



Central Dakota MPO Policy Board Meeting

Thursday, April 24, 2025, at 4:30 PM

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

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

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

Suggested Motion: I move to approve the March 27, 2025 minutes as presented.

3. OLD BUSINESS

3.1. UPDATED MONTHLY ACTIVITIES DOCUMENT

This item is informational only; no action required.

3.2. 2025 UPWP AMENDMENT #1

Suggested Motion: I move to approve the 2025 UPWP Amendment #1 incorporating present and future comments from NDDOT, FHWA and FTA.

4. NEW BUSINESS

4.1. ATAC CONTRACT - SIGNALIZED INTERSECTIONS

Suggested Motion: I move to authorize the Executive Director to sign the Signalized Intersections Traffic Data Collection Addendum.

4.2. 2026-2027 UPWP - TRANSPORTATION SPECIALIST POSITION

Suggested Motion: I move to approve the job description for the

Transportation Specialist and to direct the Executive Director to incorporate the position into the 2026-2027 UPWP.

4.3. FINANCE DOCUMENTS

Suggested Motion: I move to approve the Financial Statements as presented.

Activity: Provide policy guidance on acceptable forms of payment for future membership dues.

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT

CENTRAL DAKOTA
METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES



Thursday, March 27, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:33 PM

1. ROLL CALL

The following were present:

Burlington City- Kelsey Flick (alternate)
Minot City- Mark Jantzer, Lisa Olsen, Harold Stewart
Surrey City- Michael Thiesen
Ward County- John Fjeldahl, Jim Rostad

Members Absent: Jerick Hedges

Others Present: Will Hutchings, Brittany Shefstad, Hannah Hornberger, Bryan Banfill, and Brian Horinka

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE FEBRUARY 27, 2025 MINUTES

Mike Thiesen moved to approve the minutes of the February 27, 2025 meeting as presented. The motion was seconded by John Fjeldahl, and carried the following vote: ayes: Jantzer, Olsen, Fjeldahl, Thiesen, Rostad, Stewart and Flick; nays: none

3. OLD BUSINESS

3.1 WAGES AND PERFORMANCE REVIEW DISCUSSION CONT.

John Van Dyke added the verbiage that no wage adjustments would occur without Policy Board approval. Mike Thiesen questioned if the board would be paying for COLA summary every year. Mark Jantzer noted that the salary comparison chart is just a broad range to reference. John Fjeldahl had discussed the score sheet that the county uses for their performance reviews. The full board will perform the performance reviews.

Mike Thiesen moved to adopt the Wages and Performance Reviews as presented. The motion was seconded by Jim Rostad, and carried the following





vote: ayes: Jantzer, Fjeldahl, Olsen, Thiesen, Rostad, Stewart and Flick; nays: none.

4. NEW BUSINESS

4.1 UPDATED MONTHLY ACTIVITIES

John Van Dyke gave an update on the Metropolitan Transportation Plan (MTP), mentioning a meeting with the project management team and the development of a travel demand model. The travel demand model is currently five-months behind schedule, although the consultant part of the project is still expected to complete prior to the end of the year. Executive Director Van Dyke will present the final plan in January in lieu of the consultant to ensure the project does not push into 2026.

4.2 2025 UPWP AMENDMENT #1

John Van Dyke reviewed the summary of the changes. He explained that because more was accomplished in 2024 with the MTP that demand will be less for 2025 and the funds will be reallocated to the Transit Development Plan (TDP) and traffic signal data collection project.

Harold Stewart moved to approve the 2025 UPWP Amendment #1 as presented. The motion was seconded by Lisa Olsen and carried the following vote; ayes: Fjeldahl, Rostad, Jantzer, Thiesen Olsen, Stewart and Flick; nays: none.

4.3 TRANSIT DEVELOPMENT PLAN – REQUEST FOR PROPOSALS (RFP)

John Van Dyke, Executive Director reviewed the Request for Proposals for the Transit Development Plan. Van Dyke noted the RFP was created in close consultation with Brian Horinka, Transit Superintendent, Bryan Banfill, Public Works Operations Director, and Tom Joyce, Assistant City Manager, all with the City of Minot (Transit Provider). Van Dyke reviewed the project's timeline, which expects to kick off Summer 2025, providing actionable information/data to Minot City Council for 2027 budgeting purposes, with a final plan to be provided in August 2026. A steering committee will also be formed. NDDOT has reviewed the RFP and provided preliminary approval.

Brian Horinka noted that a recent phone discussion with Federal Transit Administration (FTA) provided information that will lead to including some additional language within the RFP to allow the TDP to act as the Coordinated Plan. The suggested motion includes flexibility to approve the plan subject to additional necessary language as identified by NDDOT and other agencies and the necessary changes will be made prior to the RFP being officially noticed.





Lisa Olsen moved to approve the Request for Proposals subject to necessary changes following review by NDDOT & other agencies, as necessary. The motion was seconded by Jim Rostad, and carried the following vote: ayes: Jantzer, Olsen, Fjeldahl, Thiesen, Rostad, Stewart and Flick; nays: none

4.4 FINANCE DOCUMENTS

Harold Stewart moved to approve the Finance Statements as presented. The motion was seconded by Mike Thiesen and carried the following vote: ayes: Fjeldahl, Rostad, Olsen, Jantzer, Stewart, Thiesen and Flick; nays: none.

4.5 UNSPENT 2024 CPG REDISTRIBUTION FOLLOW-UP

John Van Dyke discussed that any unspent funds in the year would be “kicked back” to NDDOT, then these funds would be available in the future for other MPO’s in the state to use as needed. John explained that there is no need for any additional funds currently.

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

ADJOURNMENT

There being no further business, Lisa Olsen moved to adjourn the meeting. The motion was seconded by Mike Thiesen, and carried unanimously. The meeting adjourned at 5:13 PM.





MONTHLY ACTIVITIES UPDATE APRIL 24, 2025

The following information is provided to keep the Policy Board members apprised of the ongoing activities, deadlines, and overall efforts that have been accomplished since the last Policy Board meeting. The task lists are not exhaustive of all activities and efforts, but provide insight into the day-to-day operations of the organization.

Week Forty-five - March 24, 2025 - March 28, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Thursday**
 - ☒ Update hours log for week forty-five - **Friday**
 - ☒ Create update for week forty-six tasks - **Friday**
 - ☒ ATAC Contract Addendum for Signalization Effort
 - ☒ Update ATAC Contract with pertinent info - **Monday**
 - ☒ Meetings
 - ☒ NDDOT one-on-one - **Tuesday**
 - ☒ MPO Director Coordination Meeting - **Monday**
 - ☒ First Amendment Auditor Training - **Tuesday**
 - ☒ Policy Board - **Thursday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2026/2027 UPWP Creation
 - ☒ Continue writing/organizing document - **Monday-Friday**
 - ☒ Discussion w/MPO Director's regarding staff-to-project ratio - **Friday**
- ☒ **Section 130 - Training and Travel**
 - ☒ Socio-economic Forecasting - **Wednesday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ MTP Project Team Meeting - **Thursday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ TDP Discussion w/BMI - **Monday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a





Week Forty-six - March 31, 2025 - April 4, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Friday**
 - ☒ Update hours log for week forty-six - **Friday**
 - ☒ Create update for week forty-seven tasks - **Friday**
 - ☒ March PB Minutes Review - **Monday**
 - ☒ Meetings
 - ☒ NDDOT one-on-one - **Tuesday**
 - ☒ MPOs/NDDOT Meeting - **Wednesday**
 - ☒ TAC Agenda - **Tuesday/Wednesday**
 - ☒ March 11, 2025 Minutes
 - ☒ MTP Consultant Update Attachments
 - ☒ January Reimbursement Request
 - ☒ Review comments - **Monday**
 - ☒ Work with Finance on Modification of 2025 Reimbursement Request - **Tuesday**
 - ☒ February Reimbursement Request
 - ☒ Review/assemble February reimbursement request - **Wednesday**
 - ☒ CenDak Signal Contract - **Friday**
 - ☒ Back and forth with ATAC surrounding addendum to master agreement
 - ☒ Send contract to legal for review
- ☒ **Section 120 - Unified Planning Work Program**
 - ☐ 2026/2027 UPWP Creation
 - ☒ Continue writing/organizing document - **Monday-Friday**
 - ☒ Discussion GF-EGF MPO Director regarding staff-to-project ratio - **Wednesday**
 - ☒ Discussion Bis-Man MPO Director regarding staff-to-project ratio - **Wednesday**
 - ☒ Finalize staff memo - **Thursday**
- ☒ **Section 130 - Training and Travel**
 - ☒ NDPA Board Meeting - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ MTP Project Team Meeting - **Thursday**
 - ☒ Model output review - **Monday**
 - ☒ Respond with questions - **Monday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Update TDP RFP to include Coordinated Plan information provided by Brian H. - **Monday**
 - ☒ Meet w/Brian H. for final review - **Monday**
 - ☒ Submit final version to NDDOT/FTA - **Monday**
 - ☒ Make adjustments based on NDDOT/FTA feedback - **Tuesday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ Begin structuring comment for Highlands at N. Hill development proposal - **Friday**





