



Central Dakota MPO Policy Board Meeting
Thursday, September 19, 2024, at 3:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)
Any person needing special accommodation for the meeting is requested to notify the
City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

Suggested Motion: I move to approve the minutes of the August 22, 2024 meeting as presented.

3. OLD BUSINESS

3.1. MONTHLY ACTIVITIES

This item is informational only; no action required.

3.2. 2024 UPWP AMENDMENT #1

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

3.3. 2025 UPWP FINAL DRAFT

Suggested Motion: I move to approve the final draft of the 2025 UPWP as presented.

3.4. MTP UPDATE

This item is informational only; no action required.

4. NEW BUSINESS

4.1. ATAC AGREEMENT

Suggested Motion: I move to approve the Executive Director to execute the three-year contract as presented.

4.2. MONTHLY FINANCIAL REPORT

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

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
August 22, 2024 at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

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

Burlington City- Jerick Hedges
Minot City- Mark Jantzer (virtual), Harold Stewart
Surrey City- Michael Thiesen
Ward County- John Fjeldahl

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Stacey Hanson, Derek Pfeifer, Kelsey Flick, and Nicole Robinson

Absent: Lisa Olson, Bucky Anderson

Review/Approval of the June Policy Board Meeting Minutes

Mike Thiesen moved to approve the July 25, 2024 meeting minutes as presented. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Old Business:

Metropolitan Transportation Plan (MTP) Update

John Van Dyke informed the group that the consultants will meet virtually with TAC for the first time on September 10.

Public Participation Plan (PPP) Update

The public comment period began on August 17 and will run through October 5. Van Dyke gave a brief overview of what the Public Participation Plan is. A press release was completed and he also provided an interview with KX News that aired on August 14.

Unified Planning Work Program (UPWP) Update

Van Dyke reminded the group that the UPWP is the budget. He reviewed the mid-year report. Wayne Zacher clarified that no money has been used out of the UPWP as of now, but will be spent to reimburse funds taken from the SPR Contract. The group discussed the relevance of professional association membership.

Van Dyke will process a formal amendment to reflect the budget changes associated with lowering hours for an accountant position and adding an office assistant position.

Monthly Activities

Van Dyke shared a summary of his activities.

New Business:

Revised 2024 PB Meeting Dates

Van Dyke proposed changing the dates of the upcoming September, November, and December MPO Policy Board Meeting Dates.

Thiesen moved to approve the revised 2024 PB meeting dates for September, November, and December. The motion was seconded by Jerick Hedges and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Proposed 2025 TAC and PB Meeting Dates

Thiesen moved to approve the 2025 TAC and PB meeting dates as presented. The motion was seconded by Harold Stewart and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Legal Services Agreement

Van Dyke presented a legal services contract with Kelly Hendershot of Ebeltoft and Sickler.

Jantzer moved to approve the Executive Director execute the professional services contract with Ebeltoft.Sickler.Lawyers, PLLC as presented. The motion was seconded by Jerick Hedges and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Lease Agreement

Van Dyke provided information on the progress of the Office Sharing Agreement. The members decided to wait on approving this agreement until it is in final draft form.

Monthly Financial Report

Van Dyke reviewed the expenditures for July.

Stewart moved to approve the monthly financial report as presented. The motion was seconded by Thiesen and carried the following vote: ayes: Jantzer, Stewart, Fjeldahl, Thiesen, and Hedges; nays: none.

Other Business

Opportunity for Public Comment

The group discussed opportunities for public engagement. Fjeldahl asked if any feedback has been received from the press release or interview. Van Dyke stated that the most valuable feedback emphasized the importance of electronic communication for the sake of flexibility. He emphasized that October will provide multiple opportunities for public engagement at in-person events.

Derek Pfeifer introduced himself as Paul Benning's replacement as the Director for Local Government with the Department of Transportation. He provided a brief history of his career and was welcomed by Fjeldahl.

Jerick Hedges introduced Kelsey Flick as the alternate for Burlington.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for September 19, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Thiesen moved to adjourn the meeting. The motion was seconded by Hedges and carried unanimously. The meeting adjourned at 5:23 pm.



To: Policy Board Members

From: John Van Dyke, CDMPO Executive Director

Date: 09/19/2024

Subject: Monthly Activities

Monthly Activities

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

MTP

Past Month

- 1) Initial meeting w/TAC on September 10, will include in-person and virtual attendance from consultants
- 2) Transportation Demand Model meetings - August 27 and September 9
- 3) Bi-weekly meetings w/Executive Director
- 4) TDM subgroup met on September 3 to review TAZ boundaries and provide comments to ATAC.
- 5) Prepping data/presentation materials for September member-jurisdiction "tour" to introduce myself, the MPO, and the MTP project and bring awareness to public engagement opportunities
- 6) Financial analysis data request sent out to member jurisdictions on September 9. This will help the consultant generate financial forecasts for the fiscally constrained project list as part of the MTP.

Upcoming Month

- 1) Bi-weekly meetings w/Executive Director
- 2) Bi-weekly TDM meetings
- 3) Present to member jurisdictions on MTP public engagement opportunities
 - a. City of Burlington, Minot, and Surrey – October 7
 - b. Ward County – October 1
- 4) Public engagement opportunities
 - a. October 15th 5pm-7pm - Minot State University – Aleshire Theatre
 - b. October 16th 12pm-2pm - Surrey Senior Center
 - c. October 16th 5pm-7pm – Burlington Community Food Pantry*
- 5) MTP project website will be completed and include all information/documentation related to the MTP – slides, links, etc.
- 6) INPUTiD – public engagement online mapping will be finalized in the next week – will be open for comment around the same time as in-person public engagement



'24 UPWP

Past Month

- 1) Amendment #1
 - a. Item on agenda for further discussion and approval

Upcoming Month

- 1) Submit Amendment #1 to NDDOT, FHWA, and FTA for review/approval

'25 UPWP

Past Month

- 1) '25 UPWP finalized
 - a. Item on agenda for further discussion and approval

Upcoming Month

- 1) Submit '25 UPWP to NDDOT, FHWA, and FTA for review/approval

Public Participation Plan

Past Month

- 1) Forty-five day public input/comment period ongoing
 - a. Have received four (4) public comments to date

Upcoming Month

- 1) Incorporate/address comments in Public Participation Plan document and prepare for final approval of Policy Board at October meeting

MPO Website

Past Month

- 1) N/a

Upcoming Month

- 1) Add 2024 UPWP Amendment #1 and 2025 UPWP following approval by NDDOT, FHWA, and FTA



Administration

Past Month

- 1) Meetings
 - a. MPO Director's Discussions
 - i. August 26
 - ii. September 4
 - iii. September 18
 - b. Wayne Zacher/CDMPO 1-on-1 Meetings:
 - i. September 10
 - ii. September 3
 - iii. August 27
 - c. TAC Meeting – September 10, 2024
- 2) ATAC
 - a. ND MPO Planning Support Master Agreement
 - i. Item on agenda for further discussion and approval
2. Trainings
 - a. NHI Course No. FHWA-NHI-151043 – Integrating Transportation and Land Use
- 3) Legal
 - a. Legal contract executed with Ebeltoft.Sickler.Lawyers, PLLC
- 4) Cancellation of EIN
 - a. A request has been submitted in writing to cancel the EIN that was originally issued by the IRS. Will update the Policy Board with correspondence from the IRS related to the matter.
 - i. **UPDATE** – Received confirmation via mail that the TIN has been closed/cancelled. Sent copy to Mayor Thiesen via e-mail and filed copy in MPO records. This is considered completed and will be removed from future updates.

Upcoming Month

- 1) Meetings
 - a. Similar quantity to last month
- 2) Trainings
 - a. AMPO Annual Conference – Salt Lake City, Utah
 - i. September 23 – 26
- 3) ATAC
 - a. Execute contract with ATAC
 - b. Continued meetings related to TDM and coordination with MTP consultants



Time Off

Past Month

- N/a

Upcoming Month

- Monday, October 21

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,

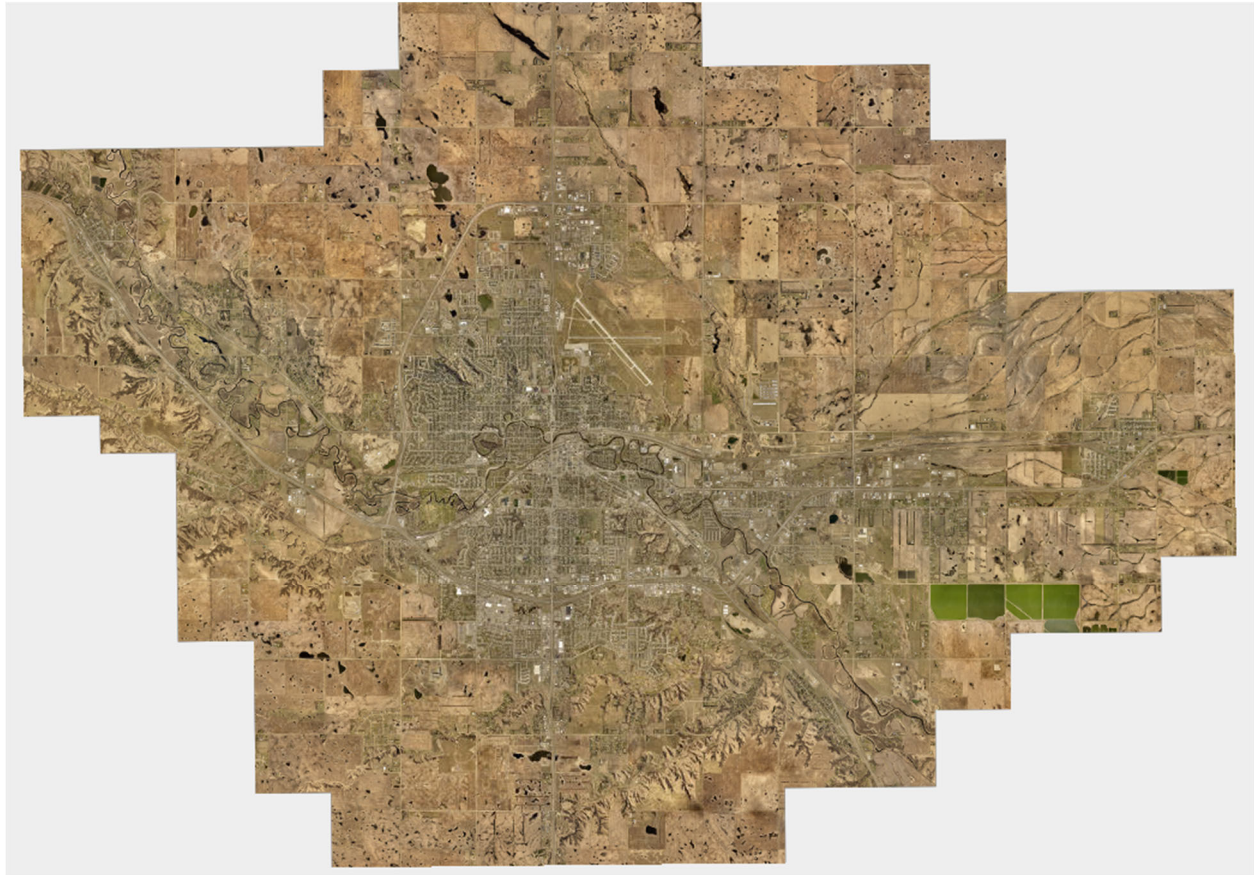
John Van Dyke
Executive Director, Central Dakota MPO

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:

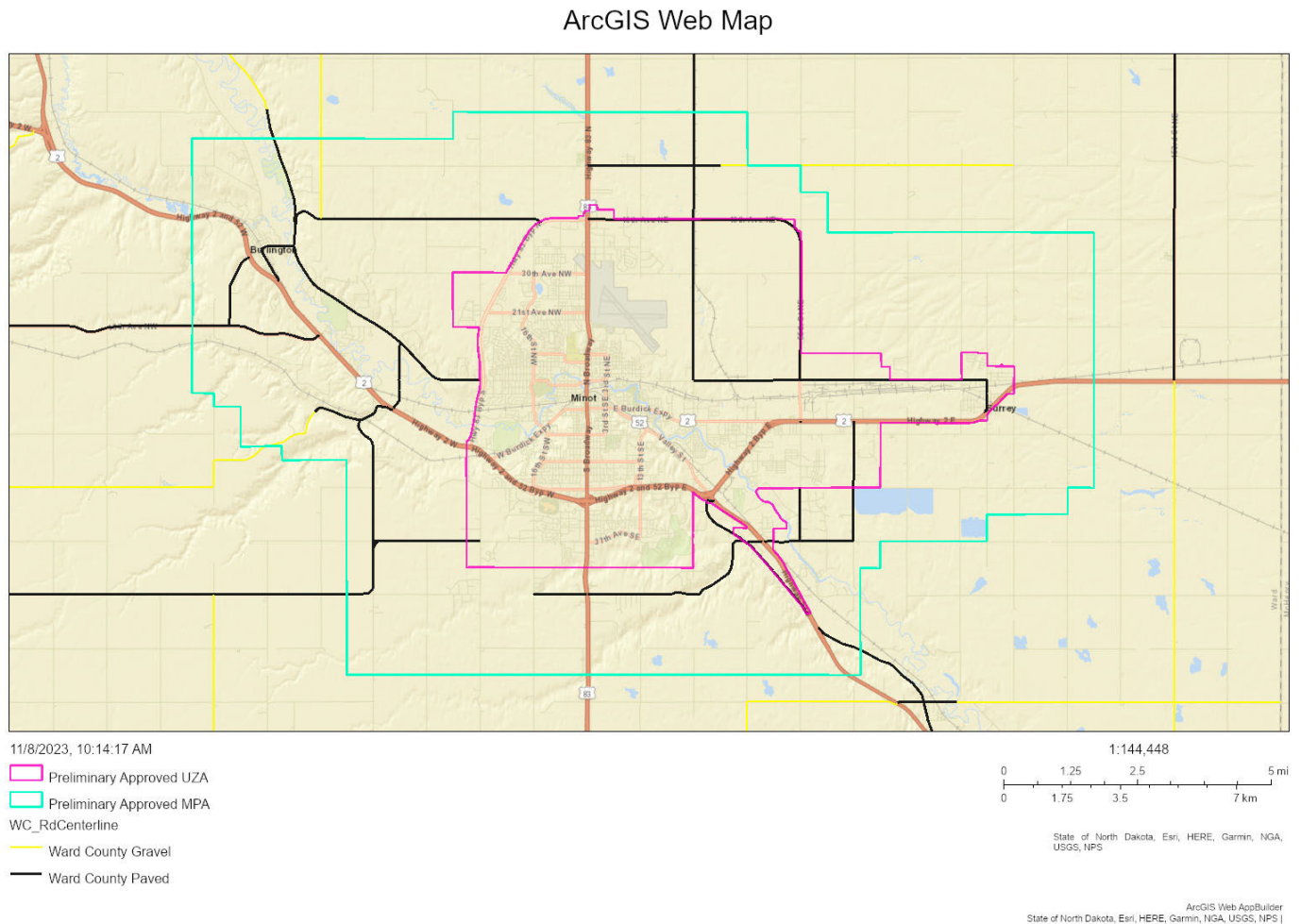
Jerick Hedges – City of Burlington
Steve Fennewall – City of Surrey
Carrie Evans – City of Minot
Shelly Weppler – Ward County

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>
---	--	-------------------

<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 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.



