



Central Dakota MPO Policy Board Meeting

Thursday, June 26, 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 May 22, 2025 minutes as presented.

3. OLD BUSINESS

3.1. UPDATED MONTHLY ACTIVITIES DOCUMENT

This item is informational only; no action required.

3.2. PERFORMANCE REVIEW - EXECUTIVE DIRECTOR

Policy Board Chair Mark Jantzer recommends approval of the Executive Director performance review as presented.

4. NEW BUSINESS

4.1. 2026-2027 UNIFIED PLANNING WORK PROGRAM

Technical Advisory Committee recommends Policy Board approve the 2026-2027 Unified Planning Work Program as presented.

4.2. FINANCE DOCUMENTS

Suggested Motion: I move to approve the Financial Statements as

presented.

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT



CENTRAL DAKOTA MPO POLICY BOARD MEETING MINUTES

Thursday, May 22, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:35 PM

1. ROLL CALL

The following were present:

Burlington City- Jerick Hedges

Minot City- Mark Jantzer, Paul Pitner (alternate), Harold Stewart

Surrey City- Michael Thiesen

Ward County- John Fjeldahl

Members Absent: Jim Rostad, Lisa Olsen

Others Present: Will Hutchings (virtual), Brittany Shefstad, Hannah Hornberger (virtual), Dana Larsen (virtual)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE APRIL 24, 2025 MINUTES

Mike Thiesen moved to approve the minutes of the April 24, 2025 meeting as presented. The motion was seconded by Harold Stewart, and carried the following vote: ayes: Jantzer, Pitner, Stewart, Thiesen, Fjeldahl, Hedges; nays: none

3. OLD BUSINESS

3.1 UPDATED MONTHLY ACTIVITIES DOCUMENTS

No discussion was had.

3.2 CENTRAL DAKOTA TRANSIT DEVELOPMENT PLAN CONSULTANT SELECTION

John Van Dyke updated the board that the selection committee interviewed 3 consultants. SRF was the front runner and was approved by TAC. The selection committee included Mike Blessum (Minot Alderman), Scott Burlingame (Independence Inc), John Van Dyke (CDMPO), Brian Horinka (Transit Superintendent) and Doug Diedrichsen (Minot City Planner), Tim Baumann (Minot Planning Commission), and Brekka Kramer (proposal review)/Mark Lyman





(interview review) (MACEDC). This group will also be a part of the Steering Committee along with additional individuals with an inherent interest in transit.

Mike Thiesen moved to approve the Resolution 2025-3 and permit the Executive Director to enter into a contract with SRF Consulting Group subject to contract review/approval by legal and North Dakota Department of Transportation. The motion was seconded by John Fjeldahl and carried the following vote; ayes: Hedges, Jantzer, Stewart, Thiesen, Fjeldahl and Pitner; nays: none.

3.3 ADMINISTRATIVE POLICY MANUAL UPDATE – ACCEPTABLE FORMS OF PAYMENT

John Van Dyke added into the policy manual that all member dues be paid by check or alternative form of payment that doesn't result in a processing fee. If any fees are incurred it is up to the member jurisdiction to cover those fees.

Harold Stewart moved to approve the amendment to the Administrative Policy Manual as presented. The motion was seconded by Paul Pitner and carried the following vote; ayes: Fjeldahl, Hedges, Jantzer, Stewart, Thiesen and Pitner; nays: none.

4. NEW BUSINESS

4.1 2025 UPWP ADMINISTRATIVE MODIFICATION

John Van Dyke had informed the board that he had moved \$20.00 from the Travel Costs to Education and Training to cover the AMPO 2025 Conference Fees. No action is needed for this as it is under a 10% threshold and provided to keep the Board updated.

4.2 FINANCE DOCUMENTS

No discussion was had.

Mike Thiesen moved to approve the Financial Statements as presented. The motion was seconded by John Fjeldahl and carried the following vote: ayes: Fjeldahl, Hedges, Jantzer, Stewart, Thiesen and Pitner; nays: none.

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.





ADJOURNMENT

There being no further business, Harold Stewart moved to adjourn the meeting. The motion was seconded by Mike Thiesen, and carried unanimously. The meeting adjourned at 4:52 PM.





MONTHLY ACTIVITIES UPDATE JUNE 26, 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 Fifty-seven - June 16, 2025 - June 20, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday**
 - ☐ Approve financial transactions - **Thursday**
 - ☐ Update hours log for week fifty-seven - **Friday**
 - ☐ Create update for week fifty-eight tasks - **Friday**
 - ☐ Meetings
 - ☐ NDDOT One-on-One - **Tuesday**
 - ☐ Ask about TIP preparation and whether UPWP Amendment is needed OR qualifies as Section 110 activity
 - ☐ NDDOT/MPO Directors' Meeting - **Wednesday**
 - ☐ Policy Board Agenda - **Monday/Tuesday/Wednesday**
 - ☐ Minutes
 - ☐ Review
 - ☐ Monthly Activities
 - ☐ 2026-2027 UPWP
 - ☐ Performance Review
 - ☐ Establish CDMPO Title VI Plan
 - ☐ Perform two task items - see [here](#)
 - ☐ Complete Bis-Man Title VI Plan Review - **Wednesday/Thursday/Friday**
 - ☐ Add notes [here](#)
 - ☐ Obtain FTA Circular 4703.1 - **Thursday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ AAM PAS Report
 - ☒ Read through Chapter 6 - **Monday**
- ☐ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Review of Phase 2 Public Engagement Notices - **Monday**
 - ☐ Phase 2 Engagement Content Review - **Friday**
- ☐ **Section 220 - Transit Development Plan**
 - ☐ Continue Correspondence w/alternates and finalize Steering Committee - **Monday-Wednesday**
 - ☐ Send e-mail to Steering Committee to inform them of membership and process - **Thursday**
 - ☐ Include scope of work for those that did not participate in selection
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☐ **Section 310 - Transportation Planning Support and Coordination**
 - ☐ Staff Report/Entitlement Discussion - City of Minot Community Development Department - **Thursday**





