025,000.00			\$2,025,000.00
Sliver Widen, FDR, Paving -County Road 14 (6 miles)	MPA	2026	\$4,500,000.00			\$4,500,000.00
County Road 17 and 14 Intersection - Construction	MPA	2027	\$553,030.00	\$2,346,970.00		\$2,900,000.00
FDR, Paving County Road 12 (east of 55th Street)	UZA	2027	\$1,400,000.00			\$1,400,000.00
Mill and Overlay NE Bypass (55th and 42nd)	UZA	2027	\$2,450,000.00			\$2,450,000.00
Construction Totals			\$18,125,648.00	\$2,952,217.00	\$114,250.00	\$20,842,115.00

City of Burlington CIP 2021 to 2041

The 2021 to 2041 CIP does not include any transportation-related improvement projects. Three transportation improvement projects are currently in the works but are not programmed for a specific year at the time of writing.

- Transportation Priority Project One: Connect Johnson Street to U.S. Highway 52
 - Designed and bid in 2016
 - Total cost of \$550,000 (in 2016 dollars)
 - Bid but not awarded
- Transportation Priority Project Two: Connect John Street to CR 10
- Transportation Priority Project Three: Pedestrian Bridge across U.S. Highway 52
 - Previously approved by NDDOT TAP at preliminary stage

Statewide Transportation Improvement Program (STIP) 2024-2027

Category	Type of Improvement	Project List	Location	Estimated Costs
Roadway	Preventative Maintenance	4101 NH	U.S. Hwy 2 – E, 3 miles W of JCT 52 to 1 mile W JCT 83	\$3,106,000.00
		4102 NH	U.S. Hwy 2 – E, 55 th St E to 1.7 miles E Granville	\$4,640,000.00
		4103 NH	U.S. Hwy 2 – W, 3 miles W of JCT 52 to 1 mile W JCT 83	\$3,100,000.00
		4105 NH	U.S. Hwy 52 – W, Begin 4 lanes Minot SE to end 4 lanes	\$794,000.00
		4215 NHU	U.S. Hwy 2 – E, 1 W of US 83 (16 th St SW)	\$275,000.00
		4202 NH	U.S. Hwy 2 – W, 3 mile W Surrey to BNRR Overhead	\$567,000.00
		4203 NH	U.S. Hwy 2 – W, BNRR Overhead to 2.4 miles W Granville	\$2,921,000.00
	Rehabilitation	4302 NH	U.S. Hwy 2 – E, 1 mile W JCT 83 to 55 th St	\$1,301,000.00
		4303 NH	U.S. Hwy 2 – W, 1 mile W JCT 83 to 55 th St	\$1,178,000.00
		4319 NH	U.S. Hwy 83 – S Minot to AFB	\$2,341,000.00
		4109 NH	U.S. Hwy 83 – S, S of JCT 23 N to Urban Limit	\$3,384,000.00
		24033 4224 NHU	U.S. Hwy 2 – E, 1 W of US 83 (16 th St SW)	\$1,660,000.00
	Reconstruction	23860 4110 SU	ND 989 – N 16 th St SW (2 nd Av SW-14 th Av SW)	\$9,626,000.00
	Rehabilitation	24033 4225 SU	ND 989 – N 16 th St (Frontage Rd SW-24 th Av SW)	\$2,820,000.00
	Maintenance	23787 4222 SHEHEU	Minot, Citywide Traffic Signal Revis	\$1,441,000.00