Week Forty-seven - April 7, 2025 - April 11, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Thursday**
 - ☒ Update hours log for week forty-seven - **Friday**
 - ☐ Create update for week forty-eight tasks - **Friday**
 - ☒ TAC Meeting - **Tuesday**
 - ☒ Meetings
 - ☒ NDDOT One-on-one - **Tuesday**
 - ☒ Working lunch w/PB Chair Mark Jantzer - **Wednesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2026/2027 UPWP Creation
 - ☒ Continue writing/organizing document - **Wednesday-Friday**
- ☒ **Section 130 - Training and Travel**
 - ☒ AMPO National Dialogue Webinar - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ N/a
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Ensure RFP is posted to listserv - **Monday**
 - ☒ Reach out to potential firms to notify of opportunity - **Monday**
 - ☒ Reach out to potential Selection Committee members - **Monday**
 - ☒ Create proposal evaluation forms - **Monday**
 - ☒ Create interview questions/evaluation forms/scoring sheets - **Monday/Tuesday**
 - ☒ Meet with BMI to discuss TDP - **Tuesday**
 - ☒ Create e-mail distro for selection committee once all confirmed - **Friday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ Meeting w/City of Minot Legal/Community Development Departments RE Highlands at N. Hill - **Wednesday**
 - ☒ Complete comment for Highlands at N. Hill development proposal - **Thursday**





Week Forty-eight - April 14, 2025 - April 18, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☐ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☐ Approve financial transactions - **Thursday**
 - ☐ Update hours log for week forty-eight - **Friday**
 - ☐ Create update for week forty-nine tasks - **Friday**
 - ☐ Complete Policy Board Meeting Agenda - **Friday**
 - ☒ 03/27/25 Minutes
 - ☐ Monthly Activities
 - ☐ 2026-2027 UPWP - Financial Specialist Position
 - ☐ Finance Documents
 - ☐ ATAC Contract
 - ☒ 2025 UPWP Amendment #1 - Comments Incorporated
 - ☐ Meetings
 - ☐ NDDOT One-on-one - **Tuesday**
 - ☒ Incorporate comments from overseers surrounding 2025 UPWP Amendment #1 - **Monday**
 - ☒ Review ATAC Addendum RE Traffic Signal Data Collection - **Monday**
 - ☐ Update Administrative Policy Manual w/PB changes - **Tuesday**
- ☐ **Section 120 - Unified Planning Work Program**
 - ☐ 2026/2027 UPWP Creation
 - ☐ Continue writing/organizing document - **Tuesday-Friday**
- ☒ **Section 130 - Training and Travel**
 - ☒ N/a
- ☐ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☐ PMT Meeting - **Thursday**
 - ☐ Follow-up w/ATAC RE projections - **Tuesday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Follow-up w/Houston RE alternate interview day/time - **Monday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ Discussion w/Brian B. surrounding CDMPO comment for Highlands at N. Hill - **Monday**
 - ☒ Phone discussion w/Andrew G. RE development - **Monday**
 - ☐ Meeting w/Andrew G. & Tyler N. RE Highlands - **Tuesday**



2025 Unified Planning Work Program (UPWP) Amendment #1

Central Dakota Metropolitan Planning Organization

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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.



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
Jim Rostad	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 Fennewald	City of Surrey
Paul Pitner	City of Minot
Ron Merritt	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

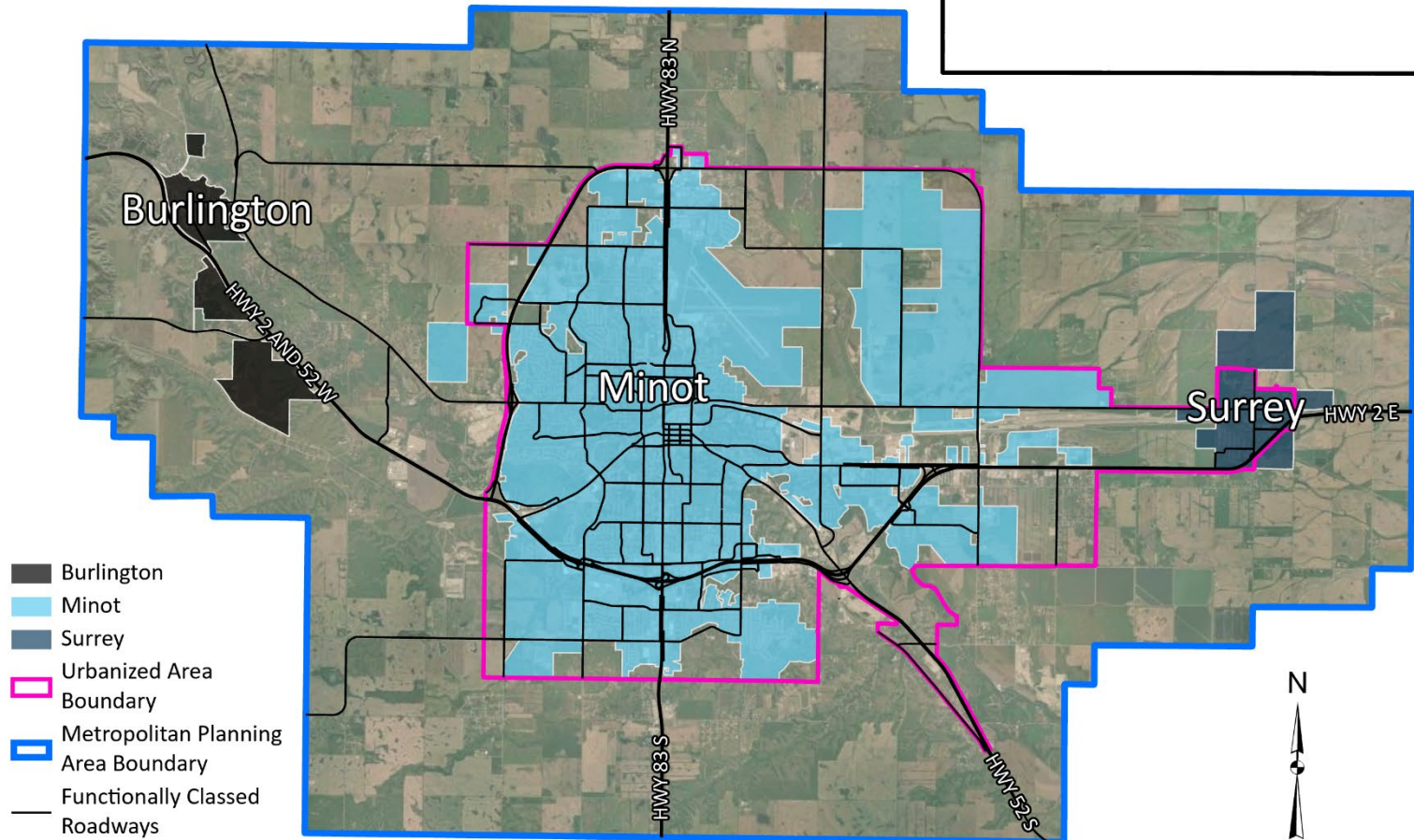
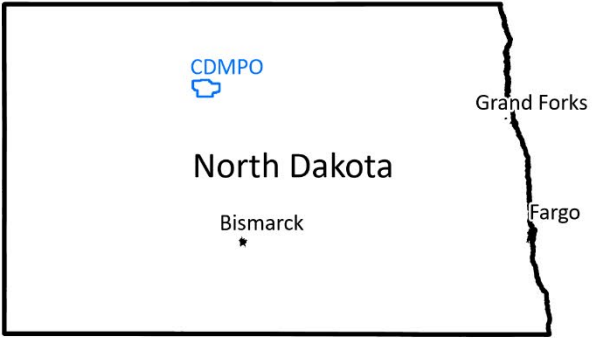
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

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

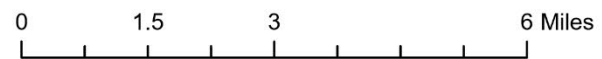
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St.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

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 120 - Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 130 - Training and Travel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 140 - Program Expenses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 200 - Long-Range Transportation Planning										
Section 210 - Metropolitan Transportation Plan Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 220 – Transit Development Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 230 - CenDak Signalized Intersections Traffic Data Collection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 230 – CenDak Signalized Intersections Traffic Data Collection

Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC), with support from North Dakota Department of Transportation (NDDOT), recently completed a sample traffic data collection project for two (2) of the state highway intersections located within the City of Minot.



Realizing the value of the data being collected with regard to future plans and studies, Central Dakota MPO will expand the traffic data collection effort to the remaining intersections throughout the MPO area over time.

Traffic data collection will utilize technology located at existing camera-based intersections and include both traffic data collection and pedestrian count data collection. The effort will be conducted over several years, with seventeen (17) intersections being setup in 2025. The service will also include maintaining traffic data collection processes and troubleshooting on an as-needed basis for up to two (2) intersections. A final report and retraining on the use of the Traffic Analysis website interface will be included as part of this project.

It is expected that this passive data collection project will require less CDMPO labor involvement than a standard study/plan and therefore twenty (20) hours of the ED time is allocated toward this effort.