Technical Advisory Committee

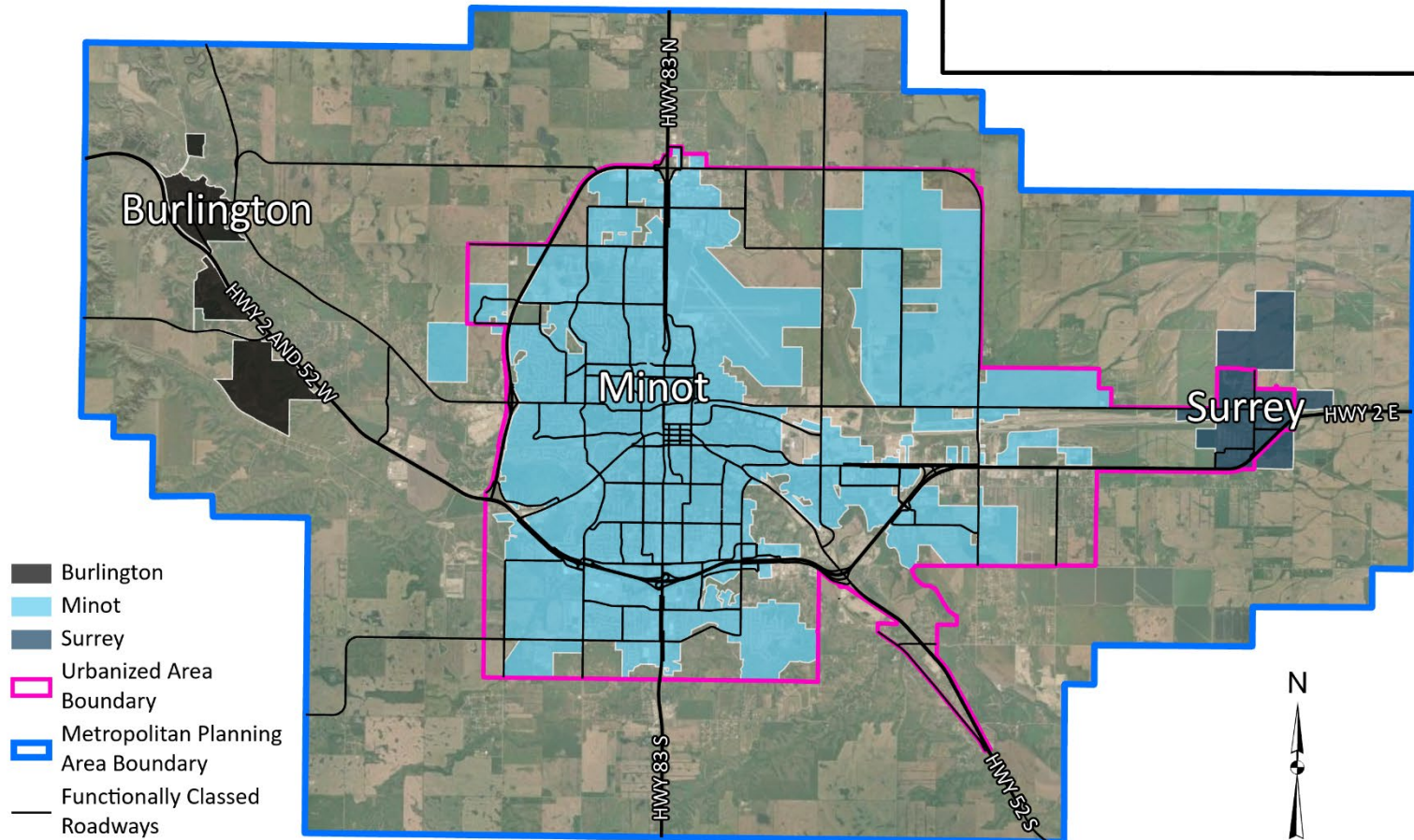
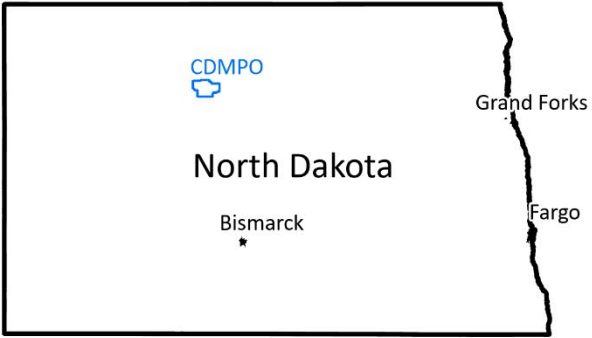
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

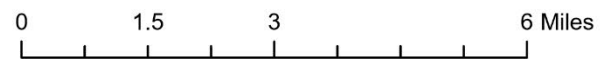
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St. 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		\$ 624,035.00



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		
	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		
Program Expenses	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
	Activities		
Transit Development Plan	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

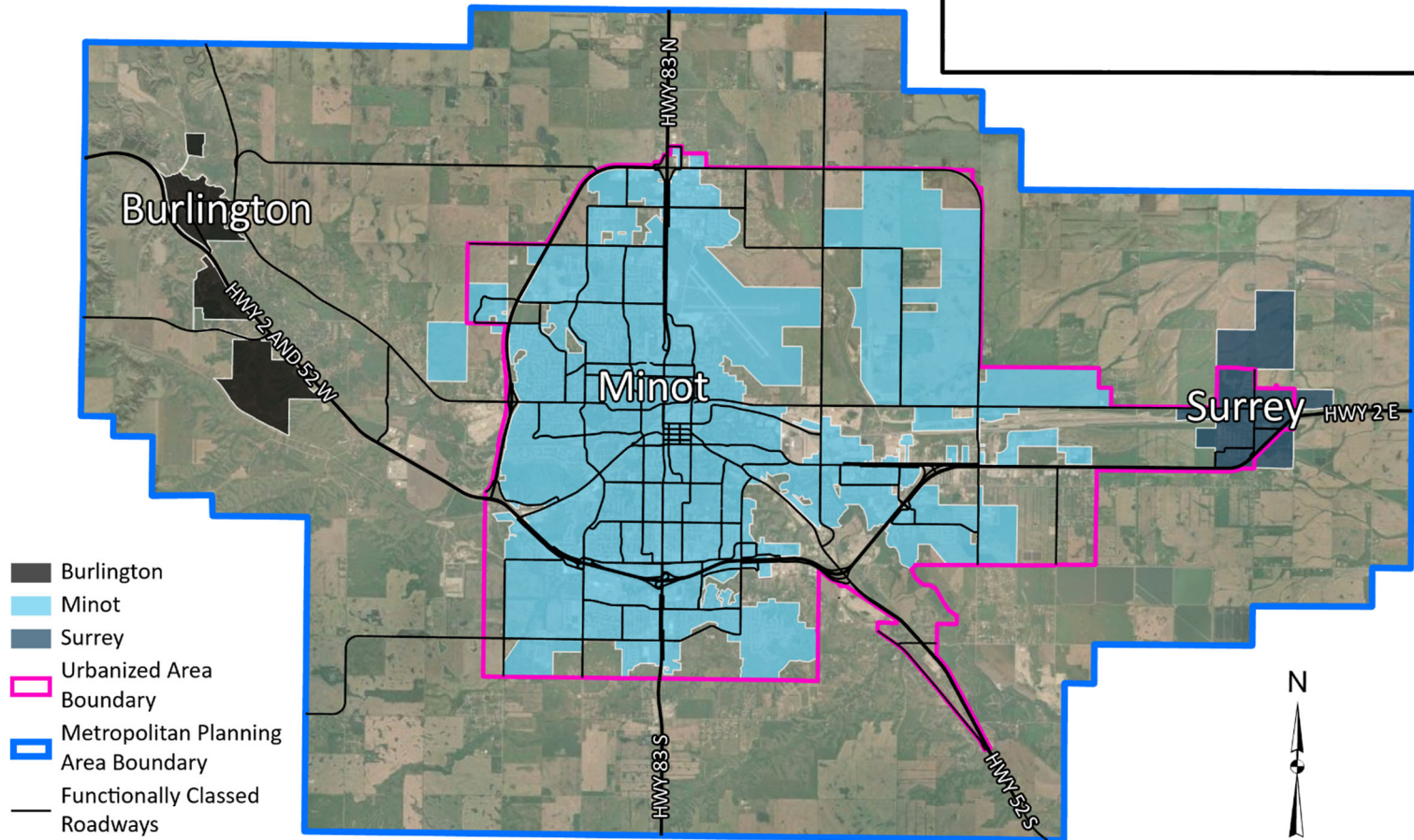
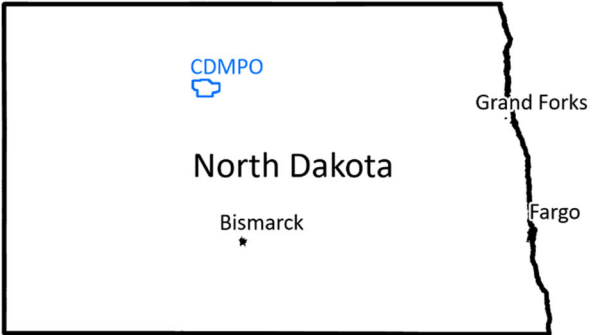
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

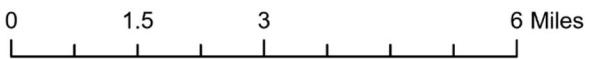
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St.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

<u>2025 CDMPO Expenses</u>		
<u>Salaries</u>		
<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>
<u>-</u>		
<u>Benefits</u>		



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



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

Table 7. Section 110 Cost Share Breakdown

<u>Section 110 - Funding Allocation</u>			
<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>

<u>Section 110 - Funding Allocation</u>			
<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

<u>Section 120 - Planning Work Program</u>		<u>Hours</u>	<u>Total Cost</u>
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

-	<u>Section 120 - Planning Work Program</u>	<u>Hours</u>	<u>Total Cost</u>
-	<u>Activities</u>	-	



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	-	\$ 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

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

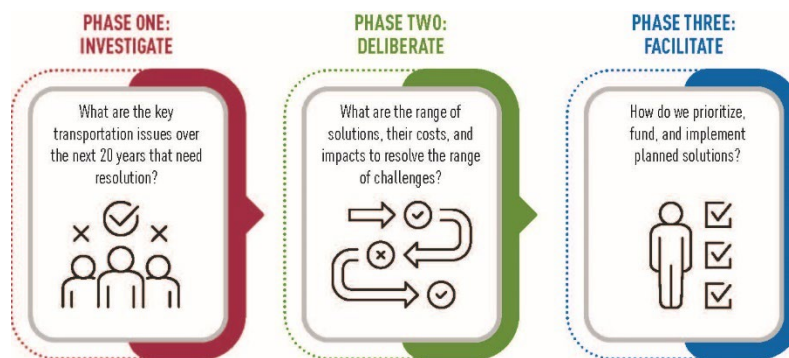
September 10, 2024

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	

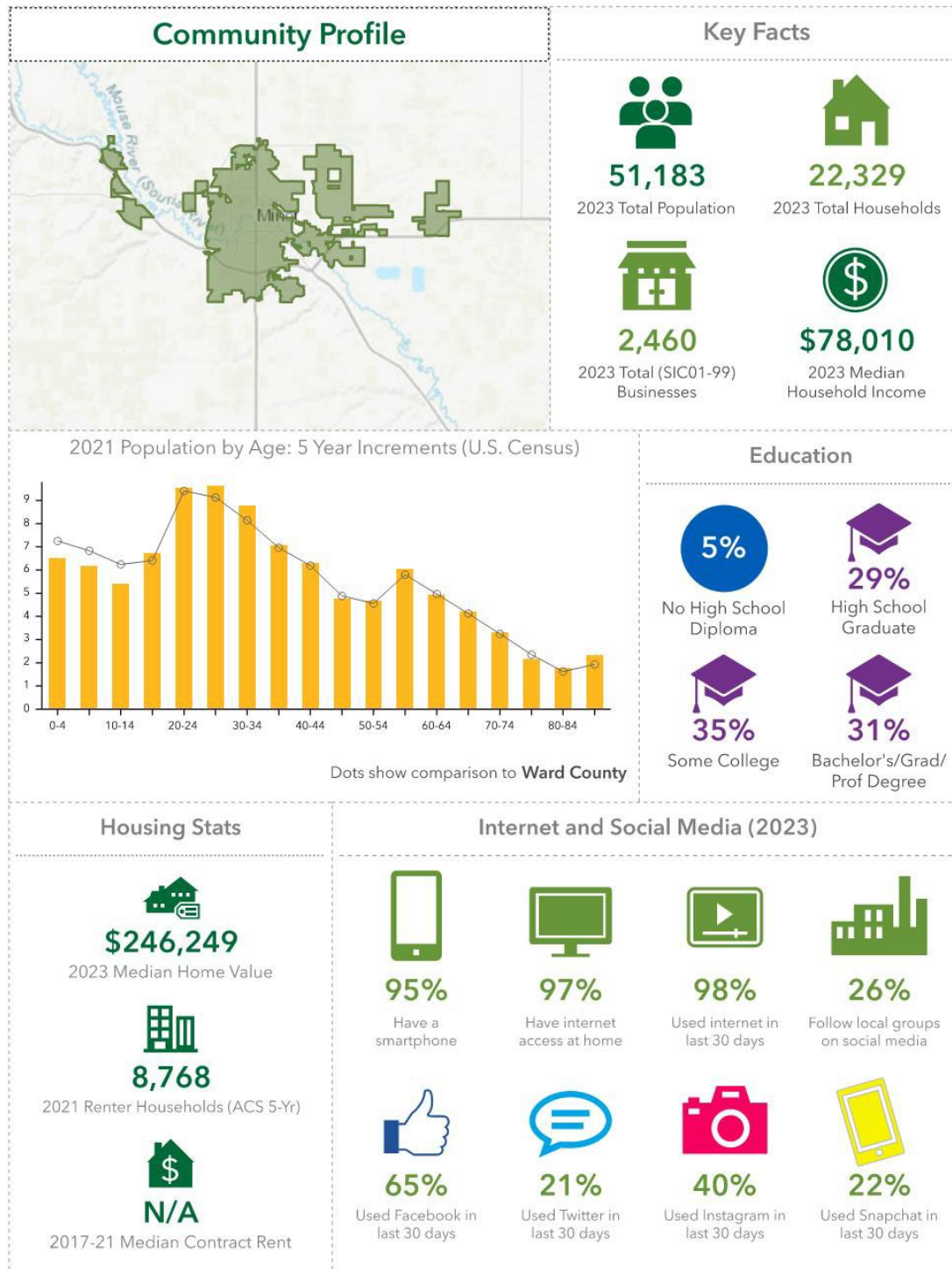
Phase 2 [January 2025-June 2025]