Bridge	Rehabilitation	23635 4010 NH	U.S. Hwy 2 – E, NE JCT U.S. Hwy 2 & 52	\$468,000.00
		23635 4011 NH	U.S. Hwy 2 – W, NE of JCT 2 & 52	\$468,000.00
	Rehabilitation	23900 4111 NH	U.S. Hwy 2 – E, JCT US 2 & US 52 West	\$588,000.00
	Rehabilitation	23900 4112 NH	U.S. Hwy 2 – E, JCT 2 & 52 East	\$630,000.00
	Rehabilitation	23997 4113 NH	U.S. Hwy 2 Business – Burdick Exprwy East – Minot	\$182,000.00
	Preventative Maintenance	23901 4216 NH	U.S. Hwy 2 – E, JCT US 2 & US 52 West	\$309,000.00
		23901 4217 NH	U.S. Hwy 2 – E, JCT US 83 & US 2-52	\$309,000.00
		23901 4218 NH	U.S. Hwy 2 – E, JCT 2 & 52 East	\$309,000.00
		23901 4219 NH	U.S. Hwy 2 Business – E, Burdick Expy, East	\$378,000.00
	Reconstruction	22048 4221 NH	U.S. Hwy 83 – N, South of U.S. Hwy 2	\$1,755,000.00
Planning	-	23245 4014 TAU	Minot Washington School SRTS	\$465,000.00
	-	23915 4016 TAU	Edison Elementary School SRTS	\$550,000.00
	-	23916 4115 TAU	Washington Elementary SRTS	\$495,000.00
Bike/Ped	New Construction	23943 4015 TAC	Minot to Burlington Multi-Use Path	\$748,000.00
Transit	Maintenance	4020 TURB	Minot-Citywide 5307	\$1,538,000.00
		4118 TURB	Minot-Citywide 5307	\$1,569,000.00
		4223 TURB	Minot-Citywide 5307	\$1,600,000.00
		4323 TURB	Minot-Citywide 5307	\$1,632,000.00

Bridges in MPO Area

Within the MPO, there are fifty-eight bridges that are monitored. These structures are either maintained by the North Dakota Department of Transportation or by the Ward County Department of Transportation.

Poor and Fair Condition Structures within the MPO Boundary ¹				
Poor Condition				
Structure Number	Location	Functional Class	Owner	Overall Health Rating
0083-198.473	South of U.S. Hwy 2 at US Highway 83	Principal Arterial	NDDOT	35.15
Fair Condition				
Structure Number	Location	Functional Class	Owner	Overall Health Rating
51-136-35.0	1 West 1 North Burlington	County Road	Ward County DOT	82.69
51-137-35.1	1 West 1 North Burlington	County Road	Ward County DOT	84.40
0002-138.353 L	5 Southwest of US 52 West	Principal Arterial	NDDOT	87.07
0002-144.200 R	2 West U.S. Hwy 83	Principal Arterial	NDDOT	98.04
0002-145.343	1 West of U.S. Hwy 83	Principal Arterial	NDDOT	92.78
MNOT03	16 th Street SW-Minot		City of Minot DOT	96.55
MNOT22 B	16 th Street SW-Minot		City of Minot DOT	98.01
MNOT01	3 rd Avenue-10 th Street NW-Minot		City of Minot DOT	96.47
MNOT05	2 nd Avenue-10 th Street SW-Minot		City of Minot DOT	87.45
MNOT24	6 th Street NW-Minot		City of Minot DOT	97.82
MNOT09	3 rd Avenue-4 th Street NW- Minot		City of Minot DOT	93.82
MNOT10	3 rd Street NE-Minot		City of Minot DOT	75.94
0002-907.095	Burdick Expressway East-Minot		NDDOT	97.84

¹ <https://nddot.maps.arcgis.com/apps/MapSeries/index.html?appid=c9251469c0934f94aae31f9fdb979f41>

MNOT21	27 th Street SE-Minot		City of Minot DOT	95.85
MNOT25	27 th Street SE-Minot		City of Minot DOT	99.05
0002-148.930	JCT 2 & 52 East		NDDOT	90.23
0002-149.111 L	NE JCT U.S. Hwy 2 & 52		NDDOT	96.39
0002-149.111 R	NE JCT U.S. Hwy 2 & 52		NDDOT	94.05
0002-149.663 R	1 N.E. of U.S. 2 & 52 JCT		NDDOT	93.45
0052-098.967	4 Southeast of US 2 & 83		NDDOT	90.08
0083-195.336	3 South of U.S. Hwy 2		NDDOT	49.41

Owner	Total Structures	Good Condition	Fair Condition	Poor Condition
NDDOT	36	23	12	1
Non-State	22	12	10	0