Week Fifty-six - June 9, 2025 - June 13, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday**
 - ☒ Approve financial transactions - **Thursday**
 - ☒ Update hours log for week fifty-six - **Friday**
 - ☒ Create update for week fifty-seven tasks - **Friday**
 - ☒ Meetings
 - ☒ Lunch w/Lisa O. - **Monday**
 - ☒ Lunch Meeting w/Paul Benning, WSB Engineering - **Tuesday**
 - ☒ Technical Advisory Committee - **Tuesday**
 - ☒ Establish CDMPO Title VI Plan
 - ☒ Perform two task items - *see [here](#)*
 - ☒ Continue Bis-Man Title VI Plan Review - **Wednesday/Thursday/Friday**
 - ☒ Add notes *[here](#)*
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ AAM PAS Report
 - ☒ Read through Chapter 5 - **Monday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Project List Scenario Meeting - **Wednesday**
 - ☒ Project Management Team Meeting - **Wednesday**
 - ☒ Correspondence w/Will/Wayne @NDDOT RE MTP adoption processes - **Monday/Tuesday**
 - ☒ Review project lists and related communication - **Wednesday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Continue contract negotiations - **Monday-Friday**
 - ☒ Send approved contract to legal for review - Upon Receipt of Revised Contract
 - ☒ Follow-up Discussion w/Scott Louser RE Steering Committee - **Wednesday**
 - ☒ Reach out to suggested alternates provided by Scott L. - **Friday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ Send request for update e-mail to Sharma - **Monday**
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ Lunch w/Brian Billingsley, Community and Economic Development Director, City of Minot - **Friday**





Week Fifty-five - June 2, 2025 - June 6, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday**
 - ☒ Approve financial transactions - **Tuesday**
 - ☒ Update hours log for week fifty-five - **Friday**
 - ☒ Create update for week fifty-six tasks - **Saturday**
 - ☒ Meetings
 - ☒ ND MPO Office Operations Meeting - **Monday**
 - ☒ NDDOT One-on-one - **Tuesday**
 - ☒ NDDOT/MPO Directors' Discussion - **Wednesday**
 - ☒ Performance Review w/Mark J. - **Wednesday**
 - ☒ Prep TAC Agenda - **Tuesday/Wednesday**
 - ☒ May Minutes
 - ☒ 2026-2027 UPWP
 - ☒ MTP Consultant Update
 - ☒ April Reimbursement Request - **Monday/Tuesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ Tuned In - A National Dialogue - **Tuesday**
 - ☒ GIS & Data Webinar - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Review TAC Materials, if available - **Wednesday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ TDP contract review/comment/send back for changes - **Thursday/Friday**
 - ☒ Waiting on Consultant - **Received Wednesday**
 - ☒ Send e-mail to Roger Reich, Commission on Aging - **Monday**
 - ☒ Follow-up discussion - **Tuesday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ Meeting w/Minot legal RE Staff Reports





Week Fifty-four - May 26, 2025 - May 30, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☒ Memorial Day - **Monday**
 - ☒ Clean-up/Respond to e-mails - **Tuesday**
 - ☒ Approve financial transactions - **Friday**
 - ☒ Update hours log for week fifty-four - **Friday**
 - ☐ Create update for week fifty-five tasks - **Friday**
 - ☐ Meetings
 - ☒ NDDOT One-on-one - **Tuesday**
 - ☒ ND MPO Coordination Meeting - **Tuesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ Complete incorporating changes stemming from NDDOT/FHWA comments - **Tuesday-Friday**
 - ☒ Continue textual/grammatical updates as recommended - **Tuesday-Thursday**
 - ☒ Restructuring of tables based on feedback
 - ☒ Finalize rearrangement per NDDOT/FHWA/FTA guidance - **Tuesday-Friday**
 - ☒ Complete update of tables - **Friday**
 - ☒ Update Planning Factors table following update of cost breakdown
- ☒ **Section 130 - Training and Travel**
 - ☒ ED Forum: AI Webinar - **Tuesday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ MTP Minot Projects Meeting - **Tuesday**
 - ☒ MTP NDDOT Projects Meeting - **Wednesday**
 - ☒ MTP Project Management Team Meeting - **Thursday**
- ☐ **Section 220 - Transit Development Plan**
 - ☐ Work on TDP contract - **Wednesday/Thursday?**
 - ☐ Waiting on Consultant
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a