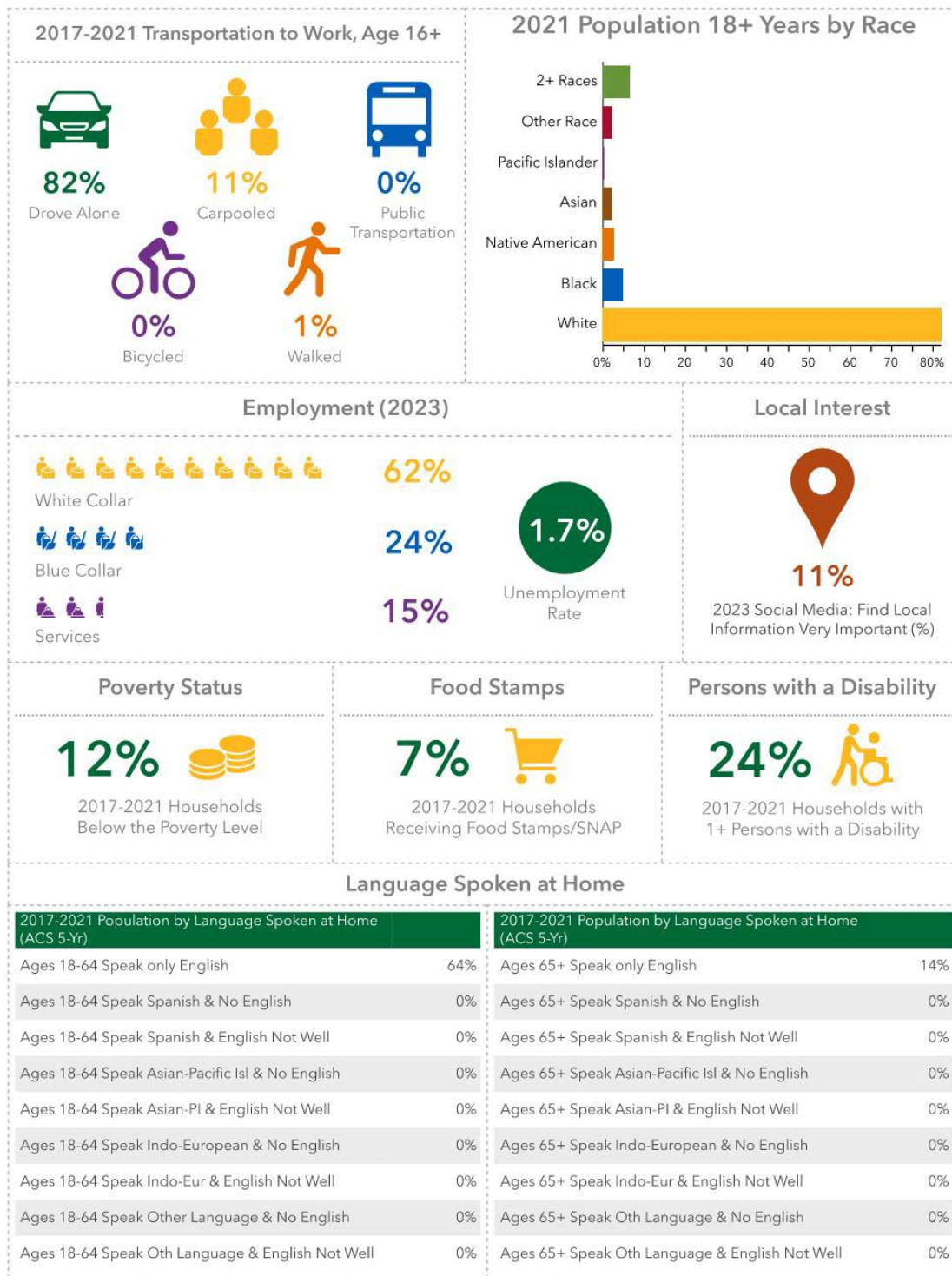
Schedule will be created at start of Phase 2

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



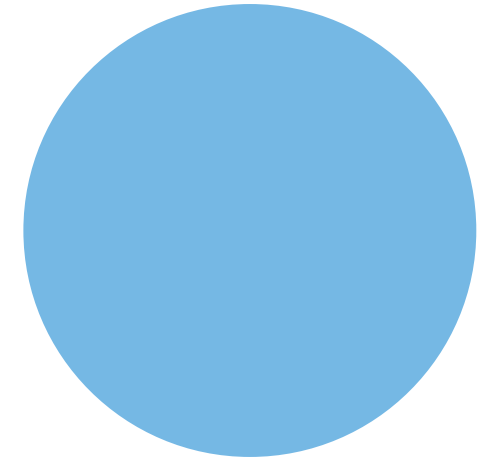
September 9, 2024

Technical Advisory Committee Meeting



2050 Metropolitan Transportation Plan

Project Introduction



About the Project

- Long-range regional transportation plan to meet federal transportation planning and funding requirements
- Regional approach: Ward County and Cities of Minot, Burlington, and Surrey
- Understand impact of future planned growth and transportation needs
- Develop a 'fiscally constrained' transportation project list
- Community-centered, innovative engagement approach

Key transportation plan elements:

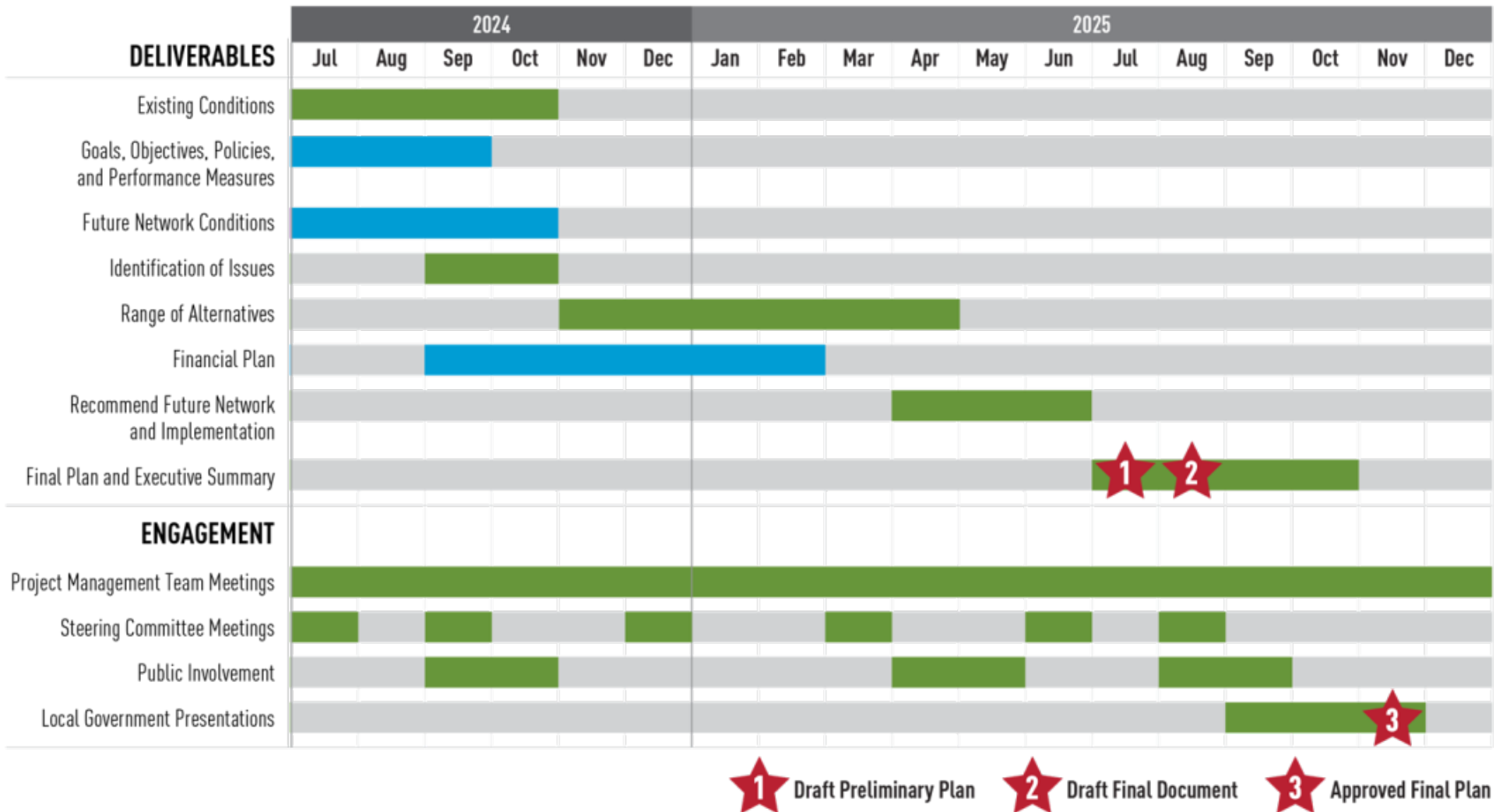
- Hot spot/key corridor analysis
- Safety analysis
- Bicycle and pedestrian planning
- Transit development plan
- Access management guidance
- Traffic calming support
- Travel demand modeling
- Funding assessment and project prioritization



Key Tasks

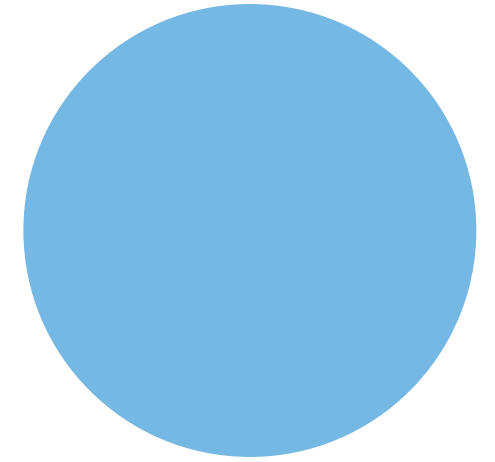


Project Schedule



2050 Metropolitan Transportation Plan

Goals, Objectives, and Policies



Overview – Goals, Objectives, and Policies

- Needed to guide prioritization of projects
- Certain federal guidance must be considered
- Process of developing goals, objectives, and policies will be an iterative process



Federal Guidance (23 CFR 450.306)

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase accessibility and mobility of people and freight;
- 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;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.



Federal Guidance - Other

- Title VI of the Civil Rights Act of 1964
- Executive Orders 12898 & 13985
 - Environmental Justice
 - Racial equity/support for underserved communities



Ideas for **Safety**-Related Goals

- 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.



Ideas for Environmental Sustainability-Related Goals

- 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.



Ideas for Mobility & Accessibility-Related Goals

- Create an accessible, connected, and integrated transportation system that facilitates travel across various modes of transportation
- Create a transportation network that increases mobility options and enhances connectivity for all users.
- *Explore/Adopt a complete streets policy for collector and arterial roadways*



Ideas for **System Preservation-Related** Goals

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



Ideas for Infrastructure Condition-Related Goals

- Maintain and improve the transportation infrastructure to ensure it remains in a state of good repair
- Maintain transportation infrastructure that supports reliable and efficient travel.



Ideas for **System Reliability**-Related Goals

- 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.



Ideas for Congestion Relief & System Operations -Related Goals

- 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.



Idea for Freight Movement -Related Goal

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



Ideas for Partnership & Funding -Related Goals

- 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.



Ideas for Reduced Project Delivery Delays - Related Goals

- 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



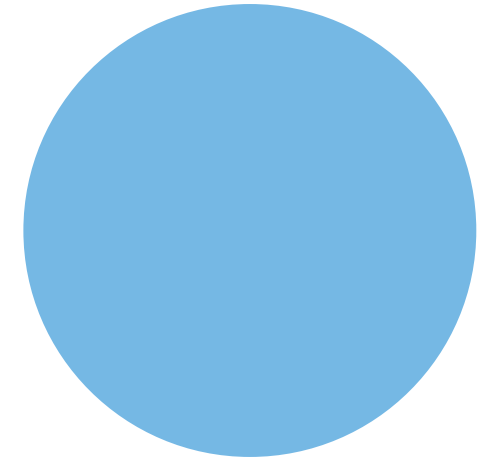
Ideas for Social Equity-Related Goals

- 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.



2050 Metropolitan Transportation Plan

Community Engagement



Public Engagement Plan



Communication and Public Input

Engagement Tools:

- **Project Website**
 - Project information, Open House Materials, Survey, and INPUTiD
- **Open Houses**
 - October 15th 5pm-7pm - Minot State University – Aleshire Theatre
 - October 16th 12pm-2pm - Surrey Senior Center
 - October 16th 5pm-7pm – Burlington Community Food Pantry*
- **Focus Group Listening Sessions**



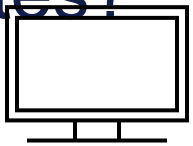
Engagement Schedule Phase 1: Investigate

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	



Media Partnership

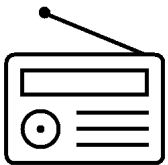
- **Recommendations:** Which would be the best media partners for communicating project updates?