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%
<i>ND PL</i>	<i>\$ 403,287.00</i>	<i>64.6%</i>
<i>ND CS</i>	<i>\$ 7,959.00</i>	<i>1.3%</i>
<i>FTA ND</i>	<i>\$ 87,982.00</i>	<i>14.1%</i>
Local Funds (20%)	\$ 124,807.00	20.0%
<i>Burlington Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Minot Local Match (69%)</i>	<i>\$ 86,116.83</i>	<i>13.8%</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 33,697.89</i>	<i>5.4%</i>
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>\$ 10,732.00</i>
Benefits		
<i>Sec. 110</i>	<i>Health Insurance</i>	<i>\$ 22,130.03</i>
<i>Sec. 110</i>	<i>Life Insurance</i>	<i>\$ 297.99</i>
<i>Sec. 110</i>	<i>Medicare</i>	<i>\$ 3,183.74</i>
<i>Sec. 110</i>	<i>NDPERS</i>	<i>\$ 12,051.51</i>
<i>Sec. 110</i>	<i>Short Term Disability</i>	<i>\$ 1,142.47</i>
<i>Sec. 110</i>	<i>Long Term Disability</i>	<i>\$ 637.26</i>
Professional Services		
<i>Sec. 210, 220, & 230</i>	<i>Consultants</i>	<i>\$ 403,873.20</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	400
Wage per hour	\$ 26.83
Benefits per hour	\$ 12.87
Total Hourly Rate	\$ 39.70

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	1,472	\$90,421.84
Total Expenses		\$-
Section 110 - Program Support and Administration Total	1,472	\$90,421.84

Table 6. Section 110 Detail of Hours and Expenses

	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	864	\$63,783.92
	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	400	\$15,880.00
	Total Hours	1,472	\$90,421.84
	Expenses		
	N/a		\$ -

Table 7. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$72,337.47	
Burlington	\$361.69		
Surrey	\$361.69		
Minot	\$12,478.21		
Ward County	\$4,882.78		
Other			
Total	\$18,084.37	\$72,337.47	\$90,421.84



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		260	\$19,194.24
Total Expenses			\$ -
Section 120 - Planning Work Program		260	\$19,194.24

Table 9. Section 120 Detail of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Planning Work Program	Activities		
	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	260	\$19,194.24
	Total Hours	260	\$19,194.24
	Expenses		
	N/a		\$ -

Table 10. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$15,355.39	
Burlington	\$76.78		
Surrey	\$76.78		
Minot	\$2,648.80		
Ward County	\$1,036.49		
Other			
Total	\$3,838.85	\$15,355.39	\$19,194.24



Section 130- Training and Travel

Table 11. Section 130 Summary of Hours and Expenses

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

Table 12. Section 130 Detail of Hours and Expenses

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

Table 13. Section 130 Cost Share Breakdown

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 11,271.10	
Burlington	\$ 56.36		
Surrey	\$ 56.36		
Minot	\$ 1,944.27		
Ward County	\$ 760.80		
Other			
Total	\$ 2,817.78	\$ 11,271.10	\$ 14,088.88



Section 140- Program Expenses

Table 14. Section 140 Summary of Hours and Expenses

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

Table 15. Section 140 Detail of Hours and Expenses

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

Table 16. Section 140 Cost Share Breakdown

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 27,792.00	
Burlington	\$ 138.96		
Surrey	\$ 138.96		
Minot	\$ 4,794.12		
Ward County	\$ 1,875.96		
Other			
Total	\$ 6,948.00	\$ 27,792.00	\$ 34,740.00



Section 210- Metropolitan Transportation Plan Development

Table 17. Section 210 Summary of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
Total Hours - Executive Director	416	\$30,710.78
Total Expenses		\$270,061.67
Section 210 - Metropolitan Transportation Plan Development	416	\$300,772.45

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	416	\$30,710.78
	Total Hours	416	\$30,710.78
	Expenses		
	MTP Consultant Contract		\$262,102.67
	Complete Streets		\$7,959.00
	Total Expenses		\$270,061.67

Table 19. Section 210 Cost Share Breakdown

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$240,617.96	
Burlington	\$1,203.09		
Surrey	\$1,203.09		
Minot	\$41,506.60		
Ward County	\$16,241.71		
Other			
Total	\$60,154.49	\$240,617.96	\$300,772.45



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		300	\$22,147.19
Total Expenses			\$94,428.53
Section 220 – Transit Development Plan		300	\$116,575.72

Table 21. Section 220 Detail of Hours and Expenses

Section 220 Transit Development Plan (TDP)		Hours	Total Cost
Transit Development Plan	Activities		
	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	300	\$22,147.19
	Total Hours	300	\$22,147.19
	Expenses		
	TDP Consultant Contract		\$94,428.53
	Total Expenses		\$94,428.53

Table 22. Section 220 Cost Share Breakdown

Section 220 – Transit Development Plan			
Entity	Local	Federal	Total
Federal		\$93,260.58	
Burlington	\$466.30		
Surrey	\$466.30		
Minot	\$16,087.45		
Ward County	\$6,295.09		
Other			
Total	\$23,315.14	\$93,260.58	\$116,575.72



Section 230 – CenDak Signalized Intersections Traffic Data Collection

Table 23. Section 230 Summary of Hours and Expenses

Section 230 – CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
Total Hours - Executive Director	20	\$1,476.48
Total Expenses		\$39,383.00
Section 230 – CenDak Signalized Intersections Traffic Data Collection	20	\$40,859.48

Table 24. Section 230 Detail of Hours and Expenses

	Section 230 CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
	Activities		
Signalized Intersections Traffic Data Collection	Project management to include occasional coordination and interaction with ATAC and City of Minot staff. Includes all administrative activities to support completion of the project.		
	Hours		
	Executive Director - All Activities	20	\$1,476.48
	Total Hours	20	\$1,476.48
	Expenses		
	CenDak Signalized Intersections Traffic Data Collection ATAC Contract		\$39,383.00
	Total Expenses		\$39,383.00

Table 25. Section 230 Cost Share Breakdown

Section 230 - Signalized Intersections Traffic Data Collection			
Entity	Local	Federal	Total
Federal		\$32,687.58	
Burlington	\$163.44		
Surrey	\$163.44		
Minot	\$5,638.61		
Ward County	\$2,206.41		
Other			
Total	\$8,171.90	\$32,687.58	\$40,859.48



Section 310- Transportation Planning Support and Coordination

Table 26. 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 27. 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 28. 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 29. Total Program Hours and Expenses

Total Program Hours and Expenses	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	2,688	\$180,191.80
Total Expenses		\$443,843.20
Total Program Hours and Expenses	2,688	\$624,035.00

Table 30. 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 31. 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 _____, _____.

Policy Board Chair

Date



Appendix 1 – 3C Agreement

2025 Unified Planning Work Program (UPWP) Amendment #1

Central Dakota Metropolitan Planning Organization

MPO Contact:
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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.



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
<u>Jim Rostad</u>	
Lisa Olson	City of Minot



Mark Jantzer
Harold Stewart

City of Minot
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 Fennewald	City of Surrey
Paul Pitner	City of Minot
Shelly Weppeler Ron Merritt	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