Week Fifty-three - May 19, 2025 - May 23, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Thursday/Friday**
 - ☒ Update hours log for week fifty-two - **Monday**
 - ☒ Update hours log for week fifty-three - **Friday**
 - ☒ Create update for week fifty-three tasks - **Monday**
 - ☒ Create update for week fifty-four tasks - **Friday**
 - ☒ Meetings
 - ☒ NDDOT One-on-one - **Tuesday**
 - ☒ Send employee performance review form to Mark J. following final check - **Tuesday**
 - ☒ Policy Board Meeting - **Thursday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ Begin incorporating changes stemming from NDDOT/FHWA comments - **Monday-Friday**
 - ☒ Update TAC page - **Monday**
 - ☒ Continue minor textual/grammatical updates as recommended - **Wednesday/Friday**
 - ☒ Restructuring of tables based on feedback
 - ☒ Begin rearrangement per NDDOT/FHWA/FTA guidance - **Tuesday-Friday**
 - ☒ Begin updating tables - **Friday**
- ☒ **Section 130 - Training and Travel**
 - ☒ AI in Transportation Webinar - **Thursday**
 - ☒ Safety Webinar - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Follow-up w/member jurisdictions RE project lists - **Wednesday**
 - ☒ MTP Transit Projects Meeting - **Wednesday**
 - ☒ MTP Burlington Projects Meeting - **Thursday**
 - ☒ MTP Ward County Projects Meeting - **Thursday**
- ☐ **Section 220 - Transit Development Plan**
 - ☐ Work on TDP contract - **This Week?**
 - ☐ Waiting on Consultant
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ City Council Meeting - Highlands at N. Hill - **Monday**



CENTRAL DAKOTA MPO
PERFORMANCE REVIEW SYSTEM
FOR
EXECUTIVE DIRECTOR

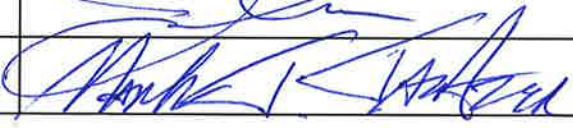


Name:	John Van Dyke
Position Title:	Executive Director
Performance Review Dates:	Review Period Began: 05 / 20 / 2024
	Review Period Ended: 05 / 19 / 2025
	Date Performance Review Conducted: 06 / 26 / 2025

PERFORMANCE REVIEW RATING SCALE

E	Exceptional – Performance expectations are exceeded on a consistent basis. Makes significant contribution well beyond normal job responsibilities.
S	Successful – Performance expectations are met on a consistent basis. Employee consistently makes a valuable contribution to Central Dakota MPO.
N	Needs Improvement – Performance expectations are often not met on a consistent basis and need improvement. The employee has demonstrated a willingness to improve performance. Performance is below average.
U	Unsatisfactory - Performance clearly and consistently fails to meet work requirements. Little or no willingness on the part of the employee or an inability to improve. Performance is well below average.

REVIEW SIGNATURES

Executive Director Signature:		Date: 6/11/25
Policy Board Chairman Signature:		Date: 6/12/25





PERFORMANCE REVIEW

Quality and Quantity of Work

- Does the employee's work quality meet the expectations set forth in the job description? Does the employee demonstrate flexibility and adaptability?
- Does the quantity of work demonstrate the employee is managing their time, prioritizing when necessary and meeting the expectations set forth in the job description?
- Does the employee show initiative by suggesting new approaches to enhance efficiencies, cost-savings, service, etc?

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John Van Dyke continually progresses the organization through quality improvement. The organization had important, albeit limited, documentation and processes established prior to his arrival. Since coming on board, John has fine-tuned the Unified Planning Work Program for 2025, with more significant updates to the 2026-2027 version. This same progression has also been applied to the administrative policy manual, quarterly reports, bylaws, hours logs, and weekly activity documentation. Given John works independently on all tasks, to accomplish work necessitates flexibility and adaptability to accomplish the job.

The quantity of work is outlined on a weekly basis and compiled in the form of a monthly activity report provided to the Policy Board. John demonstrates exceptional ability to manage his time effectively in the variety of tasks he is responsible. John is fulfilling the duties as outlined in the Executive Director job description.

John provides recommendations for process improvements through updates to the administrative policy manual and bylaws. One example is the establishment of a reserve account funded through unspent local dollars each year. John was also able to secure relief from a \$2,500 fee for the Advanced Traffic Analysis Center (ATAC) in fall 2024 and secure favor by the Policy Board for an additional staff member that will be able to assist with member-jurisdiction plan creation, reducing costs associated with consultant fees for similar work performed in-house in the future.





Organizational Direction & Management

- Effectively provides leadership and direction to all Central Dakota MPO staff including managing staffing levels while providing opportunities for employee professional growth.
- Fosters a positive work environment and effective performance management through feedback, coaching, mentoring, soliciting input and conducting timely performance reviews.
- Effectively communicates Central Dakota MPO policies, procedures, and initiatives.
- Ensures that Central Dakota MPO policies are followed. Serves as an example for employees in terms of conduct and ethics.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

At this time, there are no other Central Dakota MPO employees requiring direction or management. This will change in early 2026 with the hiring of a Transportation Specialist.

John Van Dyke continues to establish the administrative policy manual that outlines CDMPO policies.

Moving Forward

Over the course of the next year, John will continue to lay the foundation for the organization as evidenced by the adoption of the inaugural Metropolitan Transportation Plan, drafting of the Transportation Improvement Program, hiring of a Transportation Specialist, and management of the Transit Development Plan, Bike and Pedestrian Plan, and several data acquisition projects that will feed into future planning and implementation efforts.