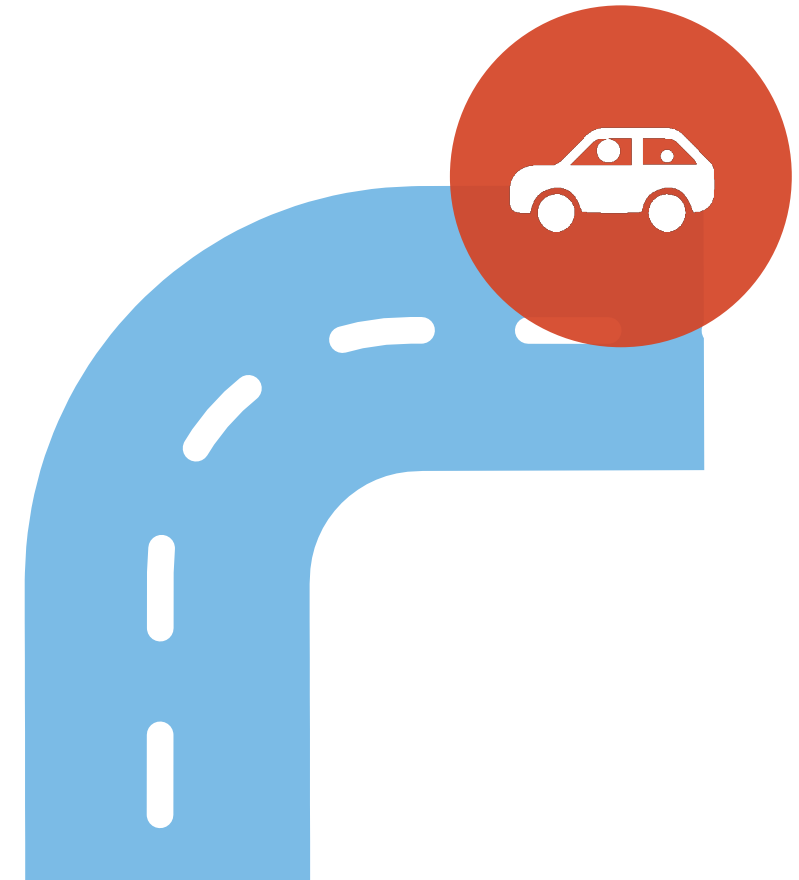
Television? News and marketing



Newspaper? Press release, adverts, etc.



Radio? On-air advertisement and coverage



Stakeholder Groups

Focus Group Listening Sessions



Project Outreach

	A	B	C
1	Name	Organization	Contact Information
2	John Van Dyke	CDMPO	john.vandyke@minotnd.gov
3	Angie Stenson	Bolton & Menk	angie.stenson@bolton-menk.com
4	Blue Weber	Bolton & Menk	blue.weber@bolton-menk.com
5	Jim Mertz	Bolton & Menk	jim.mertz@bolton-menk.com
6	Scott Harmsted	SRF Consulting	sharmstead@srfconsulting.com
7	Luke Champa	SRF Consulting	lchampa@srfconsulting.com
8			
9			
10			
11			
12			
13			

Six Stakeholder Categories

1. Community Based Organizations
2. Business Community
3. Freight and Trucking
4. Emergency Responders
5. Underserved Populations
6. Major Employers

Stakeholder Groups

- **Community Based Organizations**
 - Minot Area Community Foundation
 - Minot YWCA
 - Independence, Inc.
 - Domestic Violence Crisis Center
 - Community Action Program
 - Minot State University

Stakeholder Groups

- **Business Community**
 - Minot Area Chamber EDC
 - Downtown Business and Professional Association
 - Minot Convention and Visitors Bureau
 - Magic City Beverage
 - North Dakota Small Business Development Center
 - Minot Builders Supply



Stakeholder Groups

- **Freight and Trucking Businesses**
 - North Dakota Motor Carriers Association
 - Cloverdale Foods
 - Midwest Motor Express, Inc.
 - Central Plains Ag Services
 - BNSF Railway

Stakeholder Groups

- **Emergency Responders**
 - Minot Fire and Police Department
 - Ward County Sheriff's Department
 - Trinity Health EMS
 - North Dakota Highway Patrol
 - Ward County Emergency Management

Stakeholder Groups

- **Underserved Populations**
 - Minot Housing Authority
 - Minot YWCA
 - Lutheran Social Services of North Dakota
 - Northern Plains Children's Advocacy Center
 - Minot Area Homeless Coalition

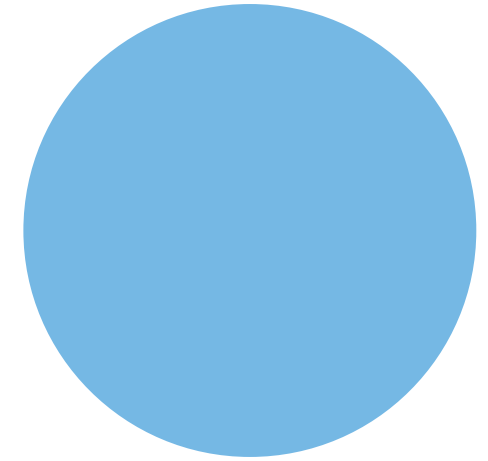


Stakeholder Groups

- **Major Employers**
 - Minot Air Force Base
 - Trinity Health
 - Minot Public Schools
 - CHS SunPrarie
 - Hess Corporation

2050 Metropolitan Transportation Plan

Existing Conditions Preliminary Information



Existing Plans and Policies

2040 Minot Comprehensive Plan (2023)
Minot Land Development Ordinance (2021, 2023)
Minot Broadway Corridor Study (2021)
2035 Minot Long Range Transportation Plan (2015)
Minot Comprehensive (Transit) System Analysis (2013)
Ward County Future Forward Transportation Plan (2019)
Ward County Comprehensive Plan (2019)
Ward County SW and SE Connector Corridor Study (2022)
NDDOT State Freight & Rail Plan (2023)
North Dakota Vision Zero Plan (2024)



Key Policies

City of Surrey: *Every person shall drive at a safe and appropriate speed when approaching and crossing an intersection or railroad grade crossing, ..., and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or highway conditions.*

City of Burlington: *Add trail connections to provide safe routes through disconnected areas.*

City of Minot: *Sidewalks are required in all new subdivisions which are designed with urban section right of ways...*

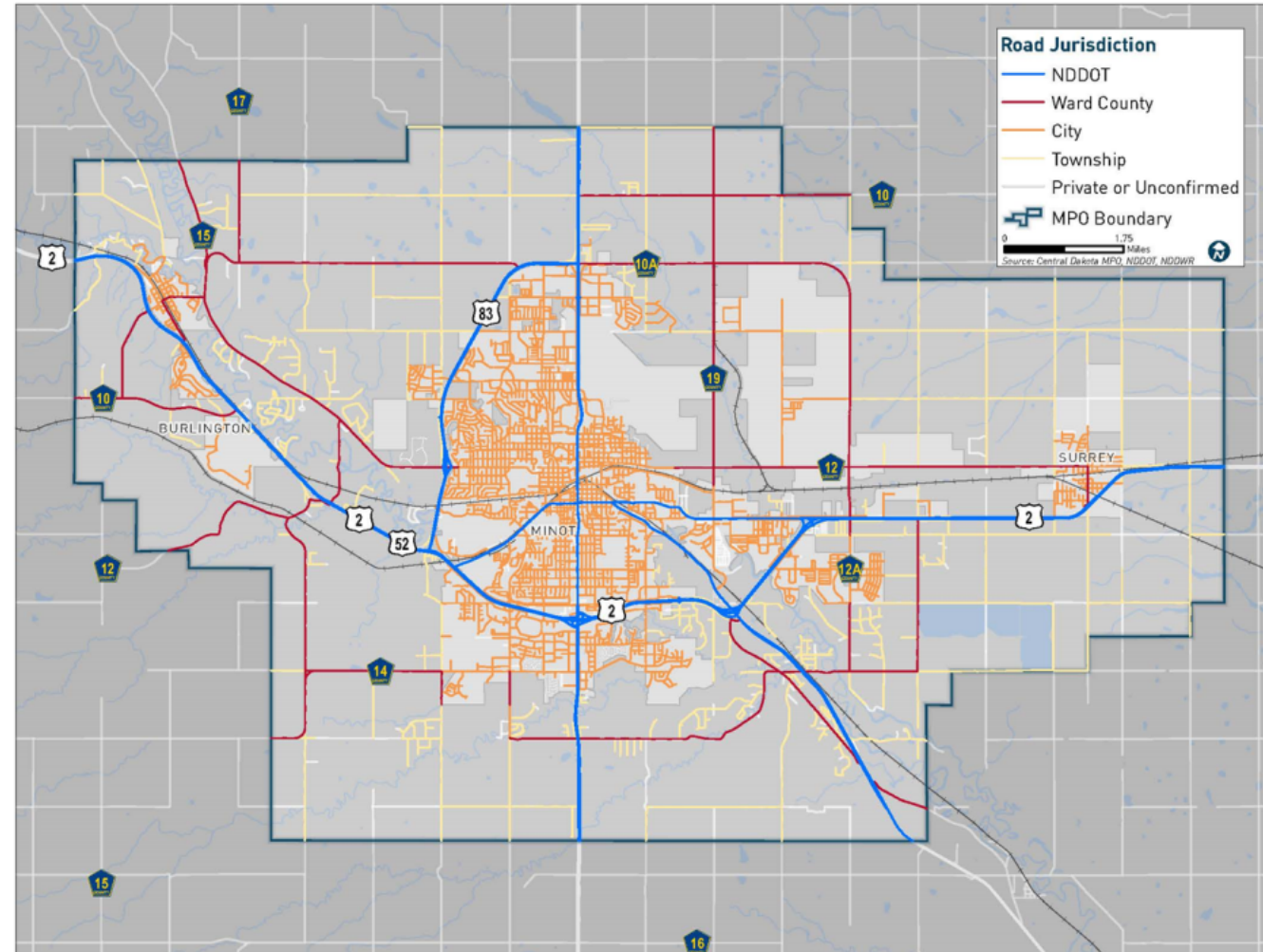
Ward County: *The County shall strive to balance local access needs with regional travel needs (corridor capacity) through the development of access management standards.*

NDDOT: *Implement access management to reduce Vulnerable Road User conflict points near intersections.*



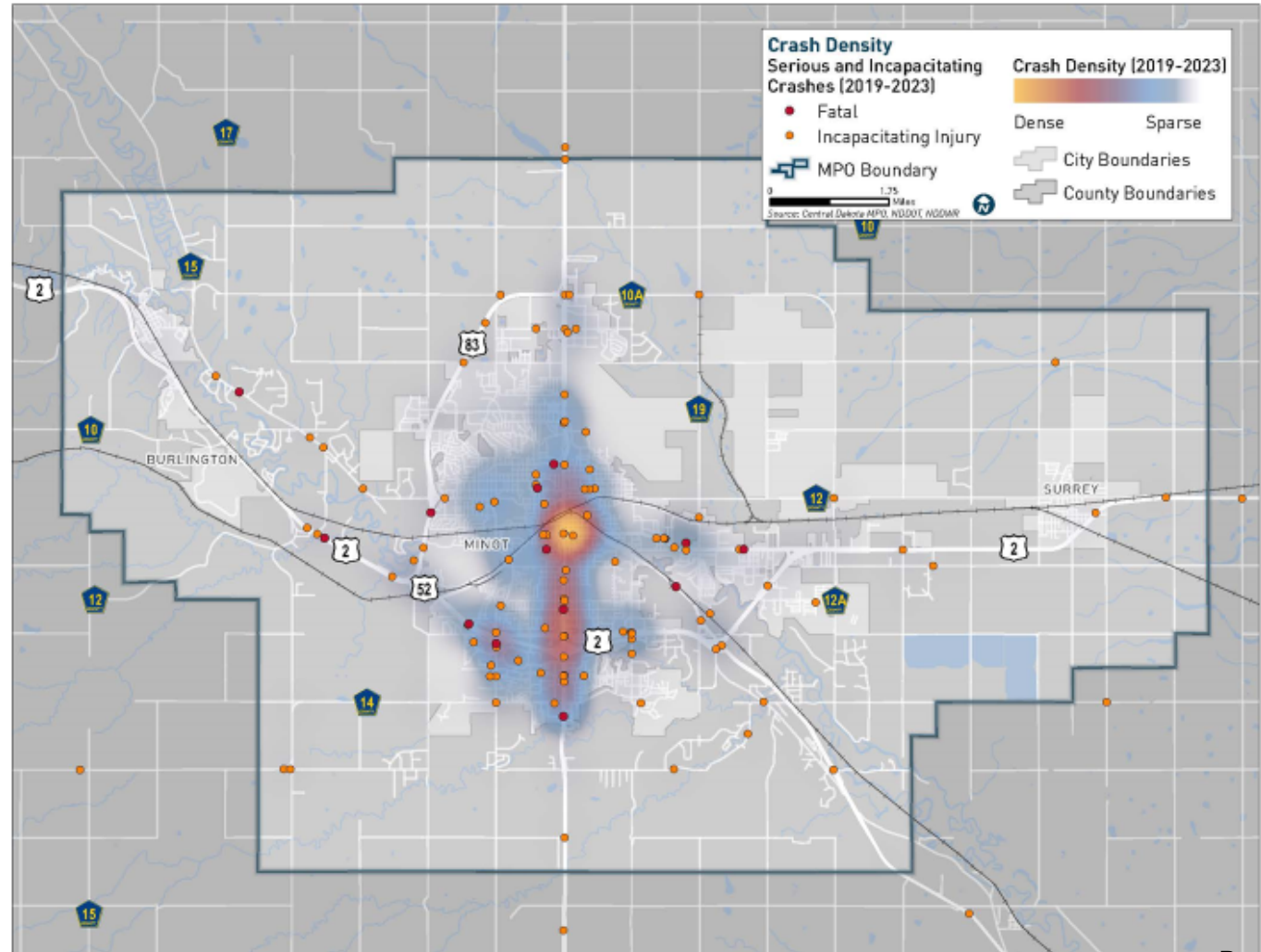
Roadway Jurisdiction

Jurisdiction	Miles of Roadway Maintained
Unconfirmed or Private	9.35
Township Highway Agency	155.30
City of Surrey	9.75
City of Burlington	12.57
City of Minot	252.86
Ward County Highway Agency	67.18
NDDOT	90.48
Total	597.49