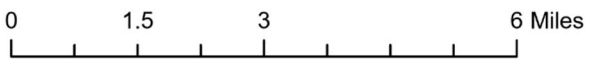
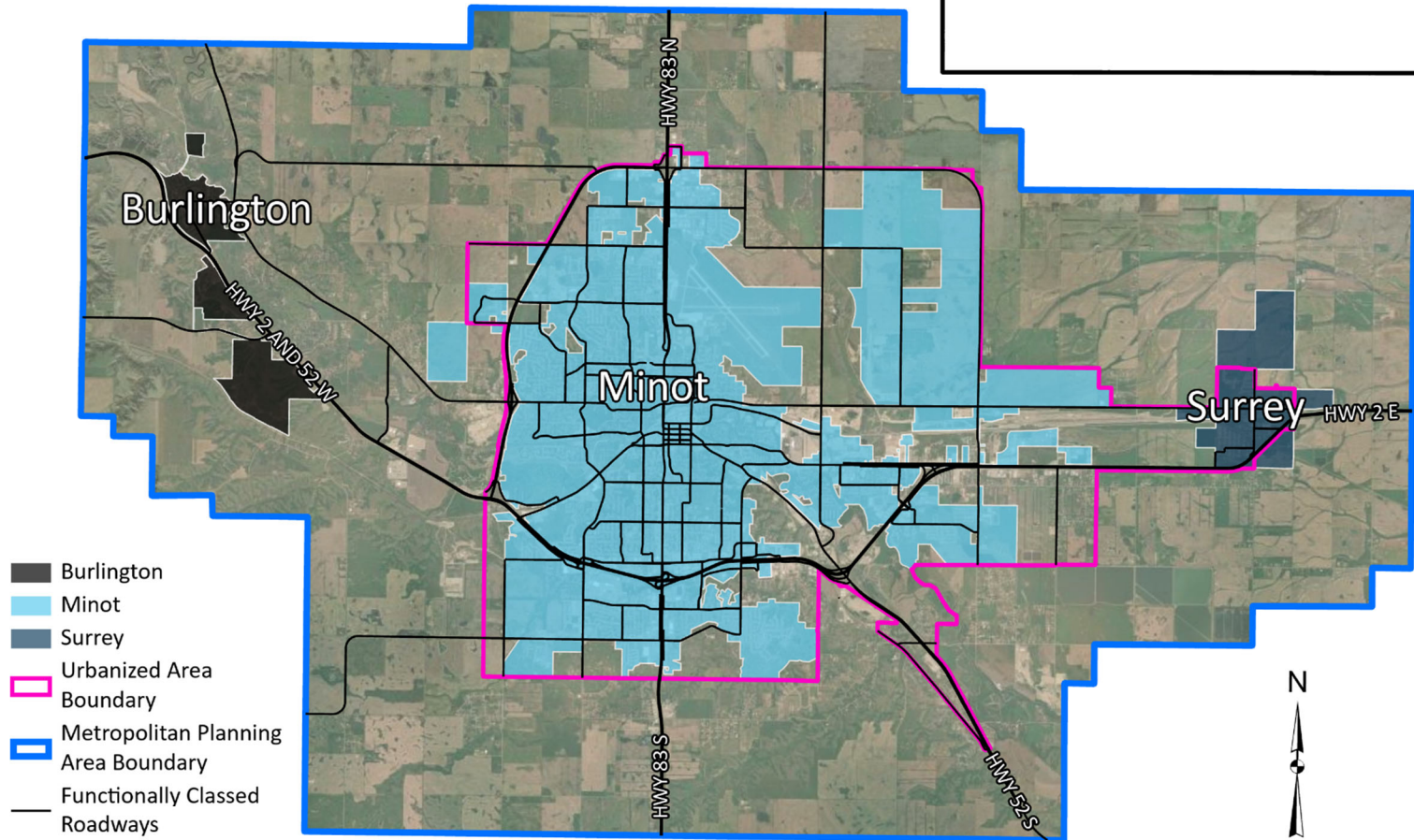
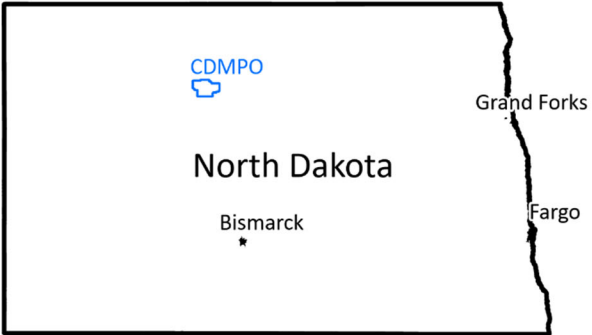
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

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.

Map of CDMPO

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



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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<u>Section 230 - CenDak Signalized Intersections Traffic Data Collection</u>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 230 – CenDak Signalized Intersections Traffic Data Collection

Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC), with support from North Dakota Department of Transportation (NDDOT), recently completed a sample traffic data



collection project for two (2) of the state highway intersections located within the City of Minot. Realizing the value of the data being collected with regard to future plans and studies, Central Dakota MPO will expand the traffic data collection effort to the remaining intersections throughout the MPO area over time.

Traffic data collection will utilize technology located at existing camera-based intersections and include both traffic data collection and pedestrian count data collection. The effort will be conducted over several years, with seventeen (17) intersections being setup in 2025. The service will also include maintaining traffic data collection processes and troubleshooting on an as-needed basis for up to two (2) intersections. A final report and retraining on the use of the Traffic Analysis website interface will be included as part of this project.

It is expected that this passive data collection project will require less CDMPO labor involvement than a standard study/plan and therefore twenty (20) hours of the ED time is allocated toward this effort.

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 22. CDMPO Revenues

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

2025 CDMPO Expenses		
Salaries		
All	Executive Director	\$ 121,936.00
Sec. 110	Accountant	\$ 8,080.80
Sec. 110	Office Assistant	\$ 12,953.10 732.20
Benefits		
Sec. 110	Health Insurance	\$ 22,130.03 - \$ 23,401.46
Sec. 110	Life Insurance	\$ 297.99 - \$ 394.60
Sec. 110	Medicare	\$ 3,183.74 - \$ 3,759.76
Sec. 110	NDPERS	\$ 12,051.51 - \$ 12,056.07
Sec. 110	Short Term Disability	\$ 1,142.47 - \$ 1,201.25
Sec. 110	Long Term Disability	\$ 637.26 - \$ 668.25
Professional Services		
Sec. 210, & 220, & 230	Consultants	\$ 403,399.61 3873.62
Sec. 130	Education & Training	\$ 800.00
Sec. 140	Professional Services - Legal	\$ 7,500.00
Sec. 140	ATAC Annual Fee	\$ 10,000.00
Sec. 140	Telephone Services and IT Maintenance and Repair Agreements	\$ 2,340.00
Sec. 140	Books, Subscriptions, Memberships, and Associations	\$ 2,300.00
Operational Expenses		
Sec. 130	Travel Costs	\$ 4,430.00



2025 CDMPO Expenses		
Sec. 140	Office Rent	\$ 3,100.00
Sec. 140	Advertising, Postage, and Shipping	\$ 6,500.00
Sec. 140	Department Materials, Copier/Printer Supplies, Furnishings, and Equipment	\$ 3,000.00
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 44. 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	520 400
Wage per hour	\$ 24.91 26.83
Benefits per hour	\$ 13.82 12.87

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.



Total Hourly	\$ 39.70
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 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 ~~55~~. Section 110 Summary of Hours and Expenses

Section 110 - Program Support and Administration	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74
Total Expenses		\$- \$ -
Section 110 - Program Support and Administration Total	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74

Table ~~66~~. Section 110 Detail of Hours and Expenses

	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	<u>864</u> 760	<u>\$63,783.92</u> \$ 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	<u>400</u> 520	<u>\$15,880.00</u> \$ 20,139.60
	Total Hours	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74
	Expenses		
	N/a		\$ -

Table 77. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal	-	<u>\$72,337.47</u> \$-69,603.00	-
Burlington	<u>\$361.69</u> \$-348.01	-	-
Surrey	<u>\$361.69</u> \$-348.01	-	-
Minot	<u>\$12,478.21</u> \$12,006.52	-	-
Ward County	<u>\$4,882.78</u> \$-4,698.20	-	-
Other	-	-	-
Total	<u>\$18,084.37</u> \$17,400.75	<u>\$72,337.47</u> \$-69,603.00	<u>\$90,421.84</u> \$87,003.74

Section 120- Planning Work Program



Table 88. Section 120 Summary of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Total Hours - Executive Director		<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
Total Expenses			\$ -
Section 120 - Planning Work Program		<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67

Table 99. Section 120 Detail of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Planning Work Program	Activities		
	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
	Total Hours	<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
	Expenses		
	N/a		\$ -

Table 104. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal	-	<u>\$15,355.39</u> \$ 18,898.94	-
Burlington	<u>\$76.78</u> \$ 94.49	-	-
Surrey	<u>\$76.78</u> \$ 94.49	-	-
Minot	<u>\$2,648.80</u> \$ 3,260.07	-	-
Ward County	<u>\$1,036.49</u> \$ 1,275.68	-	-
Other	-	-	-
Total	<u>\$3,838.85</u> \$ 4,724.73	<u>\$15,355.39</u> \$ 18,898.94	<u>\$19,194.24</u> \$ 23,623.67



Section 130- Training and Travel

Table 1114. 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 1212. Section 130 Detail of Hours and Expenses

	Section 130 - Training and Travel	Hours	Total Cost
	Activities		
	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 1313. 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 1414. 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 1515. Section 140 Detail of Hours and Expenses

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

Table 1616. 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 ~~1717~~. Section 210 Summary of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
Total Hours - Executive Director	<u>416520</u>	<u>\$30,710.78</u> - 38,388.47
Total Expenses	-	<u>\$270,061.67</u> - 345,000.00
Section 210 - Metropolitan Transportation Plan Development	<u>416520</u>	<u>\$300,772.45</u> - 383,388.47

Table ~~1818~~. 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	<u>416520</u>	<u>\$30,710.78</u> - 38,388.47
	Total Hours	<u>416520</u>	<u>\$30,710.78</u> - 38,388.47
	Expenses		
	MTP Consultant Contract	-	<u>\$262,102.67</u> \$ 337,041.00
	Complete Streets	-	<u>\$7,959.00</u> - 7,959.00
	Total Expenses	-	<u>\$270,061.67</u> \$ 345,000.00

Table ~~1919~~. Section 210 Cost Share Breakdown

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal	-	<u>\$240,617.96</u> - 306,710.78	-
Burlington	<u>\$1,203.09</u> - 1,533.55	-	-



Surrey	\$1,203.09 1,533.55	-	-
Minot	\$41,506.60 52,907.61	-	-
Ward County	\$16,241.71 20,702.98	-	-
Other	-	-	-
Total	\$60,154.49 76,677.69	\$240,617.96 \$ 306,710.78	\$300,772.45 383,388.47

Section 220 – Transit Development Plan

Table ~~2020~~. Section 220 Summary of Hours and Expenses

Section 220 - Transit Development Plan	Hours	Total Cost
Total Hours - Executive Director	300 260	\$22,147.19 19,194.24
Total Expenses	-	\$94,428.53 54,613.60
Section 220 – Transit Development Plan	300 260	\$116,575.72 \$ 73,807.84