Fiscal Responsibility

- Effectively develops and manages Central Dakota MPO's budget including operations and capital budgets by analyzing expenditures, expected needs, future cost/revenue projections and sources of funding.
- Effective management includes ability to efficiently use time, money, human resources and other resources to accomplish Central Dakota MPO goals.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John is solely responsible for working with member-jurisdiction staff, understanding regional needs and priorities, and establishing the draft budget for presentation and adoption by Policy Board each year. John is also responsible for processing amendments to the budget/work program to ensure that hours and dollars are appropriately allocated throughout the year following budget adoption. John actively tracks hours allocated toward various section activities, which informs subsequent year allocations and staff needs.

John has been critical in conveying the need for and ultimately establishing the reserve fund, which helps insulate the organization and its member jurisdictions from unforeseen budgetary impacts. In addition, John has secured favor for the addition of the Transportation Specialist position in order to accomplish necessary organizational tasks and provide future cost-savings through work conducted in-house that is presently performed by more costly external consultants.





Strategic Planning

- Establishes Central Dakota MPO goals and objectives in compliance with Federal, state, and local government directives.
- Champions new ideas and initiatives.
- Creates an environment that supports continuous improvement.
- Participates in and supports strategic planning to support Central Dakota MPO role in the community.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John is continuously building the organization to ensure it is compliant with directives at all levels of government, respected by peer MPOs throughout the State, and evolve at a measured and reasonable rate to accomplish the tasks to establish itself as the authority in planning throughout the region.

John understands the work performed within/by the organization will be ever-advancing through incremental changes; that the work is never done completely and that everything can be improved through each iteration as time allows.

John has a strong working relationship with the City of Minot Community Development Department as evidenced through the establishment of a monthly meeting with its director to discuss activities and efforts each are involved, with a focus on how one organization can assist/champion the other.

Moving Forward

John will begin creation of a strategic plan for the organization that outlines vision, mission, and values, tasks to be accomplished, services to be provided, and professional relationships to be fostered to continue to establish the organization as the planning authority throughout the region.





Communication and Relationship Building

- **Internal Communications & Relationships:** Works collaboratively with Central Dakota MPO staff and Policy Board including local units of government while fostering strong communications and an environment of collaboration.
- **External Communications & Relationships:** Develops and maintains strong, positive working relationships with state and Federal partners, local units of government, community organizations, and with the general public.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John has put forth the effort to build relationships individually with the Policy Board members, understanding that one-to-two hours per month during the Policy Board meeting is inadequate to build a strong working relationship and fully understand individual member-jurisdiction priorities/concerns. In addition, John works well with his City of Minot counterparts that provide assistance, such as HR, Finance, and IT.

John has worked to establish positive working relationships with executive directors and staff at the other MPOs across the state. His prior work history and relationships with staff at the City of Minot has been built upon working more closely with TAC members from Ward County and the cities of Surrey and Burlington. John maintains a solid working relationship with NDDOT, FHWA, and FTA.

Moving Forward

John will generate a scope of work prior to adoption of the 2027-2028 UPWP outlining optional updates to the Burlington and Surrey land use plans. These updates are to be accomplished by the Central Dakota MPO staff.





Professional Development Goal Attainment

- Achievement of previously established **professional development** goal(s). These vary by year and are agreed to by the Executive Director and Employee. These vary by year and are agreed to between the Executive Director and the Policy Board.

Exceptional (5) **Successful (3)** Needs Improvement (1) Unsatisfactory (0)

Comments:

Given this is the first performance review for the organization, there is no formally established professional development goal(s) for the past year. However, the primary purpose of the Executive Director, as established during John's interview, is to continue to lay a strong foundation and move the organization toward maturity. This has been done with what is reasonably possible to achieve within one year and the organization is significantly more established than it was prior to his arrival.

Professional Development Goal(s) (May/June 2026):

The following are professional development goals for John Van Dyke to achieve over the next year.

1. Maintain American Institute of Certified Planners (AICP) certification, obtaining a minimum of 16 Certification Maintenance (CM) credits.
2. Attend the 2025 Association of Metropolitan Planning Organization (AMPO) Conference.
3. Develop a comprehensive understanding of local, residential street typologies to facilitate continued policy discussions with the goal of reducing upfront installation and long-term maintenance costs, and outlining other secondary and tertiary impacts.





PERFORMANCE SUMMARY

Performance Area	Score
Quality and Quantity of Work	5
Organizational Direction & Management	5
Fiscal Responsibility	3
Strategic Planning	5
Communication and Relationship Building	5
Professional Development Goal Attainment	3
Total	26
Average Score (Total / 6)	4.33

An average overall score below 1.9 warrants placement on a personnel improvement program (PIP).

An average overall score between 2 and 3.9 is considered satisfactory.

An average overall score between 4 and 5 is considered exceptional.