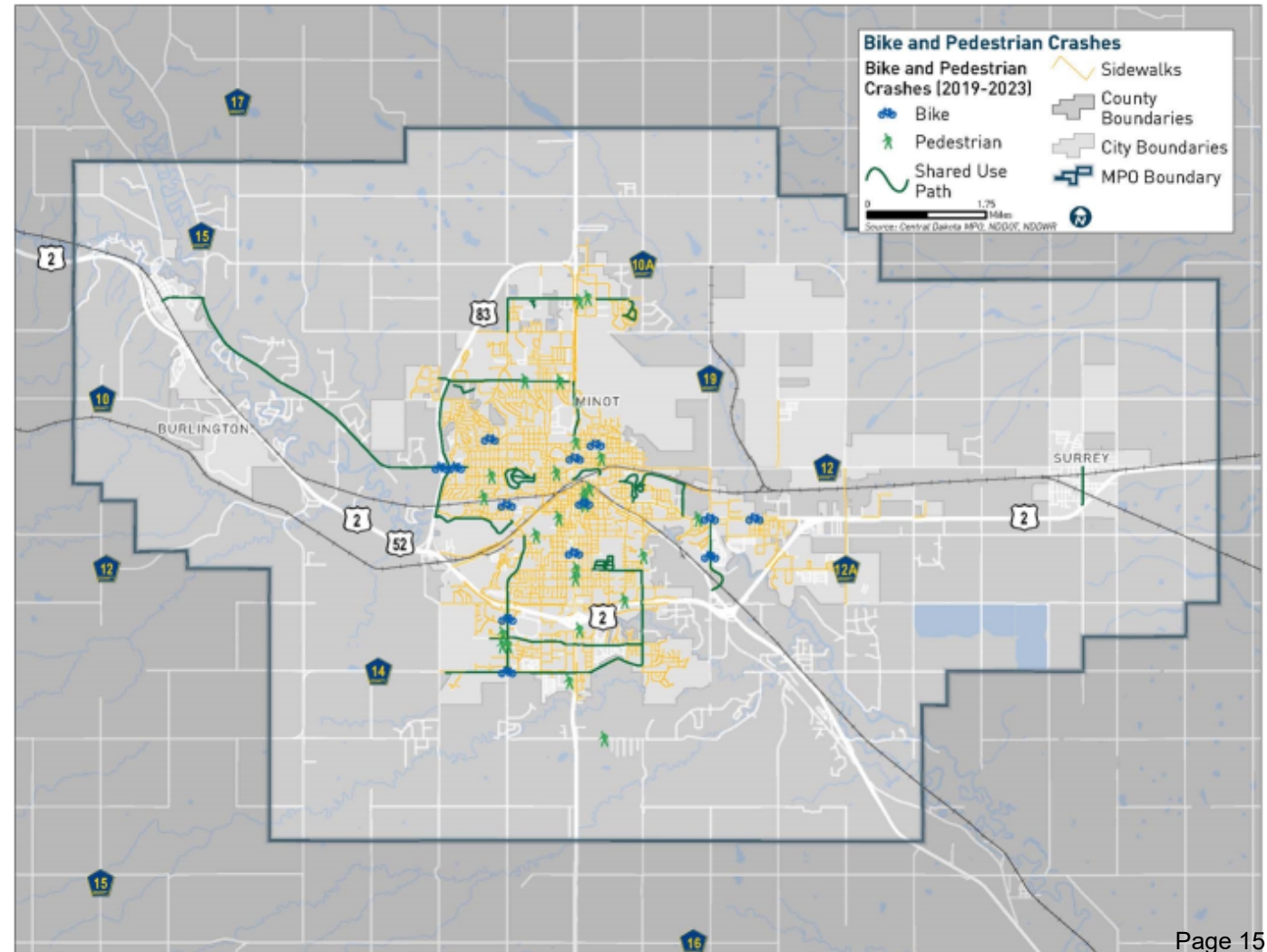
Crash Density

- Crashes occur on Broadway and other major arterials
- Fatal and Incapacitating Injuries occur throughout the MPO



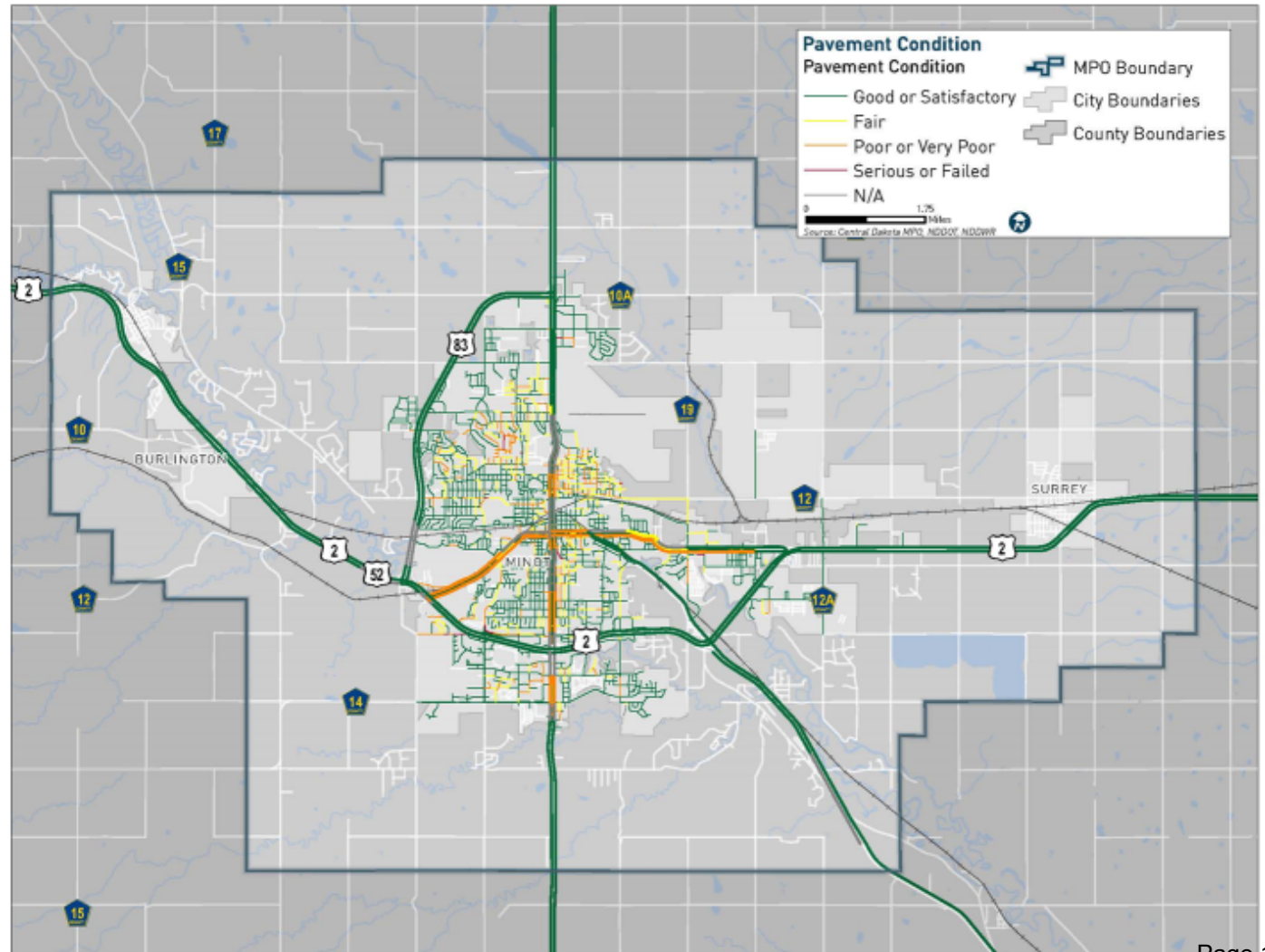
Bike and Pedestrian

- Crashes happen at and between intersections
- Gaps in the trail network, notably North/South connections
- Sidewalks gaps are present throughout the region



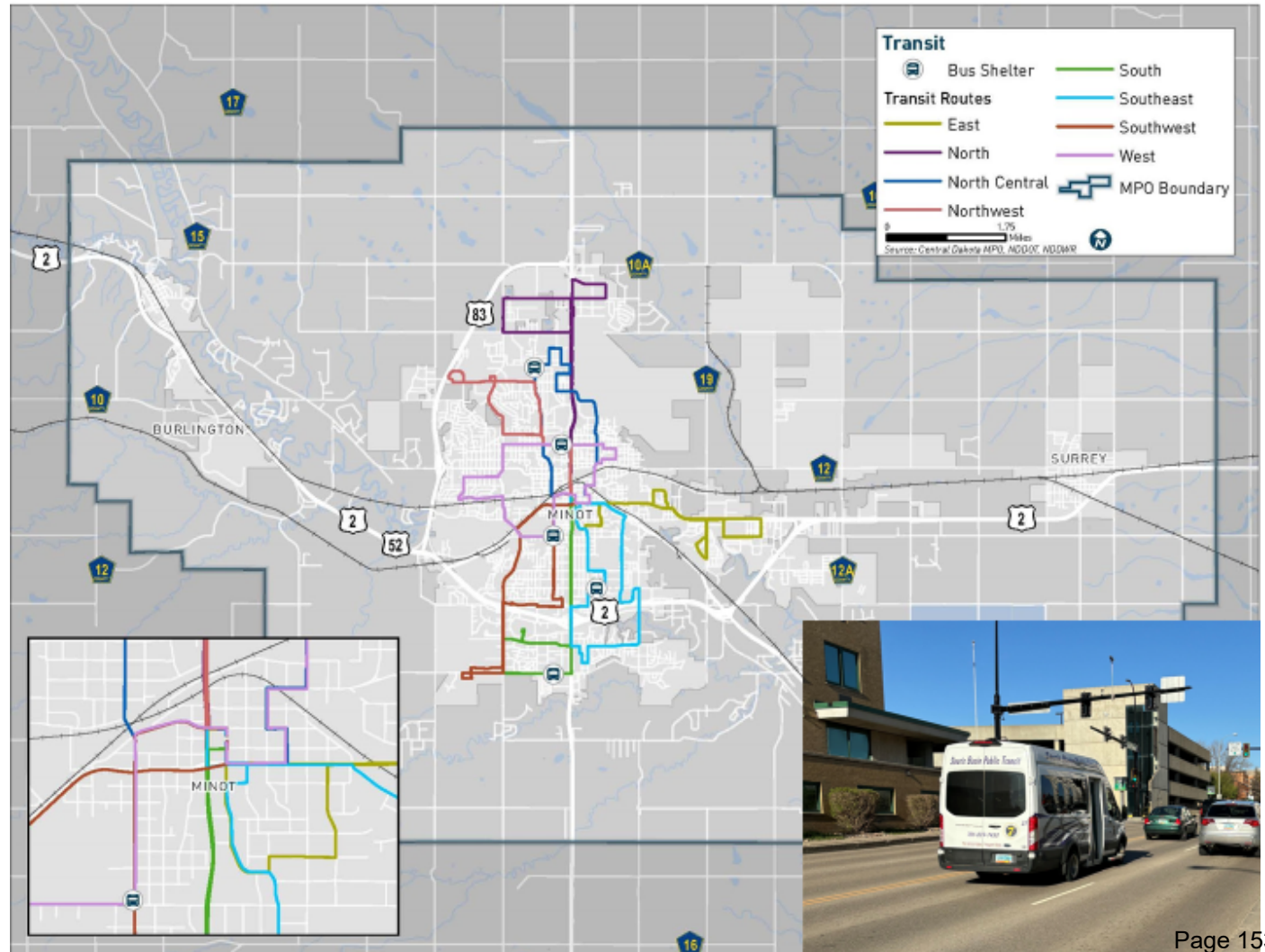
Pavement Condition

- Numerous reconstruction and rehabilitation projects planned through CIP
- See Attachment D

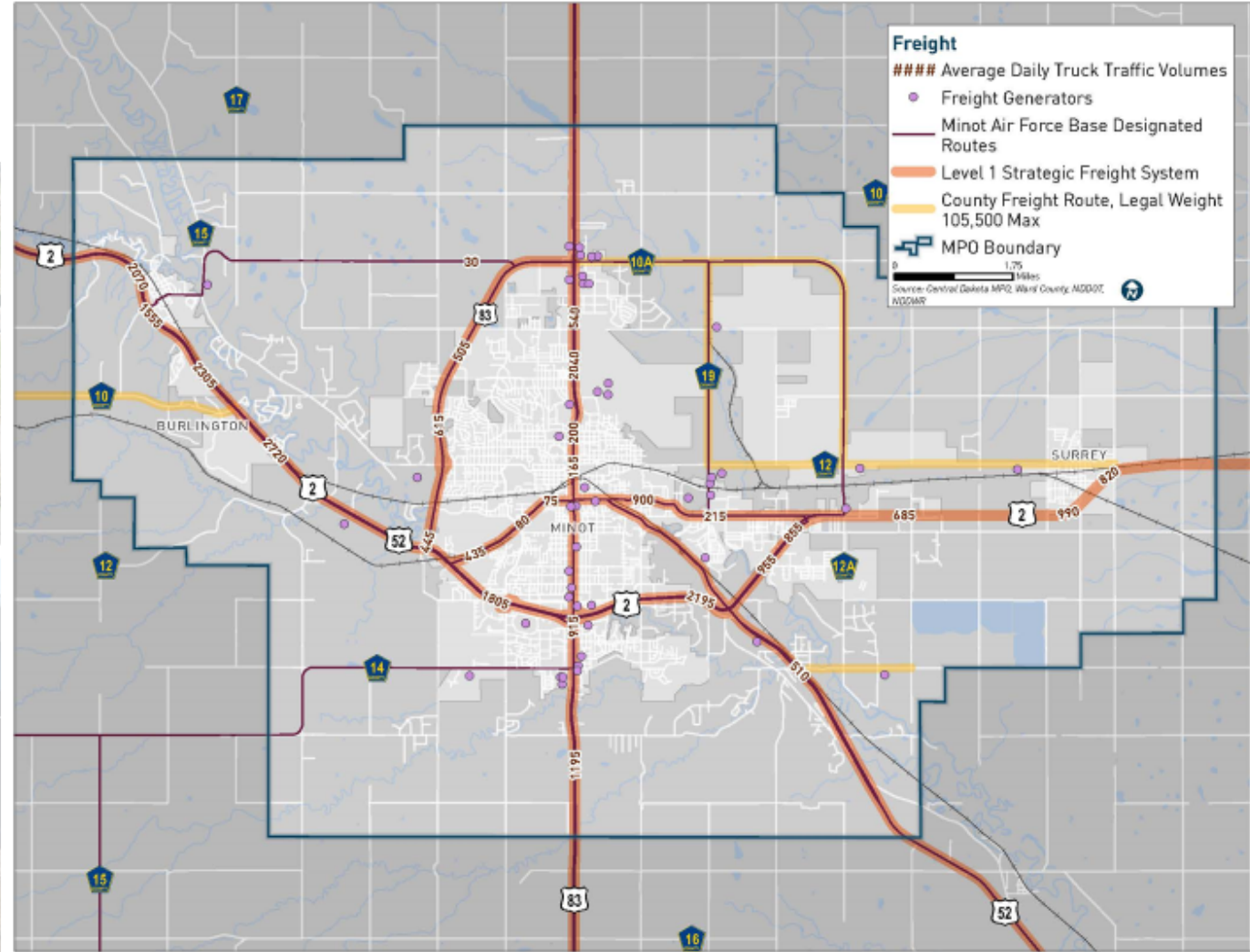


Transit

- All routes pass through Downtown Minot
- Flag Stop System
- Typically, one bus per hour service