Table ~~2121~~. 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	300 260	\$22,147.19 19,194.24
	Total Hours	300 260	\$22,147.19 19,194.24
	Expenses		
	TDP Consultant Contract	-	\$94,428.53 54,613.60
	Total Expenses	-	\$94,428.53 54,613.60

Table ~~2222~~. Section 220 Cost Share Breakdown

Section 220 – Transit Development Plan			
Entity	Local	Federal	Total
Federal	-	<u>\$93,260.58</u> -\$59,046.27	-
Burlington	<u>\$466.30</u> -\$295.23	-	-
Surrey	<u>\$466.30</u> -\$295.23	-	-
Minot	<u>\$16,087.45</u> -\$10,185.48	-	-
Ward County	<u>\$6,295.09</u> -\$3,985.62	-	-
Other	-	-	-
Total	<u>\$23,315.14</u> -\$14,761.57	<u>\$93,260.58</u> -\$59,046.27	<u>\$116,575.72</u> -\$73,807.84

Section 230 – CenDak Signalized Intersections Traffic Data Collection

Table 23. Section 230 Summary of Hours and Expenses

Section 230 – CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
<u>Total Hours - Executive Director</u>	<u>20</u>	<u>\$1,476.48</u>
<u>Total Expenses</u>		<u>\$39,383.00</u>
Section 230 – CenDak Signalized Intersections Traffic Data Collection	20	\$40,859.48

Table 24. Section 230 Detail of Hours and Expenses

-	Section 230 CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
-	<u>Activities</u>	-	
Signalized Intersections Traffic Data Collection	<u>Project management to include occasional coordination and interaction with ATAC and City of Minot staff. Includes all administrative activities to support completion of the project.</u>	-	
	<u>Hours</u>		
	<u>Executive Director - All Activities</u>	<u>20</u>	<u>\$1,476.48</u>
	<u>Total Hours</u>	<u>20</u>	<u>\$1,476.48</u>
	<u>Expenses</u>		



	<u>CenDak Signalized Intersections Traffic Data Collection ATAC Contract</u>		<u>\$39,383.00</u>
	<u>Total Expenses</u>		<u>\$39,383.00</u>

Table 25. Section 230 Cost Share Breakdown

Section 230 - Signalized Intersections Traffic Data Collection			
<u>Entity</u>	<u>Local</u>	<u>Federal</u>	<u>Total</u>
<u>Federal</u>		<u>\$32,687.58</u>	
<u>Burlington</u>	<u>\$163.44</u>		
<u>Surrey</u>	<u>\$163.44</u>		
<u>Minot</u>	<u>\$5,638.61</u>		
<u>Ward County</u>	<u>\$2,206.41</u>		
<u>Other</u>			
<u>Total</u>	<u>\$8,171.90</u>	<u>\$32,687.58</u>	<u>\$40,859.48</u>

Section 310- Transportation Planning Support and Coordination

Table 2623. 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 2724. 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 ~~2825~~. 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 ~~2926~~. Total Program Hours and Expenses

Total Program Hours and Expenses	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	2,688 2,808	\$180,191.80 \$ 184,451.40
Total Expenses	-	\$443,843.20 \$ 439,583.60
Total Program Hours and Expenses	2,688 2,808	\$624,035.00 \$ 624,035.00

Table ~~3027~~. 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 ~~3128~~. 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, Chair~~ Policy Board Chair

 Date



Appendix 1 – 3C Agreement

2025 Unified Planning Work Program (UPWP) Amendment #1

Central Dakota Metropolitan Planning Organization

MPO Contact:
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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.



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”	Ward County
Anderson <u>Jim Rostad</u>	
Lisa Olson	City of Minot



Mark Jantzer
Harold Stewart

City of Minot
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 Fennewald	City of Surrey
Paul Pitner	City of Minot
Shelly Weppeler Ron Merritt	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

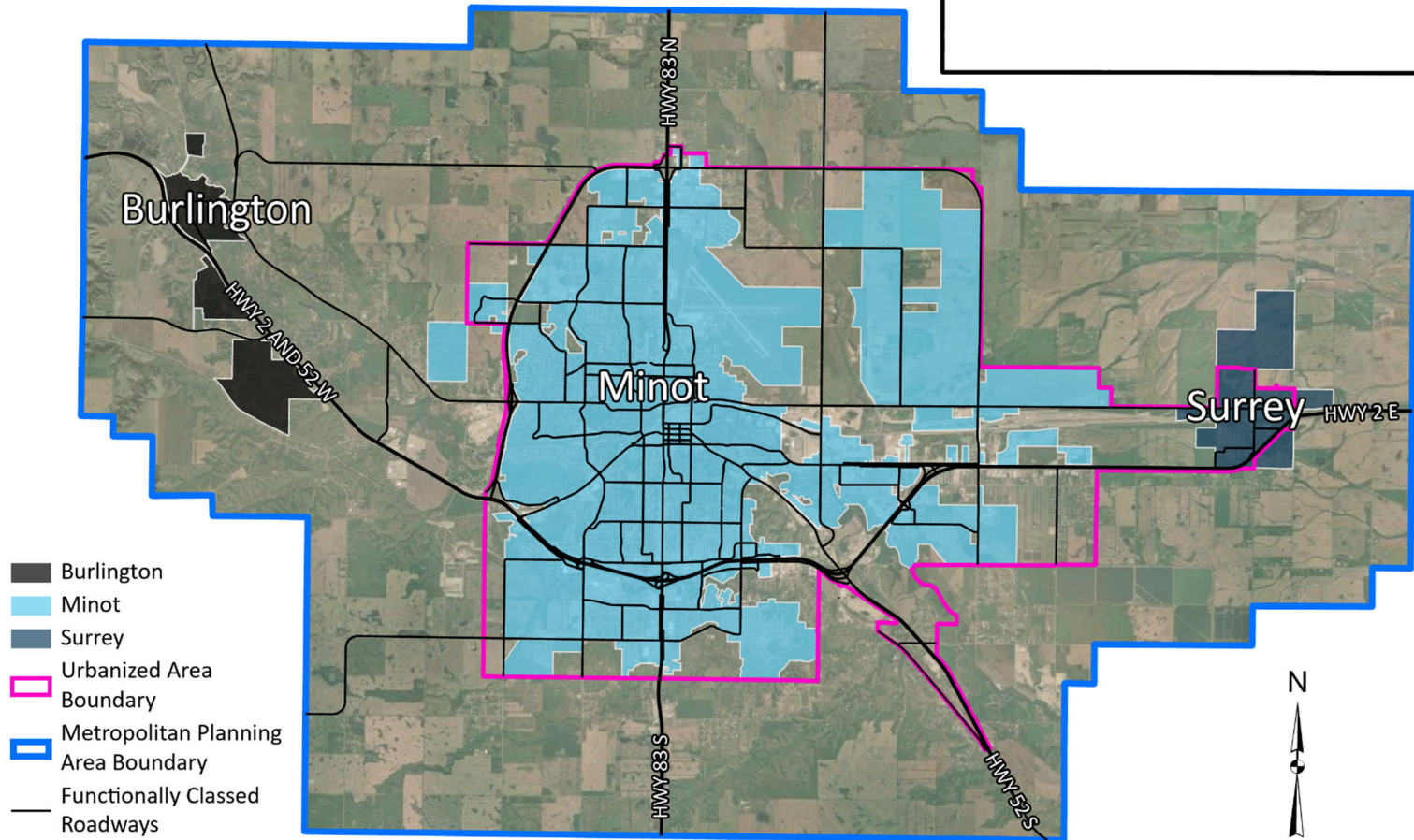
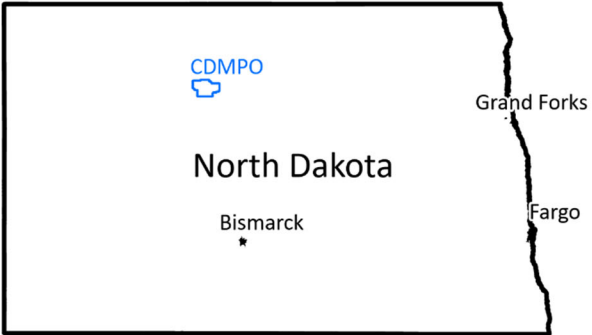
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

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

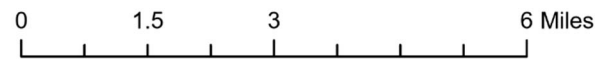
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St.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

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<u>Section 230 - CenDak Signalized Intersections Traffic Data Collection</u>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 230 – CenDak Signalized Intersections Traffic Data Collection

Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC), with support from North Dakota Department of Transportation (NDDOT), recently completed a sample traffic data



collection project for two (2) of the state highway intersections located within the City of Minot. Realizing the value of the data being collected with regard to future plans and studies, Central Dakota MPO will expand the traffic data collection effort to the remaining intersections throughout the MPO area over time.

Traffic data collection will utilize technology located at existing camera-based intersections and include both traffic data collection and pedestrian count data collection. The effort will be conducted over several years, with seventeen (17) intersections being setup in 2025. The service will also include maintaining traffic data collection processes and troubleshooting on an as-needed basis for up to two (2) intersections. A final report and retraining on the use of the Traffic Analysis website interface will be included as part of this project.