CENTRAL DAKOTA

MPO

2026-2027

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: MONTH DAY, 2025





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DRAFT





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DRAFT

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10 3rd Ave SW



Minot, ND 58701

INTRODUCTION

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 as a result of 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:

Table 1. Central Dakota MPO Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title (MPO Chair/Vice Chair)
Ward County	John Fjeldahl, Chairman
Ward County	Jim Rostad, Vice Chairman
City of Surrey	Michael Thiesen, Mayor (MPO Vice Chair)
City of Burlington	Jerick Hedges, City Council Vice President
City of Minot	Lisa Olson, City Council Vice President
City of Minot	Mark Jantzer, City Council President (MPO Chair)
City of Minot	Harold Stewart, City Manager

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:

Table 2. Central Dakota MPO Alternate Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title
Ward County	Ron Merritt, County Commissioner
City of Surrey	Steve Fennewald, Council Member
City of Burlington	Kelsey Flick, Commissioner
City of Minot	Paul Pitner, Alderman

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 Minot City Hall, located at 10 3rd Ave SW, Minot, ND at 4:30pm.



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:

Table 3. Technical Advisory Committee Member Agency and Corresponding Job Title

Agency	Title
Central Dakota MPO	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

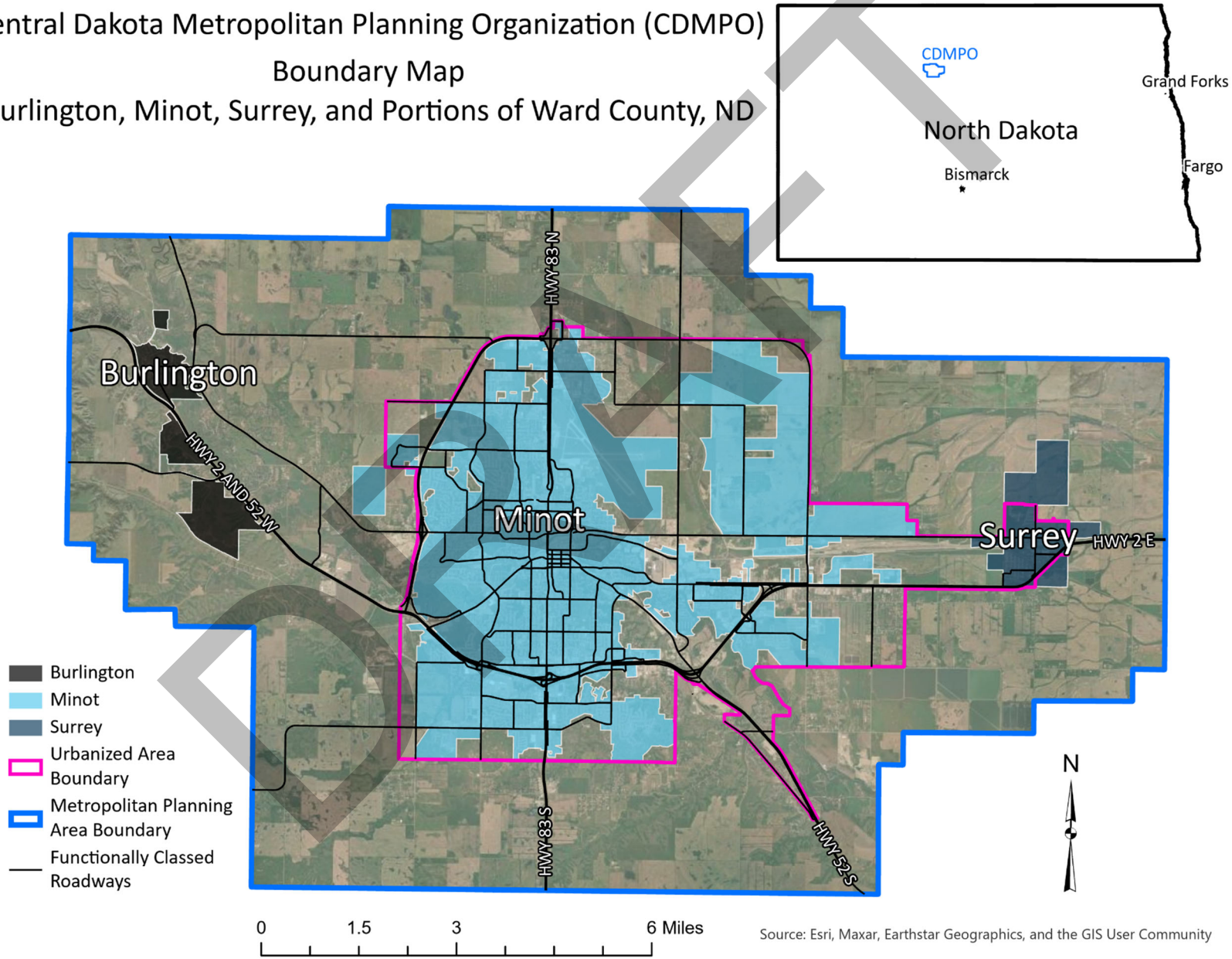
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025 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



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. Following approval by the CDMPO Policy Board, the North Dakota Department of Transportation (NDDOT) and Federal Transit Administration (FTA) review and provide a recommendation to the Federal Highway Administration (FHWA). The FHWA provides final approval of the UPWP.

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 in Table 3. with the corresponding Metropolitan Planning Factors each element addresses.