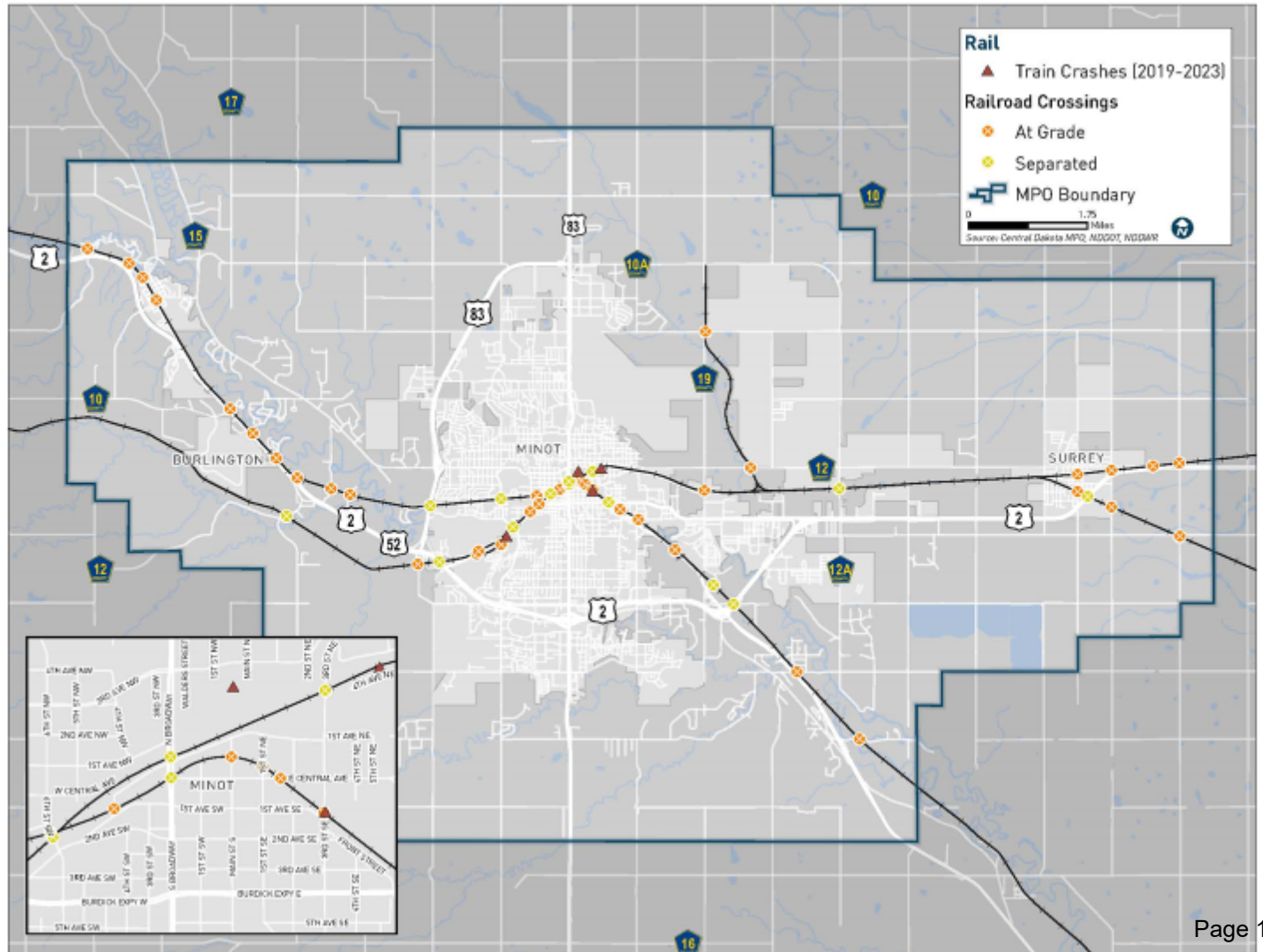


Freight



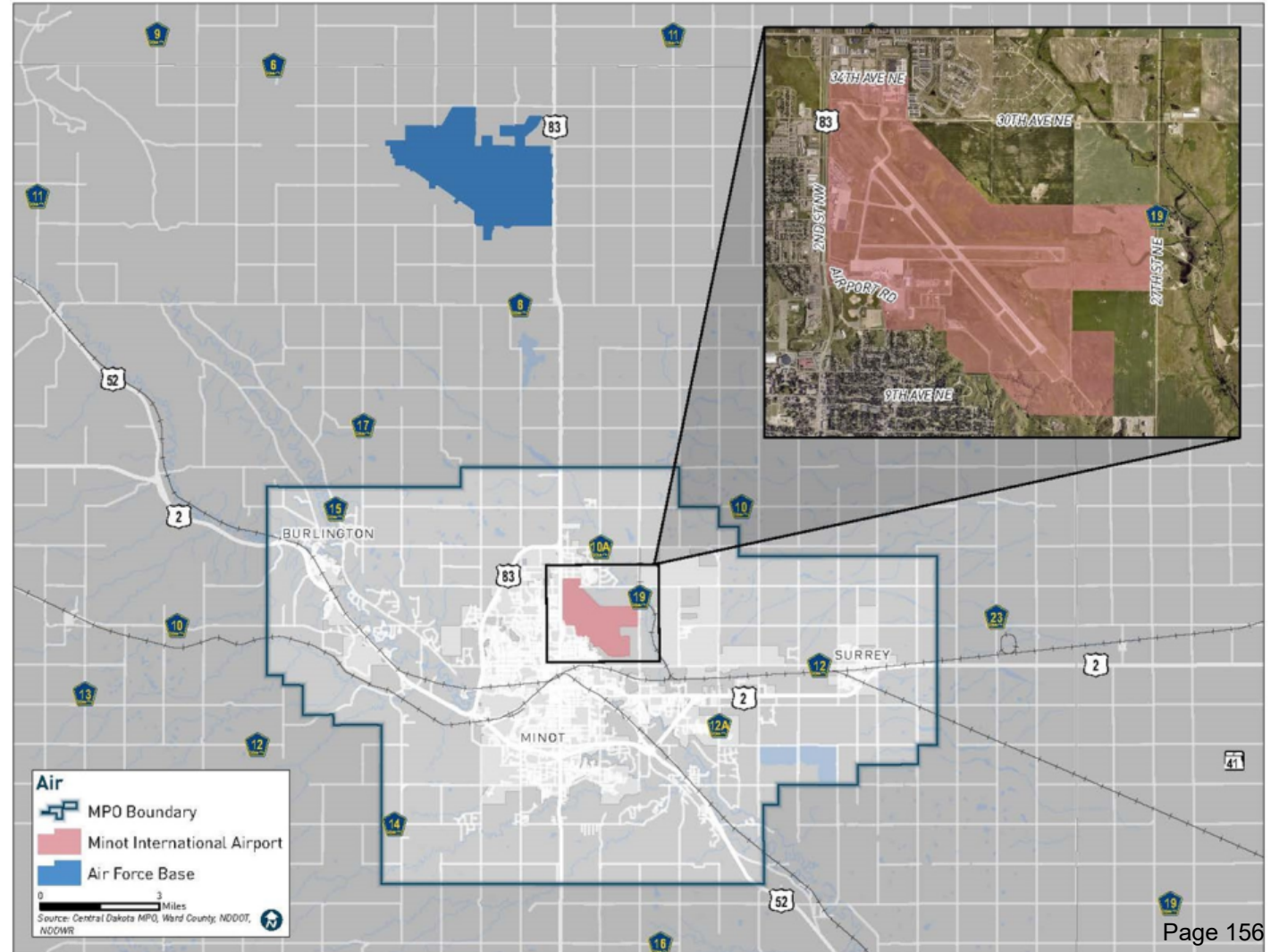
Rail

- Safety
- Numerous at-grade crossings
- Economic driver



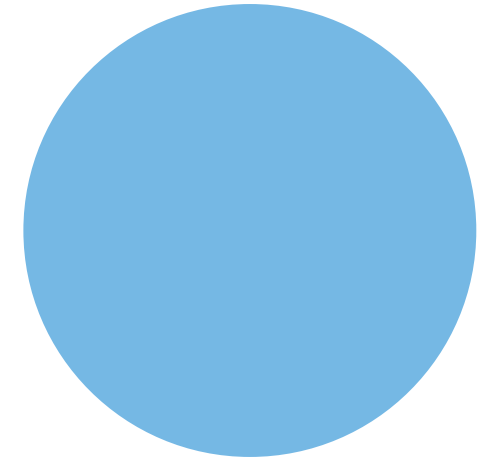
Minot International Airport

- **Carriers:**
 - Allegiant Air
 - Delta Airlines
 - United Airlines
- **Terminals**
 - Newest built in 2016
 - Largest in the State of ND



2050 Metropolitan Transportation Plan

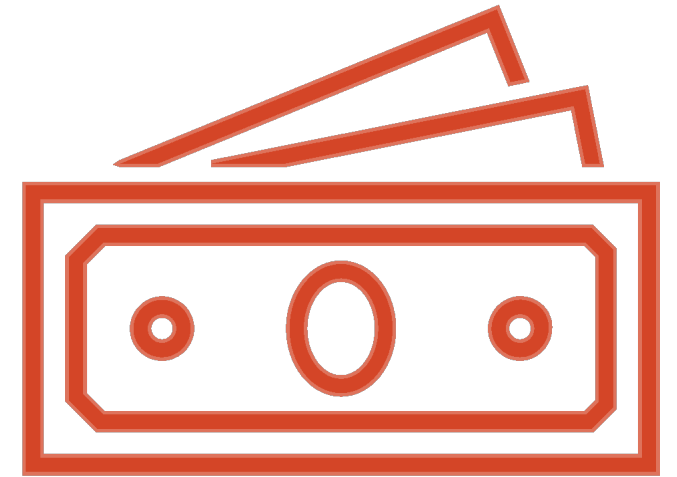
Existing Conditions Financial Plan



Financial Plan



- Projects regional revenues and costs for 20-years
- Required to show “fiscal constraint” – identify projects that can feasibly be funded within the plan timeline
- Plans for operations & maintenance expenses and capacity projects on all federal-aid highways
- Outcome: Map/list of funded projects and spreadsheets that show revenues compared to projected expenses

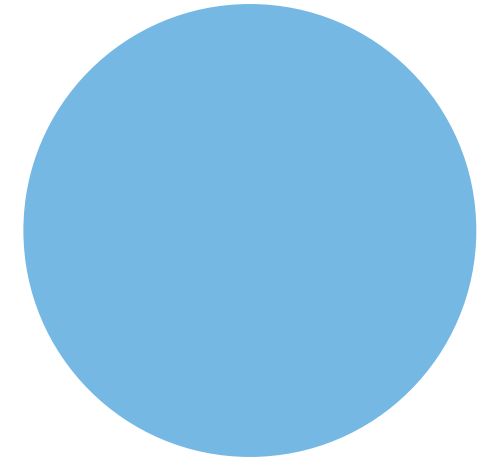


Data Request

- Federal/State Regional Revenues - Historic Data
 - Projected based on planned allocation/formulas and historic funding levels
 - Conversations with NDDOT/FHWA will help set expectations
- Local Revenues – Historic Data
 - Local Sales Taxes
 - Local Special Assessments
 - Other
- Project Costs
 - Historic O&M Costs
 - Planned project costs

2050 Metropolitan Transportation Plan

Future Network Conditions



Travel Demand Model (TDM)

Introduction

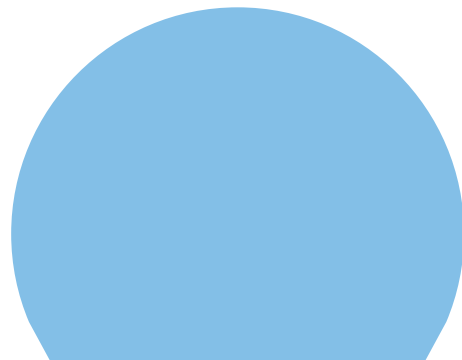
What is a TDM? – A computer model that attempts to quantify the amount of travel on the transportation system. Travel demand models represent travel decisions that are consistent with the actual travel trends and patterns.

What are the TDM inputs?