It is expected that this passive data collection project will require less CDMPO labor involvement than a standard study/plan and therefore twenty (20) hours of the ED time is allocated toward this effort.

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 22. CDMPO Revenues

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

2025 CDMPO Expenses		
Salaries		
All	Executive Director	\$ 121,936.00
Sec. 110	Accountant	\$ 8,080.80
Sec. 110	Office Assistant	\$ 12,953.10 732.20
Benefits		
Sec. 110	Health Insurance	\$ 22,130.03 - \$ 23,401.46
Sec. 110	Life Insurance	\$ 297.99 - \$ 394.60
Sec. 110	Medicare	\$ 3,183.74 - \$ 3,759.76
Sec. 110	NDPERS	\$ 12,051.51 - \$ 12,056.07
Sec. 110	Short Term Disability	\$ 1,142.47 - \$ 1,201.25
Sec. 110	Long Term Disability	\$ 637.26 - \$ 668.25
Professional Services		
Sec. 210, & 220, & 230	Consultants	\$ 403,399.61 3873.62
Sec. 130	Education & Training	\$ 800.00
Sec. 140	Professional Services - Legal	\$ 7,500.00
Sec. 140	ATAC Annual Fee	\$ 10,000.00
Sec. 140	Telephone Services and IT Maintenance and Repair Agreements	\$ 2,340.00
Sec. 140	Books, Subscriptions, Memberships, and Associations	\$ 2,300.00
Operational Expenses		
Sec. 130	Travel Costs	\$ 4,430.00



2025 CDMPO Expenses		
Sec. 140	Office Rent	\$ 3,100.00
Sec. 140	Advertising, Postage, and Shipping	\$ 6,500.00
Sec. 140	Department Materials, Copier/Printer Supplies, Furnishings, and Equipment	\$ 3,000.00
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 44. 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	520 400
Wage per hour	\$ 24.91 26.83
Benefits per hour	\$ 13.82 12.87

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.



Total Hourly	\$ 39.70
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 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 ~~55~~. Section 110 Summary of Hours and Expenses

Section 110 - Program Support and Administration	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74
Total Expenses		\$- \$ -
Section 110 - Program Support and Administration Total	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74

Table ~~66~~. Section 110 Detail of Hours and Expenses

	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	<u>864</u> 760	<u>\$63,783.92</u> \$ 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	<u>400</u> 520	<u>\$15,880.00</u> \$ 20,139.60
	Total Hours	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74
	Expenses		
	N/a		\$ -

Table 77. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal	-	<u>\$72,337.47</u> \$-69,603.00	-
Burlington	<u>\$361.69</u> \$-348.01	-	-
Surrey	<u>\$361.69</u> \$-348.01	-	-
Minot	<u>\$12,478.21</u> \$12,006.52	-	-
Ward County	<u>\$4,882.78</u> \$-4,698.20	-	-
Other	-	-	-
Total	<u>\$18,084.37</u> \$17,400.75	<u>\$72,337.47</u> \$-69,603.00	<u>\$90,421.84</u> \$87,003.74

Section 120- Planning Work Program



Table 88. Section 120 Summary of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Total Hours - Executive Director		<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
Total Expenses			\$ -
Section 120 - Planning Work Program		<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67

Table 99. Section 120 Detail of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Planning Work Program	Activities		
	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
	Total Hours	<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
	Expenses		
	N/a		\$ -

Table 104. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal	-	<u>\$15,355.39</u> \$ 18,898.94	-
Burlington	<u>\$76.78</u> \$ 94.49	-	-
Surrey	<u>\$76.78</u> \$ 94.49	-	-
Minot	<u>\$2,648.80</u> \$ 3,260.07	-	-
Ward County	<u>\$1,036.49</u> \$ 1,275.68	-	-
Other	-	-	-
Total	<u>\$3,838.85</u> \$ 4,724.73	<u>\$15,355.39</u> \$ 18,898.94	<u>\$19,194.24</u> \$ 23,623.67



Section 130- Training and Travel

Table 1114. 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 1212. Section 130 Detail of Hours and Expenses

	Section 130 - Training and Travel	Hours	Total Cost
	Activities		
	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 1313. 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 1414. 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 1515. Section 140 Detail of Hours and Expenses

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

Table 1616. 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 ~~1717~~. Section 210 Summary of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
Total Hours - Executive Director	<u>416520</u>	\$30,710.78 <u>38,388.47</u>
Total Expenses	-	\$270,061.67 <u>345,000.00</u>
Section 210 - Metropolitan Transportation Plan Development	<u>416520</u>	\$300,772.45 <u>383,388.47</u>

Table ~~1818~~. 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	<u>416520</u>	\$30,710.78 <u>38,388.47</u>
	Total Hours	<u>416520</u>	\$30,710.78 <u>38,388.47</u>
	Expenses		
	MTP Consultant Contract	-	\$262,102.67 <u>\$ 337,041.00</u>
	Complete Streets	-	\$7,959.00 <u>7,959.00</u>
	Total Expenses	-	\$270,061.67 <u>\$ 345,000.00</u>

Table ~~1919~~. Section 210 Cost Share Breakdown

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal	-	\$240,617.96 <u>\$ 306,710.78</u>	-
Burlington	\$1,203.09 <u>1,533.55</u>	-	-



Surrey	\$1,203.09 1,533.55	-	-
Minot	\$41,506.60 52,907.61	-	-
Ward County	\$16,241.71 20,702.98	-	-
Other	-	-	-
Total	\$60,154.49 76,677.69	\$240,617.96 \$ 306,710.78	\$300,772.45 383,388.47

Section 220 – Transit Development Plan

Table ~~2020~~. Section 220 Summary of Hours and Expenses

Section 220 - Transit Development Plan		Hours	Total Cost
 Total Hours - Executive Director		300 260	\$22,147.19 19,194.24
Total Expenses		-	\$94,428.53 54,613.60
Section 220 – Transit Development Plan		300 260	\$116,575.72 \$ 73,807.84

Table ~~2121~~. Section 220 Detail of Hours and Expenses

Section 220 Transit Development Plan (TDP)		Hours	Total Cost
Transit Development Plan	Activities		
	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	300 260	\$22,147.19 19,194.24
	Total Hours	300 260	\$22,147.19 19,194.24
	Expenses		
	TDP Consultant Contract	-	\$94,428.53 54,613.60
	Total Expenses	-	\$94,428.53 54,613.60



Table 2222. Section 220 Cost Share Breakdown

Section 220 – Transit Development Plan			
Entity	Local	Federal	Total
Federal	-	<u>\$93,260.58</u> \$59,046.27	-
Burlington	<u>\$466.30</u> \$295.23	-	-
Surrey	<u>\$466.30</u> \$295.23	-	-
Minot	<u>\$16,087.45</u> \$10,185.48	-	-
Ward County	<u>\$6,295.09</u> \$3,985.62	-	-
Other	-	-	-
Total	<u>\$23,315.14</u> \$14,761.57	<u>\$93,260.58</u> \$59,046.27	<u>\$116,575.72</u> \$73,807.84

Section 230 – CenDak Signalized Intersections Traffic Data Collection

Table 23. Section 230 Summary of Hours and Expenses

Section 230 – CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
Total Hours - Executive Director	20	\$1,476.48
Total Expenses		\$30,383.00
Section 220 – Transit Development Plan	20	\$40,859.48

Table 24. Section 230 Detail of Hours and Expenses

	Section 230 CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
-	<u>Activities</u>	-	
<u>Signalized Intersections Traffic Data Collection</u>	Project management to include occasional coordination and interaction with ATAC and City of Minot staff. Includes all administrative activities to support completion of the project.	-	
	<u>Hours</u>		
	Executive Director - All Activities	20	\$1,476.48
	Total Hours	20	\$1,476.48
	<u>Expenses</u>		



	<u>TDP Consultant Contract</u>		<u>\$39,383.00</u>
	<u>Total Expenses</u>		<u>\$39,383.00</u>

Table 25. Section 230 Cost Share Breakdown

Section 230 - Signalized Intersections Traffic Data Collection			
<u>Entity</u>	<u>Local</u>	<u>Federal</u>	<u>Total</u>
<u>Federal</u>		<u>\$32,687.58</u>	
<u>Burlington</u>	<u>\$163.44</u>		
<u>Surrey</u>	<u>\$163.44</u>		
<u>Minot</u>	<u>\$5,638.61</u>		
<u>Ward County</u>	<u>\$2,206.41</u>		
<u>Other</u>			
<u>Total</u>	<u>\$8,171.90</u>	<u>\$32,687.58</u>	<u>\$40,859.48</u>

Section 310- Transportation Planning Support and Coordination

Table 2623. 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 2724. 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 ~~2825~~. 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 ~~2926~~. Total Program Hours and Expenses

Total Program Hours and Expenses	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	2,688 2,808	\$180,191.80 \$ 184,451.40
Total Expenses	-	\$443,843.20 \$ 439,583.60
Total Program Hours and Expenses	2,688 2,808	\$624,035.00 \$ 624,035.00

Table ~~3027~~. 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 ~~3128~~. 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, Chair~~ Policy Board Chair

Date



Appendix 1 – 3C Agreement

North Dakota MPO Planning Support Program Master Agreement

Central Dakota MPO Addendum to the Master Agreement

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 'Central Dakota MPO' and North Dakota State University.