Table 4. Work Program Sections and Associated Planning Factors

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Task 100 - Program Support and Administration										
100.1 Staff Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
100.2 Training and Travel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 200 - Plans, Studies, and Data Acquisitions										
200.1 Transit Development Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.2 Signalized Intersections Traffic Data Collection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.3 Pavement Data Acquisition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.4 Bicycle and Pedestrian Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	*	*	*	*	*	*	*	*	*	*
Section 300 - Overhead and ATAC Annual Fee										
300.1 Overhead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
300.2 ATAC Annual Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

*Planning Factors will be specified upon project identification following adoption of the Metropolitan Transportation Plan (MTP). This table will be updated when the necessary UPWP Amendment that identifies the project occurs.

2025 ACCOMPLISHMENTS

2025 saw the Central Dakota MPOs inaugural Metropolitan Transportation Plan (MTP) near-finalized. As part of the MTP, a travel demand model was also developed, along with assemblage of numerous datasets across the region.

The Central Dakota Transit Development Plan (TDP) also kicked off in the middle of the year. The TDP is expected to be completed in Fall 2026 and will provide area decision-makers with sufficient information and guidance to ensure long-term operational viability of the transit system. The Signalized Intersections Traffic Data Collection project, which aims to establish passive vehicle and pedestrian counts at all signalized intersections in the area, started with seventeen intersections. This information will help optimize traffic flows through the adjustment of signal timings based on the data collected. Over the next several years, the remaining signalized intersections in the area will be outfitted with this technology, which will be utilized in the travel demand model for the next MTP and any corridor or other studies that may benefit from the use of this data.

Other efforts included transitioning to a two-year UPWP for the 2026-2027 timeframe, work on the organization's administrative policy manual, attendance at the AMPO conference in Rhode Island, establishment of a new job description for the Transportation Specialist, and continued refinement and branding of existing administrative documentation to continue establishing the effectiveness, identity, and independence of the organization.

2026/2027 PLANNED WORK ACTIVITY SUMMARY

While 2026 Consolidated Planning Grant (CPG) funding estimates have been provided for 2026, 2027 is estimated to follow prior year increases between years even though the Infrastructure Investment and Jobs Act is only active through the end of 2026. It is assumed a transportation bill will be adopted that provides a similar funding level in subsequent years. Therefore, all projects and the associated budget estimate for 2027 is illustrative.

Moving to a rolling two-year UPWP that will be updated annually allows more flexibility in planning work activities that are likely to be conducted across calendar years. Where one project may experience delay, another may be capable of moving forward ahead of schedule, thereby ensuring that over a two-year period the intended work is able to be accomplished from a budgetary standpoint. It also ensures that members are thinking well enough in advance so that the planning projects selected provide the most value toward the organizational effort.

Table 2. outlines the plans, studies, and data acquisitions to be accomplished over the next two years.

Table 5. 2026-2027 Plans, Studies, and Data Acquisition Expenses

Project	2026	2027	Total (2026 & 2027)
TDP	\$105,571.47	\$0.00	\$105,571.47
Bike/Ped Plan	\$77,928.83	\$88,071.17	\$166,000.00
Pavement Data Acquisition	\$107,287.91	\$0.00	\$107,287.91
Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$0.00	\$217,567.11	\$217,567.11
Traffic Signal Setup	\$30,500.00	\$12,000.00	\$42,500.00
Total Cost of Plans, Studies, and Data Acquisitions	\$321,288.21	\$317,638.28	\$638,926.49

2027 shows an unspecified corridor study/plan/data acquisition resulting from the Metropolitan Transportation Plan (MTP). In discussions with the TAC, it was determined that waiting on guidance from the MTP was the most reasonable approach to finalizing programming in 2027. Given the MTP will be adopted near the end of 2025, the unspecified corridor study/plan/data acquisition will be replaced through an amendment to the 2026-2027 UPWP with an identified corridor study/plan/data acquisition and included in the 2027-2028 UPWP.

Another significant change from prior years is the addition of a Transportation Specialist position to begin in 2026. This position will be responsible for a myriad of tasks, one of the most important is overseeing the Transportation Improvement Program (TIP). Once established, the Transportation Specialist will be responsible for receipt of project applications, review for compliance with the MTP, and facilitating amendments as necessary. Other tasks will include updating the website, managing social media and other public outreach, overseeing data acquisition project(s), and providing assistance as-needed elsewhere. The goal will be to continue to establish an organizational identity and increase familiarity with the MPO, as it is new and still relatively unknown.

2026/2027 PLANNED WORK ACTIVITY DETAIL

The following provides a detailed explanation of work planned to be accomplished over the next two years. Section 100 includes all of the work to be performed by Central Dakota MPO staff, while Section 200 includes all work to be performed by consultants. Section 300 includes all overhead and the ATAC annual fee.

The Central Dakota MPO includes two full-time staff – an Executive Director and Transportation Specialist – and one part-time Accountant provided by the City of Minot to support the organization with financial reporting. The Transportation Specialist is a new position to begin in 2026. Table 5. provides the number of hours to be performed by the respective position over the course of each year.

Table 6. Central Dakota MPO Staffing and Associated Hours

Staff Position	Number of Hours per Year
Executive Director	2,080
Transportation Specialist	2,080
Accountant (part-time/City of Minot Support)	240

Central Dakota MPO staff are technically employed by the City of Minot. Through a Memorandum of Understanding between the City of Minot and the Central Dakota MPO, Central Dakota MPO staff receive guidance and direction from the Policy Board, ensuring regional influence over the organization. This optimizes production by reducing the amount of expenses that would otherwise be allocated toward HR, IT, and other organizational infrastructure necessary to function.