Socioeconomic Data - includes population, households, and employment. These will be provided for each TAZ for the baseline year (2023) and forecast years (2035 and 2050)

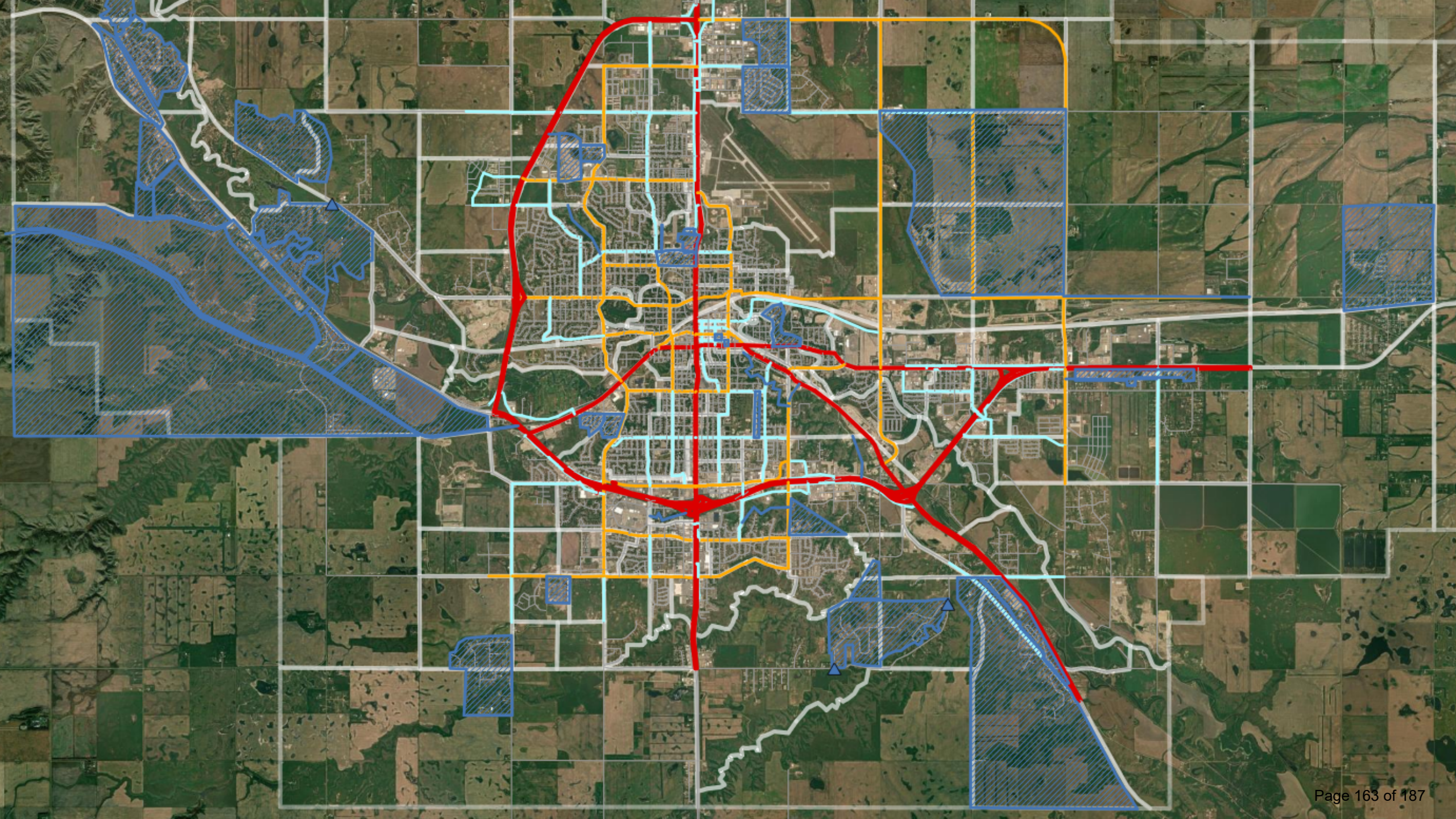
Traffic Analysis Zones (TAZs)

- The basic unit of travel demand model geography
- Divides the MPO area into areas of land use activity that are relatively similar
- Contain socioeconomic data (baseline/2024 data, 2035 and 2050 forecast data)
- Represent the origins and destinations of travel activity



Travel Demand Model (TDM) Process Overview

Task	Lead	Status
Update & establish MPO TAZ boundaries	ATAC	• Preliminary boundaries provided • MPO comments provided
Baseline year socio-economic (SE) data allocated to TAZs	ATAC	• Preliminary data – 1st half of Sep • Local review last week Sep/first week Oct
Year 2035 and 2050 SE forecasts	Consultant/SRF	SRF to begin after baseline SE data finalized
2035 and 2050 SE forecasts allocated to TAZs	Consultant/SRF	SRF to begin after MPO review of forecasts
Final 3 rd party TDM performance review and validation	Consultant/HFTE	HFTE to begin after allocated of forecast SE data to TAZs



Requests and Next Steps

Agency Requests

- Financial plan data request
- Upcoming community engagement activities
 - October 15th 5pm-7pm - Minot State University – Aleshire Theatre
 - October 16th 12pm-2pm - Surrey Senior Center
 - October 16th 5pm-7pm – Burlington Community Food Pantry*

Project Next Steps

- Draft existing conditions memo
- Development of travel demand model and base and future conditions



North Dakota MPO Planning Support Program

MASTER AGREEMENT

The purpose of this agreement is to outline the general scope of the North Dakota MPO Planning Support Program and specify the contractual relationship among the program partners that will govern the overall project. The partners in this agreement include: the North Dakota Department of Transportation, the Bismarck-Mandan Metropolitan Planning Organization, the Fargo-Moorhead Metropolitan Council of Governments, the Grand Forks-East Grand Forks Metropolitan Planning Organization, the Central Dakota Metropolitan Planning Organization, and the Advanced Traffic Analysis Center of the Upper Great Plains Transportation Institute at North Dakota State University.

1. PROGRAM DESCRIPTION

The main emphasis of this program is on enhancing specific planning processes such as travel demand modeling, traffic operations support, Intelligent Transportation Systems (ITS) support, primarily for North Dakota metropolitan areas, with expected benefits to other small to medium size areas. The targeted enhancements aim at providing robust modeling systems that can effectively support the transportation decision making process with responsive and accurate answers while minimizing resource requirements for developing models and supporting their operations. The program defines general core program goals and objectives to guide the overall program. The program also lists related activities/tasks which are funded by the partners as well as additional eligible program activities which are advanced by each individual partner through addendum.

1.1 Program Goals and Objectives

The primary focus will be to support modeling needs in North Dakota. The ultimate goal of this program is to develop a resource for transportation planning modeling suited for small to medium size urban areas. Secondary goals will be for support of MPO needs in the areas of ITS, traffic operations, and other MPO planning support functions. The general high-level objectives of this program are to:

1. Support MPO transportation planning model improvements, especially in the area of model refinement techniques, through targeted improvements to model elements (zones, networks, trips, model input parameters, methods), model calibration for local conditions, and identifying data needs for supporting models.
2. Explore potential applications of new modeling tools or systems, including taking advantage of recent developments in modeling software, ITS, traffic operation analysis tools. A new focus will be given to Artificial Intelligence latest developments in data collection, processing and modeling.

3. Facilitate greater institutional cooperation by providing a neutral source for modeling expertise and advice that would support MPOs, NDDOT, consulting engineering firms, and other small to medium size cities across the nation.
4. Increase the number of qualified civil engineering students who can support modeling, traffic engineering, and ITS position needs in North Dakota, including at the NDDOT, MPOs, and consulting engineering firms.
5. Provide communication and support of training opportunities on developing and improving transportation planning models, including innovative practices in data collection and representation, use of GIS, and new modeling techniques.

1.2 Program Activities/Tasks (funded through annual fee)

1. Facilitate MPO joint modeling, ITS and traffic operations discussions and high-level training on an annual basis through quarterly steering committee meetings. The Spring and Fall meetings will be in-person (if possible) joint meetings with all participating Agencies. The Winter and Summer meetings will be conducted through video conferencing and may be conducted directly with ATAC and individual MPOs.
2. Review, develop, and administer addendums and contracts as requested by partner agencies. Also consider requests from the partner agencies in regards to other Transportation Planning activities such as performance measures, transit planning support, and others as determined by the Steering Committee. These requests would only be performed by addendum as noted below and may involve other Centers and Programs within UGPTI.
3. Include available MPO traffic data as part of any statewide traffic web mapping portals or dashboards as developed through other contracts with UGPTI.
4. Store and provide most recent agreed upon versions of MPO Travel Demand Models as provided by the MPOs and/or their consultants to third parties as requested and approved by the MPOs.

1.3 Program Activities (To be advanced by addendum)

The range of activities included in this program is based on the goals and objectives developed by the program partners. Given the variety of issues that affect travel demand modeling and

forecasting, ITS, and traffic operations, the scope of activities included in this program is expected to be vast. Some of the priority categories for these activities will be items 1-4 and if staff time allows, the other items may be pursued upon a member request.

1. Model development
 - a. Model structure
 - i. Zonal characteristics
 - ii. Trip characteristics
 - iii. Network characteristics
 - b. Use of input data
 - c. Selection of modeling system
2. Model Calibration and Validation
 - a. Calibration data collection
 - b. Validation data collection
 - c. Model calibration/validation methods
3. Data to support models
 - a. Travel data collection
 - b. Travel time studies
 - c. Network traffic data
 - d. GIS application
4. ITS support activities
 - a. Regional ITS architecture development and update
 - b. Project ITS architecture development
 - c. Systems Engineering for ITS project deployment
 - d. Transportation Data Intelligence Center Data Integration and AI model development.
 - e. ITS and Systems Engineering training
5. Special studies
 - a. Corridor and area studies
 - b. Major construction
 - c. Tie with corridor operational analysis
6. Traffic Operations and safety analysis and related collection activities
7. Traffic data archival and reporting for short and continuous counts
 - a. Setup, calibrate, and process video or loop based continuous traffic recorders.
 - b. Modify and enhance reporting software to include traffic count data.
 - c. Develop process and import short term count data to a web portal.
8. Prepare and execute addendums for other Transportation Planning activities such as

performance measures, transit planning support, and others as determined by the Steering Committee.

The program partners may decide to include additional activities upon mutual agreement with the ATAC. The procedure for conducting program activities is outlined in the following section (Section 2).

2. PROCEDURES

This section outlines the procedures for handling program activities. The signing of the master agreement by all relevant parties provides the legal framework for conducting activities encompassed by the program. The process for initiating an activity that is part of this program will consist of: 1) a request from one of the participating agencies, 2) a scope of work (short proposal) developed by ATAC, and 3) a signed addendum.

2.1. Activity Requests

An agency may request a technical assistance activity by submitting a written request in accordance with this agreement. The request should include the following information:

1. Agency name and contact person
2. Nature of the work requested
3. Desired output (deliverables)
4. Time frame (desired start and completion date)
5. Available resources (budget)
6. Other agency/private entity participation

2.2. Activity Scope of Work

Upon the receipt of a request in the proper form, ATAC staff will contact the requesting agency within 2 weeks and indicate if time/resources allow the completion of the requested work. ATAC will develop a Scope of Work (SOW) that will describe their approach in meeting the requested activity. The SOW will include the following:

1. Detailed description of work
 - a. Tasking/activities and methodology
2. Schedule
 - a. Proposed Start date
 - b. Task completion dates
 - c. Project completion date
3. Deliverables
 - a. Scheduled progress reports every 3 months from beginning of project
 - b. Final report or technical report documenting the outcome of the project.

4. Organizational plan
 - a. Principal Investigator
 - b. Staff/student involvement
 - c. QA/QC Plan outside of Attachment 2 of this agreement if applicable.
5. Budget
 - a. Provide estimated % of total cost of each major task as listed in description of work.
 - b. Total costs listing Staff, Grad Student, and Undergrad Student salaries and benefits, operating costs, and NDSU overhead.
6. Billing schedule
 - a. Billings will be scheduled with progress reports every 3 months or as agreed upon with MPO and documented within the scope of work.

The SOW will be submitted through NDSU's Sponsored Programs Administration, the designated office with signature authority for NDSU.

2.3. Addenda

Once the SOW is accepted by the requesting agency, an addendum to the Master Agreement will be prepared by NDSU. Attachment 1 shows the format for the addendum. It contains a brief description of the work activity and provides for authorized signatures by the requesting agency and NDSU's Sponsored Programs Administration. The Scope of Work as described above in 2.2 will be referenced in and attached to each Addendum.

2.4. Authorized Model Use

The parties to this agreement recognize the importance of preserving the integrity of their respective travel demand models as well as the need for rapid turnaround on traffic forecasting for project development. Therefore, the following policies apply:

1. ATAC is designated as the entity responsible for developing, calibrating, maintaining, and updating these models per authorized requests. Modifications and use of the models will be performed by ATAC or MPO staff for their respective model. Any modifications to the models performed by consultants on behalf of the MPO's to support sub-area studies or LRTP's must be forwarded to ATAC to incorporate into the Base Model as requested by the respective MPO.
2. NDDOT, MnDOT (for bi-state MPO's), FHWA, FTA, MPO staff and MPO member units of government shall have full access to the models. Those entities have authority to directly request traffic forecasts from ATAC staff and respective MPO for specific projects or scenarios which do not involve modifications to the models input parameters. ATAC staff will process the request and supply the data to the requestor as rapidly as

possible. ATAC will notify and supply the resulting forecasts to the respective MPO. ATAC shall direct all requests for model information from sources other than the identified planning partners first to the appropriate MPO and receive authorization from the appropriate MPO prior to releasing any information regarding the model.

3. No adjustments to any particular base case model will be made without the permission of the respective MPO. The respective MPO will have the authority to determine the current model and the authenticity of any other model for their specific area.
 - a. Under no circumstances will any of the above parties release any MPO's travel demand model to any agency or consultant not listed above without permission from the respective MPO. All requests for using travel demand models currently covered by this agreement must be pre-approved by the respective MPO for use of that agency's model (i.e., parties to this agreement).

3. ORGANIZATIONAL PLAN

3.1. Steering Committee

This program will be guided by a steering committee consisting of representatives from the participating agencies. Additional public agency or private sector representation may be considered upon approval of the steering committee. The committee provides guidance to the program priorities and assists ATAC researchers in developing annual work plans to serve the various agency needs. The steering committee will meet quarterly with two in person meetings at a location and date acceptable to participants along with two video conference meetings.

The steering committee will consist of the ATAC Director, the NDDOT Assistant Local Government Engineer and/or the NDDOT Planning and Asset Management Engineer, and the 4 respective MPO Directors. Any member can send a designee and additional representatives to the meetings.

ATAC will facilitate the scheduling and agendas for all steering committee meetings. During the fall steering committee meeting, the steering committee will provide ATAC with work estimates to assist in budgeting staff time for the following calendar year.

In addition to the partnering agencies, the steering committee will solicit participation/feedback from other technical groups, such as MnDOT's Traffic Demand Modeling Coordinating Committee. ATAC will be actively involved with MnDOT's Traffic Demand Modeling Coordinating Committee and inform them of our modeling efforts.

At the spring meeting, ATAC staff will provide the steering committee high level training and program updates consisting of 4 to 6 hours intended to communicate existing and new concepts to be considered and advanced in travel demand modeling, ITS, or traffic operations.

3.2. Internal Program Management

The program will be internally managed at ATAC which will work on developing and supporting its activities. In addition to ATAC staff, expertise from other UGPTI researchers and faculty/students from NDSU departments will be utilized when needed. Key staff involvement from ATAC includes:

Director

Provide overall management for the program, including coordination with the steering committee, programming work activities, and allocating resources to the program.

Travel Demand Modeler

Perform technical aspects of the program. The position will be in charge of updating, maintaining, and running the travel demand models for the member MPOs. In addition, this position will supervise undergraduate/graduate student(s) that will assist in the modeling efforts.