1. *Project Title:* **CenDak Signalized Intersections Traffic Data Collection - 2025**
2. *Effective Dates:* **May 1, 2025 through December 31, 2025**
3. *Statement of Work:* ATAC will setup up to 17 regional signalized intersections for traffic data collection and setup API and import scripts for corresponding sites.
4. *Principal Investigator:* Kshitij Sharma
5. *Desired Deliverables:*

In addition to final report, presentation, and re-training on the use of Traffic Analysis website, the deliverables in this project will consist of the following:

1. Setup of up to 17 signalized intersections for traffic data collection (including pedestrian counts) with automated import and analysis capabilities using the existing Traffic Analysis Tool website
 - a. Corresponding update to existing scripts to download data
6. *Contract Amount:* \$39,383 (to be paid by CenDak MPO, billed quarterly)
7. *CenDak MPO's SOURCE(S) of FUNDING*
 - *Federal Source: FHWA - \$31,506.40*
 - *Assistance Listing (CFDA) Number: 20.205*
 - *Federal Award Date: 12/19/2024*
 - *Federal Award Identification Number: 2025002*
 - *State: \$N/a*
 - *Other: Local Member Jurisdictions - \$7,876.60*

AUTHORIZATION: Central Dakota MPO

_____ Authorized	_____ Signature
_____ Name and Title	_____ Date

North Dakota State University

_____ Authorized	_____ Signature
_____ Name and Title	_____ Date

BUDGET:

ND MPO Planning Support Program 2024-2027

Addendum: CenDak Signalized Intersections Traffic Data Collection - 2025

Cost Item	Amount
Staff Salaries	\$ 12,178
Benefits	\$ 4,993
Grad Student Salaries	\$ 3,483
Undergrad Student Salaries	\$ 5,880
Benefits	\$ 468
Operating	\$ 500
Total direct costs	\$ 27,502
NDSU overhead (43.2%)	\$ 11,881
Total project cost	\$ 39,383

To: John Van Dyke, Central Dakota MPO

From: Kshitij Sharma, UGPTI/ATAC

Re: CenDak Signalized Intersections Traffic Data Collection.

Date: February 20, 2025

Background/Purpose

Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC), with support from North Dakota Department of Transportation (NDDOT) recently completed a sample traffic data collection project for 2 of the state highway intersections located within the City of Minot. Realizing the value of the data being collected, Central Dakota MPO has requested for the data collection efforts to be expeditiously expanded networkwide. This project will set up to 17 additional intersections as outlined below.

Project Tasks

ATAC has outlined the tasks for this project as follows:

1. Setup up to 17 of the camera-based intersections for
 - a. traffic data collection
 - b. pedestrian count data collection
2. Update API data download script for up to 17 VISION based intersections setup during current project
3. Maintain traffic data collection processes and troubleshoot on an as needed basis for up to 2 intersections setup during the previous project
4. Final report and re-training on the use of Traffic Analysis website

Major Milestones and Deadlines

The major milestones for this project and their deadlines are:

Milestone	Deadline
Kickoff Meeting	May 31, 2025
Intersection setup (up to 17 intersections)	December 31, 2025
Re-training, final report & presentation	December 31, 2025

Resources Required

ATAC's requirements are listed below:

1. Continued remote access to ATSPM/Traffic PC housed at City of Minot
2. Permission to access the traffic signal cabinets
3. Detector layout and other cabinet drawings including as-builts and signal/phasing
4. Assistance from City IT & Engineering staff on an as needed basis

Deliverables

In addition to ongoing maintenance of previously setup intersections, final report, presentation, and re-training on the use of Traffic Analysis website, the deliverables in this project will consist of the following:

1. Setup of up to 17 signalized intersections for traffic data collection (including pedestrian counts) with automated import and analysis capabilities using the existing Traffic Analysis Tool website
 - a. Corresponding update to existing scripts to download data

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:

Stephen Larson

Name (Print)

DocuSigned by:
Stephen Larson
19B5928E08E44F7...
Signature

Rachel Lukaszewski

Executive Director (Print)

Signed by:
Rachel Lukaszewski
463ADB437AB147C...
Signature

09/03/2024

Date

Fargo-Moorhead Metropolitan Council of Governments

Witness:

Angela Brumbaugh

Name (Print)

Signed by:

30C20C37D996435...
Signature

Ben Griffith

Executive Director (Print)

Signed by:

9FF83143F9DF493...
Signature

09/05/2024

Date

Grand Forks-East Grand Forks Metropolitan Planning Organization

Witness:

Peggy McNeilis

Name (Print)

DocuSigned by:
Peggy McNeilis
40E0B07E5692400...
Signature

Stephanie Halford

Executive Director (Print)

DocuSigned by:
Stephanie Halford
BCEC8DDDE2F4403...
Signature

09/19/2024

Date

Central Dakota Metropolitan Planning Organization

Witness:

Mikayla McWilliams
Name (Print)

Signed by:
Mikayla McWilliams
3E546B5A855E48F...
Signature

John Van Dyke
Executive Director (Print)

Signed by:
John Van Dyke
6B020B292F04436...
Signature

09/27/2024
Date

North Dakota State University

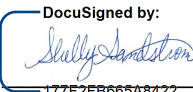
Witness:

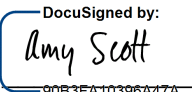
shelly sandstrom

Amy B. Scott

Name (Print)

Authorized Representative (Print)

DocuSigned by:

177F2FB665A8422...
Signature

DocuSigned by:

90B3FA10396A47A...
Signature

09/27/2024

Date

Attachment 1

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.

Attachment 3

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.



ADDITIONAL STAFFING NEEDS IN 2026

To: CDMPO Policy Board

From: John Van Dyke, Executive Director

Date: April 24, 2025

Subject: Need for Additional Staff Member – 2026 UPWP

Policy Board Members,

I've received questions surrounding the need for future staffing of the CDMPO. This memo attempts to provide context and rationale to the need for an additional staff member to serve the Central Dakota MPO in 2026. The proposed additional staff member is a Transportation Specialist, which functions as a middle ground between an administrative assistant and transportation planner. A copy of the proposed job description is attached for reference.

Additional Workload Following Adoption of MTP

The organization continues to mature and perform the necessary planning functions as required by federal law. As we near adoption of the Metropolitan Transportation Plan (MTP) expected end of 2025/beginning of 2026, the organization will shift its focus to establish its first Transportation Improvement Program (TIP). This is a new activity that has yet to be required of CDMPO and is expected to require approximately 300 hours per year of staff time, with more hours reasonably required the first year to create the initial document. While I intend to oversee the document's creation and amendments thereof, I intend to largely rely on the Transportation Specialist position to accomplish this task.

Utilization of Existing City of Minot Employees is Not Meeting MPO Needs

The 2025 UPWP originally included 520 hours (1/4 Full-time Equivalent (FTE)) for an Office Assistant, which has historically been provided by administrative-level staff of the City of Minot. As of April 1, 2024, thirteen weeks into the year, 33.75 hours of staff time has been utilized of 130 hours available through this time period. This is due to unavailability of assigned City of Minot staff to accomplish more than the bare minimum of attending and taking minutes at TAC and Policy Board meetings. While any hours are helpful, it does not allow for the accomplishment of many additional tasks that have been planned to be completed over the course of the year. Extrapolating through the end of 2025, it is expected that approximately 400 hours of work will not be accomplished due to unavailability of staff. This position was programmed to provide website development, social media monitoring and outreach, assistance with state/federal reporting, and data collection/organization, in addition to assisting with TAC/Policy Board meetings and generating minutes.

Data Acquisitions, Plans, and Studies Require Significant Staff Hours

While additional staff will incur a cost and therefore less funding will be available for data acquisitions, plans, and studies to be conducted within a calendar year, each data acquisition,





plan, and study requires CDMPO labor hours dedicated to project management. The Metropolitan Transportation Plan (MTP), for example, has required an average of 8 hours per week of staff time since project inception. The Transit Development Plan (TDP) has incurred 60 hours of time preparing the Request for Proposal document, with an additional 60 hours, at a minimum, being required for selection team coordination, consultant selection activities, contract negotiations, and state reporting necessary to show compliance with selection procedures. It is anticipated that the latter half of 2025 will include 50% of time dedicated to the management/coordination of the MTP and TDP. This does not leave adequate time for state/federal reporting, UPWP tracking for reimbursement requests, UPWP amendments, training, coordination and preparation for TAC/Policy Board, project (annual grant) solicitation, review, and recommendation, data acquisition monitoring/management, and any other activity that is likely to arise between now and the end of the year.

North Dakota MPO Staffing Comparisons

While it is difficult to accurately compare one MPO to another given they each have a unique organizational structure, comparing labor costs relative to total costs can provide an idea of reasonableness with regard to the request. Table 1. below provides the number of Full-time Equivalents (FTEs), job titles, labor costs, total costs of the MPO, and the ratio between labor costs and total costs.