SECTION 100 – PROGRAM SUPPORT AND ADMINISTRATION

Section 100 – Program Support and Administration includes a breakdown of all work to be performed by Central Dakota MPO staff. Costs in this section are comprised of Central Dakota MPO staff wages, benefits, and training and travel expenses.

100.1 STAFF ACTIVITIES

GENERAL ADMINISTRATION

General Administration includes many elements that occur by most, if not all, MPOs throughout the country. They are often conducted as needed. All activities will be completed by December 31, 2027.

New/Modification of Existing Agreements/Contracts

Central Dakota MPO staff periodically work on the creation of new, or modification 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. This may include updates to the lease agreement or memorandum of understanding between the City of Minot and Central Dakota MPO, and updates to the legal services contract or creation of another contract to provide professional services.

Annual Audit

Annually, the Central Dakota MPO is audited. As part of this audit, staff will prepare documentation, assemble data/information, and attend meetings as needed to successfully accomplish the auditing process.

Data Collection and GIS Mapping

Regionally relevant data will be collected as it is released, organized, cleaned, and mapped, where applicable. The Central Dakota MPO strives to provide consultants, member jurisdictions, and the public a convenient location for data and information relevant to transportation in the region. This effort will ensure that Central Dakota MPO staff remain informed of changes across various metrics and datasets.

Reimbursement Requests

The Central Dakota MPO produces reimbursement requests for eligible expenses related to accomplishment of the UPWP. The reimbursement requests are produced monthly, at a minimum.

Document Branding

Central Dakota MPO staff will work on previously created documents to apply branding standards, which were adopted in late 2024. This will ensure that all documentation maintains consistency and is identifiable at first glance as a product of the Central Dakota MPO.

Holidays and Paid-Time-Off (PTO)

Holidays and Paid-Time-Off (PTO) are provided as part of the overall compensation package provided to the Executive Director and Transportation Specialist positions. Holidays occur throughout the year and PTO is taken as requested and approved by the respective staff member following the process as outlined in the Administrative Policy Manual.

TAC, POLICY BOARD, AND OTHER MPO COORDINATION MEETINGS

Keeping TAC and Policy Board apprised of information and capable of making informed recommendations and decisions is a primary responsibility of Central Dakota MPO staff. This involves record keeping, drafting documents, scheduling and attending meetings, presentations, and providing options and corresponding recommendations to both bodies. Meetings of the TAC and Policy Board occur monthly.

Other meetings occur with the North Dakota MPO Director's, both with and without NDDOT, and internal meetings with staff and individual TAC, Policy Board, or other agency representatives. These meetings are necessary to exchange information to ensure the seamless continuation of Central Dakota MPO activities throughout the year. Meetings generally occur one-to-two times per month or as-needed and as availability allows.

This activity will be completed at the end of 2027.

CENTRAL DAKOTA WEBSITE AND SOCIAL MEDIA

The Central Dakota MPO purchased the centraldakotampo.org domain in 2024 with the intention of creating a standalone website to house information related to Central Dakota MPO. Presently, the Central Dakota MPO utilizes a webpage on the City of Minot webpage for this purpose. Work, primarily conducted by the Transportation Specialist, will be conducted to establish the standalone Central Dakota MPO website, with the goal to make it useful to consultants, member jurisdictions, and the general public.

The Central Dakota MPO relies on member jurisdiction social media accounts to push pertinent information related to projects and public engagement opportunities. Work, primarily conducted by the Transportation Specialist, will be conducted to establish a social media presence, with the goal to bring awareness to the organization, reach the public, and generate it's own following related to transportation issues and activities in the region.

This work will be ongoing throughout 2026 and 2027 and completed on December 31, 2027.

PLANS, STUDIES, AND DATA ACQUISITION PROJECT SUPPORT

Central Dakota MPO staff will support each plan, study, and data acquisition projects as outlined in Section 200 of this UPWP. Staff activities include creation of request for proposals, consultant selection activities, attendance at project meetings, assistance with respective project public engagement efforts, and coordination with member jurisdictions to compile data and information to ensure the consultant is able to continue production of the respective plan, study, or data acquisition.

The Executive Director will be primarily responsible for managing consultants across all plan, study, and data acquisition projects. However, the Transportation Specialist will assist with all projects and may play a leading role in data acquisition projects depending on the background of the individual hired in 2026.

Following adoption of the Transit Development Plan in Fall 2026 and Pedestrian and Bicycle Plan in Fall 2027, subcommittees or another form of group oversight are planned to be established to provide organizational direction, associated project prioritization, and plan implementation. The CDMPO will be involved as-needed to assist in these activities. This activity will be completed on December 31, 2027.

MEMBER JURISDICTION TRANSPORTATION PLANNING SUPPORT AND COORDINATION

The Central Dakota MPO staff will coordinate with member jurisdictions, agencies, and other organizations to provide input, guidance, and overall involvement on development proposals, transit planning, and other planning-related initiatives. These activities occur throughout the year on an as-needed basis, revolving around transportation policy and transportation in general as it relates to the built environment.

This activity will be completed on December 31, 2027.