ITS Specialist

Provide ITS support services to MPO's.

Traffic Operations Engineer

Provide traffic data collection and analysis as needed to support travel demand modeling and other specific studies.

IT Administrator

Provide database and server support for traffic data collection applications

Undergraduate/Graduate Research Assistant(s)

Assist the Travel Demand Modeler, ITS Specialist and Traffic Operations Engineer by providing data collection and data entry functions. In addition, this position will be used for verifying the various network elements of the travel demand models and traffic operations studies.

Administrative Assistant

Provide administrative support to the program. The position will primarily be responsible for maintaining accounting for the program, as well as assisting in correspondence with the steering committee and arranging committee meetings.

NDSU's Sponsored Programs Administration will be responsible for approving all program activities as outlined in this agreement. This office is the authorized signatory for NDSU.

3.3 Quality Control/Quality Assurance (QC/QA)

To ensure high quality service to the partnering agencies, several activities will occur, which include the following:

1. ATAC will employ an experienced Travel Demand Modeler and reserve 30% to 50% of their FTE to perform the modeling services for MPO requests.
2. ATAC will employ an ITS Specialist and reserve 30% to 50% of their FTE to support MPO ITS requests.
3. ATAC will employ a Traffic Operations Engineer and reserve 30% to 50% of their FTE to support related MPO Traffic requests.
4. ATAC will employ Undergraduate/Graduate Research Assistant(s) on a part-time basis for verifying various network elements of the travel demand models.
5. ATAC will adopt specific TDM based QA/QC procedures as presented in Attachment 2.

4. FUNDING ARRANGEMENT/BUDGET

Funding for this program will consist of two main sources: participation fees and activity-specific fees.

4.1. Participation Fee

Each of the four MPO agencies participating in the program will contribute an annual base participation fee of \$10,000. The last quarter of 2024 will be billed \$2,500 in December to adjust contract dates to a calendar year basis. [The Central Dakota MPO will be exempted from the last quarter of 2024 fee as CDMPO is in the first operating year and has no established projects for 2024.](#) The annual fee will be billed on or about December 1 of each subsequent program calendar year for all MPO's. This fee will primarily be used for the activities listed in section 1.2.

4.2. Activity-Specific Fees

Agencies requesting technical assistance activities will reimburse ATAC for work conducted under this program. The cost for these activities will be negotiated between the requesting agency and ATAC and will be broken out to follow the MPO calendar year funding cycle. The fee for agreed upon activities shall be billed every three months from the beginning of work or as otherwise agreed upon between ATAC and the respective MPO and specified in the Addendum. Billing shall correspond with the percent complete from previous billing.

4.3. Facilities and Administration

NDSU will retain the current F&A percentage rate (43.2%) of all program contributions.

5. Effective Duration

Duration of the agreement will begin October 1, 2024 through December 31st, 2027. Calendar year billing periods will be as follows.

- 2024 – October 1st 2024 to December 31st 2024 - \$2,500 **excluding CDMPO**
- 2025 – January 1st 2025 to December 31st 2025 - \$10,000
- 2026 - January 1st 2026 to December 31st 2026 - \$10,000
- 2027 - January 1st 2027 to December 31st 2027 - \$10,000

6. Cancellation/withdrawal policy

Any party that wishes to withdraw from this agreement can do so upon submitting a written notice at least 60 days prior to the intended withdrawal date.

7. Appendices

Appendix A and E of the Title VI Assurances and Federal Clauses (Appendix B), attached, are hereby incorporated into and made a part of this agreement.

8. Agreement Execution

Each of the Parties to this Agreement represents and warrants it has authority to execute this Agreement. This Agreement may be executed at different times and in any number of counterparts, each of which, when so executed, shall be deemed to be an original, and all of which taken together shall constitute one and the same Agreement.

Bismarck-Mandan Metropolitan Planning Organization

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

Fargo-Moorhead Metropolitan Council of Governments

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

Grand Forks-East Grand Forks Metropolitan Planning Organization

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

Central Dakota Metropolitan Planning Organization

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

North Dakota State University

Witness:

Name (Print)

Authorized Representative (Print)

Signature

Signature

Date

**North Dakota MPO Planning Support Program
Addendum**

Upon execution by the parties below, this Addendum and any attachments shall become attached to and incorporated into the 'North Dakota MPO Planning Support Program Master Agreement' between "xxx MPO" and North Dakota State University.

1. *Project Title:*
2. *Effective Dates:*
3. *Statement of Work:*
4. *Principal Investigator:*
5. *Desired Deliverables:*
6. *Contract Amount:* \$

BUDGET:

Cost Item	Amount
Staff Salaries	\$
Benefits	\$
Grad Student Salaries	\$
Undergrad Student Salaries	\$
Benefits	\$
Operating	\$
	-
Total Direct Costs	\$
Total Indirect Costs	\$
Total Project Cost	\$

SOURCE(S) of FUNDING

- Federal Source: \$

/

/

CFDA #	Federal Award Date	Federal Award Identification Number
--------	--------------------	-------------------------------------

- Federal Source: \$

/

/

CFDA #	Federal Award Date	Federal Award Identification Number
--------	--------------------	-------------------------------------

- State: \$
- Other: \$

AUTHORIZATION:

"xxx MPO"

North Dakota State University

 Authorized Signature

 Authorized Signature

Name and Title

Date

Name and Title

Date

ATAC Quality Assurance/Quality Control for MPO Travel Demand Models

ATACs goal for its travel demand modeling (TDM) program is to provide the best reliable travel forecasts to its stakeholders using state-of-the-art practices and available data. All input assumptions, methodologies, and processes used in the models will be validated against ground truths and the state-of-the-art in modeling practices; model forecast outputs will be checked for consistencies and reasonableness; and model outputs, limitations, and outliers will be communicated to all stakeholders through technical memorandums and through the provision of output files in formats specified by MPOs and other stakeholders.

To achieve this goal and to enhance the confidence, credibility and to provide reasonable and reliable forecasts, the following Quality Assurance (QA)/Quality Control (QC) checklist and procedures will be applied to all TDM projects ATAC develops for its stakeholders. The QA/QC checklist is not all-inclusive and is a minimum guideline that ATAC will use to assure TDM model outputs are reliable and consistent. This QA/QC will be amended for specific projects or scenarios if the need arises. The QA/QC document is divided into three main parts which are critical in providing reliable, reasonable and consistent TDM forecasts. These include: model parameters, model data, and model output.

1. TDM Model Input Parameters/Model Assumptions

TDM Model input parameters are the mathematical relations that are applied to input data to generate a desirable output e.g. trip generation rates, BPR curves, gravity model equation etc. To ensure ATAC uses the most up-to-date input parameters, the following procedures will be applied:

- i. ATAC will use locally generated input parameters where available
- ii. ATAC will compare model parameters with previous studies, parameters from studies from similar geographic/socioeconomic areas, and from credible national data from sources such as FHWA and ITE
- iii. ATAC will document any new assumptions that are project specific and communicate them to stakeholders for approval
- iv. ATAC will document all model parameters, differences from previous studies, limitations, and communicate this information to its stakeholders for review
- v. ATAC will propose local data collection efforts that will improve on TDM forecasts
- vi. ATAC will have a minimum of two staff review all model scripts for accuracy. In addition, ATAC will provide the model to consultants or other peer reviewers to check for scripting accuracy upon proposal by the MPOs. The individual model review proposal will contain an optional task and budget for peer reviews requested by the respective MPO.

2. TDM Model Input Data

Model input data are a critical part in TDM forecasts and any errors in the input will be propagated in the output resulting in unreliable forecasts. Two main model data are used in all TDM - network and socioeconomic data. In addition, data that is used for validating and calibrating TDM models are crucial in providing credible forecasts. ATAC will implement the following procedures to ensure model input data are accurate:

- i. Network Data
 - a. ATAC will have a minimum of two staff formally review all network changes
 - b. ATAC will use the aid of all additional data e.g. most recent aerial photos, on-line maps, DOT/MPO information, and approved network improvement to formally review all network changes
 - c. ATAC will conduct a random review of several links on the network with well-known and documented network attributes to guarantee accuracy
 - d. ATAC will implement an automated process in the TDM software that will check for differences between network changes and a baseline network
 - e. ATAC will provide updated networks to stakeholders for review and comments before models are run
 - f. ATAC will communicate with stakeholders and document the different network scenario assumptions that need to be integrated into the baseline (base year or future year)
 - g. ATAC will communicate with stakeholders periodically and provide them with the most up-to-date networks
- ii. Socioeconomic Data
 - a. ATAC will have a minimum of two staff members verify socioeconomic data changes
 - b. ATAC will compare and communicate to stakeholders all socioeconomic data differences between current and baseline/ previous model
 - c. ATAC will check any changes in TAZ structure to ensure it meets preset guidelines and communicate this information to stakeholders
- iii. Data Used for Calibration/Validation
 - a. ATAC will have a minimum of two staff verify ADT counts on the networks
 - b. ATAC will do a random comparison of at least 20 different ADT count locations and compare with previous ADTs for consistency
 - c. ATAC will have a minimum of two staff verify all other calibration and validation data including VMT, VHT, screen line counts, and trip length distributions
 - d. ATAC will provide all input data used for calibration and validation to stakeholders.

3. TDM Model Outputs and Documentation

Model output is the final and most important piece in TDMs since it is used by stakeholders to make the decisions that necessitate the creation and development of TDMs. To ensure that each model output is consistent and reliable, ATAC will implement the following QA/QC procedures.

- i. All base year model output developed by ATAC will be validated against preset criteria based on national and local guidelines or project specific guidelines
- ii. A minimum of two staff will check all model output for inconsistencies and outliers and compare each scenario with baseline scenarios, document the model output differences and provide this information to stakeholders
- iii. ATAC will provide model output in formats preset by stakeholder for each project
- iv. ATAC will provide a written technical memorandum for each project detailing the model input, model output, parameter changes, comparison to baseline output, any outliers, explanation for these outliers and steps taken to address them
- v. Technical Memorandum will be reviewed by ATAC for technical accuracy and content by a minimum of two ATAC staff
- vi. All input data, correspondences between ATAC and stakeholders, data logs, and technical memorandum will be maintained and documented in a separate project database for each project.

ATAC Quality Assurance/Quality Control for ITS Architecture

ATAC assisted the ND MPOs in creating their original Regional ITS Architectures (RA) in 2005. Further, the RAs have been updated based on recommendation from FHWA and request from the MPOs via addenda to the Master Agreement.

In order to increase confidence in the accuracy and the validity of each RA, ATAC follow a Quality Assurance (QA)/Quality Control (QC) process that falls under two parts: methodology, and data checking.

1. RA Development Methodology

ATAC will continue to follow a methodology that consists of maintaining a knowledge base of the latest ITS and architecture changes between updates, and promoting stakeholder engagement and review during updates. Specifically, the following procedure will be applied:

- i. ATAC will monitor development on the National ITS Architecture, which is the source for RA development, and ensure the RAs' compliance with the national architecture;
- ii. ATAC will monitor development on the Turbo Architecture software (Turbo) and ensure that each RA update uses the most up-to-date version of Turbo;
- iii. ATAC will continue to engage the FHWA ND Division's ITS Engineer in RA development to ensure compliance with the latest FHWA guidelines;
- iv. ATAC will continue to follow an iterative approach to RA development. The approach relies on continuous feedback from the stakeholders, and refinements on the RA by ATAC which are again presented for stakeholders review until consensus is reached;

2. RA Data Check and Report Generation

ATAC will continue to follow a process that reviews the accuracy of data entered into the Turbo database and the outputs generated using Turbo to ensure it reflects the regional needs.

Specifically, the following procedure will be applied:

- i. ATAC will have a minimum of two staff review and verify the inventory of elements and their correspondence to stakeholders;
- ii. ATAC will have a minimum of two staff review and verify interfaces and information flows for each service package in the RA;
- iii. ATAC will have a minimum of two staff review and verify the status (existing, planned, or not planned) of each element, flow, and service package in the RA;
- iv. ATAC will have a minimum or two staff review and verify the output generated through Turbo including all diagrams, tables, and reports;
- v. ATAC will conduct an internal review of all RA report documentation before providing drafts to the MPOs for review.

City of Minot, North Dakota
Balance Sheet
Central Dakota Metropolitan Planning Organization
August 31, 2024
With Comparative Totals for August 31, 2023
(Unaudited)

	August 31, 2024	August 31, 2023
ASSETS		
Cash and cash equivalents	\$ 82,742	\$ -
Accounts receivable	11,251	-
Prepays	500	-
Total assets	<u>\$ 94,493</u>	<u>\$ -</u>
LIABILITIES		
Accounts payable	\$ 2,614	\$ -
Accrued salaries and benefits payable	2,556	-
Total liabilities	<u>5,170</u>	<u>-</u>
FUND BALANCE		
Nonspendable	\$ 500	-
Committed for CDMPO activities	88,823	\$ -
Total fund balance	<u>89,323</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 94,493</u>	<u>\$ -</u>

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
August 31, 2024
With Comparative Totals for August 31, 2023
(Unaudited)

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	August 31, 2024 Actual Amounts	Variance with Final Budget	August 31, 2023 Actual Amounts
REVENUES					
Federal revenues	\$ -	\$ 295,655	\$ 11,251	\$ (284,404)	\$ -
Local operating revenues	-	22,913	34,370	11,457	-
Interest income	-	-	112	112	-
Total revenues	-	318,569	45,733	(272,836)	-
EXPENDITURES					
Current					
Salaries	-	90,335	25,173	65,163	-
Employee benefits	-	26,742	5,663	21,079	-
Professional services	-	220,700	500	220,200	-
Property services	-	16,053	-	16,053	-
Purchased services	-	10,755	1,575	9,180	-
Supplies	-	4,983	-	4,983	-
Total expenditures	-	369,569	32,911	336,659	-
Excess (deficiency) of revenues over (under) expenditures	-	(51,001)	12,822	63,823	-
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	76,501	76,501	-
Total other financing sources (uses)	-	-	76,501	76,501	-
Net change in fund balance	\$ -	\$ (51,001)	89,323	\$ 140,324	-
Fund balance, January 1			-		-
Fund balance, August 31			\$ 89,323		\$ -

Expenditures:	Amount
8/2/24 Payroll J. Van Dyke	\$ 5,814.69
8/16/24 Payroll J. Van Dyke	\$ 5,755.77
8/30/24 Payroll J. Van Dyke	\$ 5,019.92
AT&T	\$ 45.92
MINOT DAILY NEWS	\$ 35.88
Total of invoices	16,672.18