Table 1. Staffing and Associated Costs by ND MPO

MPO (# FTEs) – Positions	Labor Costs	Total Costs ¹	Labor Cost-to-Total Cost Ratio
GF-EGF (4 FTEs) - ED, Sr. Planner, Planner, Office Manager	\$603,702.70	\$886,202.70	68.12%
GF-EGF (3 FTEs) - ED, Sr. Planner, Office Manager	\$485,925.90	\$886,202.70	54.83%
CDMPO (2.1 FTEs) - ED, Part-time Accountant, Transportation Specialist – Proposed	\$271,929.82	\$631,220.00	43.08%
Bis-Man (3.5 FTEs) - ED, Transportation Planner, Transportation Specialist, Transit Planner (1/2 FTE)	\$355,891.00	\$855,217.00	41.61%
CDMPO (1.35 FTEs) - ED, Part-time Accountant, Office Assistant (1/4 FTE) – Existing	\$195,668.01	\$631,220.00	31.00%

Labor Cost-to-Total Cost Ratio (L2C) ranges from 31 percent for existing 2026 CDMPO staffing to 68.12% for GF-EGF in 2026 when fully staffed. GF-EGF may leave vacant one position in 2026 due to inability to fill the position as desired and move those funds toward another project. Bis-Man MPO maintains relatively low L2C, which is a function of overall lower wages and likely attributed to the City health insurance benefits and retirement plan being self-funded compared to using an equivalent commercial plan.

The proposed CDMPO L2C with the addition of the Transportation Specialist is likely to be lower than provided in Table 1., as the estimates are conservatively generated, assuming equal per-hour benefits costs for the Accountant and Transportation Specialist position as the Executive

¹ Both GF-EGF and CDMPO are estimated 2026 figures; Bis-Man is 2025 actual figures, as 2026 estimates were not generated as part of the UPWP process. Any differences between 2025 and 2026 will have a marginal impact on the L2C ratio.





Director. Further, the Transportation Specialist wage-per-hour is estimated at the mid-point, where the position is likely to be filled closer to the entry/starting rate.

To provide additional comparison, the number of data acquisitions and plans/studies conducted has been included in Table 2. below. GF-EGF is undergoing two data acquisitions and two plans for a total cost of \$212,500. Bis-Man is conducting four data acquisitions and two plans/studies for a total cost of \$428,300. The CDMPO, as is preliminarily determined and directed by TAC, will be conducting two data acquisitions and two plans/studies for a total cost of \$318,300.

Table 2. MPO Staffing and Number of Data Acquisitions and Plans/Studies

MPO (FTEs)	# of Data Acquisitions; # of Plans/Studies
GF-EGF (3 or 4)	2 data acquisitions; 2 plans/studies
Bis-Man (3.5)	4 data acquisitions; 2 plans/studies
CDMPO (1.35)	2 data acquisitions; 2 plans/studies (partial overlap)

The amount of data acquisitions and plans/studies is relatively similar across the three organizations, although the staffing levels for GF-EGF and Bis-Man is significantly higher.

Addition of Transportation Specialist is Recommended by TAC

At the January 2025 Technical Advisory Committee (TAC) meeting, a recommendation for the addition of the Transportation Specialist position was unanimously approved. The TAC understands the amount of additional effort that will be required following adoption of the MTP and wants to ensure that the CDMPO is adequately staffed to begin assisting with implementation of the region’s long-range transportation plan.

Conclusion

Should the Transportation Specialist position not be supported, an additional data acquisition, plan, or study is not feasible and cannot be reasonably explored at this time. This is because a minimum amount of time must be devoted to ensuring review of consultant-generated documentation, project coordination, and subsequent reporting. Managing too many projects will lead to staff burn-out, human error, and receipt of an inferior product at the end of each respective project.

In order to continue to build this organization into a well-functioning, value-added asset to the Central Dakota planning region and our member-jurisdictions, it is recommended you support the addition of a Transportation Specialist position to start in 2026.

With Respect,

John Van Dyke, AICP
Executive Director
Central Dakota Metropolitan Planning Organization

Attached: Transportation Specialist Job Description





TRANSPORTATION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

DEFINITIONS

To provide specialized and administrative support for the Central Dakota Metropolitan Planning Organization (MPO). Work for this position is largely supportive in nature, performing tasks and duties to further metropolitan area transportation planning programs and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the MPO Executive Director. The position has no supervisory responsibilities.

ESSENTIAL FUNCTION OF WORK

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists with processing MPO expenditures for reimbursement; reviews invoices for accuracy; monitors encumbrances; prepares budget monitoring reports; assists with administrative modifications and amendments of the Unified Planning Work Program.
2. Prepares for and attends meetings; prepares agendas, minutes and agenda packets; distributes packets via mail and email; records minutes; prepares meeting rooms in advance of meetings.
3. Performs research and gathers, sorts, and cleans data; assists with preparation of grant applications; assists with creation and amendment of the Transportation Improvement Program.
4. Ensures MPO programs are operated in compliance with all Title VI regulations and guidelines.
5. Updates and maintains the MPO website and social media accounts; updates calendars and announcements; posts documents; creates and monitors links.
6. Prepares a variety of regular and special reports; makes maps using Geographic Information Systems (GIS) software; maintains MPO files and records.
7. Perform related duties and responsibilities as required.





QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Modern office practices and procedures; municipal policies and procedures; MPO program policies and procedures; grant management principals; budget management principals; and computers and job-related software programs.

Skills: Prioritize and organize work; establish and maintain effective working relationships with those contacted in the course of work; maintain files and records; use office equipment such as a computer, scanner, fax machine, and copier; and verbal and written communication.

Abilities: Detail-oriented; problem-solving/solution-focused mindset; think critically; strong desire to learn; and function well in a high-paced and, at times, stressful environment.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typically, experience and training would be obtained by:

Experience: Sufficient experience to understand the basic principles relevant to the major duties of the position, usually obtained by having had a similar position for two-to-three years.

Training: Graduation from high school or a general education degree (GED). Some college in urban or regional planning, geography, public policy and administration, or related field is preferred.

License or Certificate: Possession of a valid North Dakota driver's license.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Created: December 17, 2024



Expenditures:	Invoice #	Amount
03/14/25 Payroll J. Van Dyke	110238	\$ 5,820.63
03/14/25 Accountant Fee B.Shefstad	110104	\$ 452.85
03/14/25 Admin Fee H.Hornberger	110330	\$ 233.28
03/28/25 Payroll J. Van Dyke	130240	\$ 5,706.45
03/28/25 Accountant Fee B.Shefstad	130104	\$ 297.00
03/28/25 Admin Fee H.Hornberger	130332	\$ 267.91
Bolton & Menk, Inc.	356438	\$ 31,580.30
High point network	267467	\$ 6.30
Q1 Office Lease	1231	\$ 775.00
Tyler Credit Card Processing Fee		\$ 894.00
AT&T	2837342481817X03122025	\$ 45.96
Total of invoices		46,079.68

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
March 31, 2025
With Comparative Totals for March 31, 2024
(Unaudited)

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	March 31, 2025 Actual Amounts	Variance with Final Budget	March 31, 2024 Actual Amounts
REVENUES					
Federal revenues	\$ 124,807	\$ 124,807	\$ 19,228	\$ (105,579)	\$ -
Local operating revenues	\$ 9,673	\$ 9,673	38,690	29,018	-
Interest income	\$ -	\$ -	-	-	-
Total revenues	134,480	134,480	57,919	(76,561)	-
EXPENDITURES					
Current					
Salaries	35,415	35,415	31,129	4,285	-
Employee benefits	9,372	9,372	7,295	2,077	-
Professional services	106,055	106,055	32,715	73,339	-
Property services	985	985	1,391	(406)	-
Purchased services	3,308	3,308	992	2,316	-
Supplies	875	875	-	875	-
Total expenditures	156,009	156,009	73,522	82,486	-
Excess (deficiency) of revenues over (under) expenditures	(21,529)	(21,529)	(15,603)	5,926	-
OTHER FINANCING SOURCES (USES)					
Transfers in	86,117	86,117	86,117	(0)	-
Total other financing sources (uses)	86,117	86,117	86,117	(0)	-
Net change in fund balance	\$ 64,588	\$ 64,588	70,513	\$ 5,926	-
Fund balance, January 1			44,205		-
Fund balance, March 31			\$ 114,718		\$ -

City of Minot, North Dakota
Balance Sheet
Central Dakota Metropolitan Planning Organization
March 31, 2025
With Comparative Totals for March 31, 2024
(Unaudited)

	March 31, 2025	March 31, 2024
ASSETS		
Cash and cash equivalents	\$ 100,815	\$ -
Restricted cash and cash equivalents	-	-
Accounts receivable	19,212	-
Intergovernmental receivable	-	-
Prepays	-	-
Total assets	<u>\$ 120,027</u>	<u>\$ -</u>
LIABILITIES		
Accounts payable	\$ 1,585	\$ -
Accrued salaries and benefits payable	3,724	-
Total liabilities	<u>5,309</u>	<u>-</u>
FUND BALANCE		
Nonspendable	\$ -	-
Restricted	-	-
Committed for CDMPO activities	114,718	\$ -
Assigned	-	-
Total fund balance	<u>114,718</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 120,027</u>	<u>\$ -</u>