CORE PRODUCTS

Each MPO is required to create and maintain four (4) core products – Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and the Public Participation Plan. Central Dakota MPO staff will work to create, if not yet created, and maintain each of these four (4) core products. Work will occur throughout 2026 and 2027, completing on December 31, 2027.

Metropolitan Transportation Plan (MTP)

Staff will work to implement the Metropolitan Transportation Plan (MTP). Activities include amendments as may be necessary from time to time, transportation project and land use

development review for alignment with the MTP, and utilizing other information/guidance contained therein to inform member-jurisdiction staff, residents, and decision-makers.

Due to time constraints incurred toward the end of 2025 in creating the inaugural MTP, this activity may include final TAC and Policy Board presentation of the MTP for adoption and corresponding follow-up presentations to member-jurisdictions to be adopted via resolution in early 2026. No consultant expenses are expected to be incurred as part of this activity; only staff labor costs.

Transportation Improvement Program (TIP)

Staff will prepare the Transportation Improvement Program (TIP) annually on a four-year rolling cycle. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include all federal-aid or regionally significant transportation improvements planned by the participating agencies within the MPO area for the four-year period. TIP modifications and amendments are included in this effort and will be processed, as necessary.

Work will include coordination, review, ranking, support and or approval of solicited project applications for federal funding and the development of associated processes to facilitate these activities.

Unified Planning Work Program (UPWP)

Unified Planning Work Program activities include creation of the 2027-2028 rolling two-year UPWP, which will include refinement of 2027 activities and anticipation of 2028 activities. It will also include any associated amendments and administrative modifications to the 2026-2027 UPWP. Further, it will include all quarterly, semi-annual, and annual reporting that may be required. Finally, it will include creation of the corresponding 2028-2029 rolling two-year UPWP.

Public Participation Plan (PPP)

This component will focus on processing any amendments to the Public Participation Plan meeting minimum federal requirements for public participation of the various MPO work products, optimizing public engagement efforts to ensure the public receives adequate opportunities to participate meaningfully and conveniently, and streamlining the public engagement effort where possible. This activity will occur as-needed.

SUBSECTION 100.2 TRAINING AND TRAVEL

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. The primary expense will be out-of-state travel to the annual conference provided by the Association of Metropolitan Planning Organizations (AMPO). However, scheduling conflicts may prohibit attendance at this specific conference and another conference, such as the Transportation Research Board Tools of the Trade or similar transportation-focused conference, may be identified that provides an equivalent educational opportunity for both the Executive Director and Transportation Specialist.

Training and travel will be identified to support the newly established Transportation Specialist position. Specific needs will be dependent on the background of the individual hired and may include more skills-based, such as GIS, or theory/practice, such as provided at a conference as noted in the preceding paragraph.

The Advanced Traffic Analysis Center (ATAC) provides several training opportunities as part of the master agreement as outlined in Section 300 (See 300.2 ATAC Annual Fee). These are sometimes provided in-person and this subsection covers the associated travel costs.

This subsection also covers the associated training and travel costs of other meetings and conferences, such as the quarterly in-person meetings with NDDOT and the other ND MPOs or the annual North Dakota Transportation Conference.

Training and travel will occur throughout each respective year. This activity will be complete at the end of 2027.

SECTION 200 – PLANS, STUDIES, AND DATA ACQUISITIONS

Plans, Studies, and Data Acquisitions includes all professional consultant services and data/capital acquisitions necessary to plan the region's transportation system and inform the prioritization of projects.

200.1 TRANSIT DEVELOPMENT PLAN (2026)

The Transit Development Plan (TDP) kicked-off Summer 2025, with an expected completion of Fall 2026. The TDP will help inform Minot City Transit, which is responsible for providing fixed-route and paratransit services for the area, for the next five-to-ten years as the transit operator continues to adjust from a transition from rural to urban funding formulae. The primary goal of the TDP is to perform a holistic evaluation of the existing transit system and identify areas of improvement, resulting in increased ridership, rider satisfaction, and operational efficiencies to ensure sustainability of the transit system in the region.

Complete Streets funding for 2026 in the amount of \$10,148.13 (\$2,029.62 local/\$8,118.51 federal) will be utilized to accomplish this plan. The following Complete Streets planning activities will be accomplished as part of this plan (see BIL § 11206(c) (3) (B) & (D) below):

- (B) Integrate active transportation facilities with public transportation service or improve access to public transportation;
- (D) Increase public transportation ridership;

200.2 SIGNALIZED INTERSECTIONS TRAFFIC DATA COLLECTION (2026-2027)

The Signalized Intersections Traffic Data Collection project began in 2025, with 17 signals being set up to passively collect pedestrian and traffic counts and vehicle turning movements. This will allow for optimization of signal timings to better accommodate seasonal fluctuations and special events, such as the ND State Fair or due to inclement weather. Each year, more of the 48 signalized intersections will be connected to the Advanced Traffic Analysis System. The goal is to collect traffic counts to better inform the Transportation Demand Model as part of the 2055 Metropolitan Transportation Plan that will kick off in 2029.

At this time, 13 signals are planned to be set up in 2026 and an additional five in 2027. The work is conducted offsite by the Advanced Traffic Analysis Center (ATAC), which will occur throughout the respective calendar year.

200.3 PAVEMENT DATA ACQUISITION (2026)

Pavement data collection for functionally classed roadways within the region will be conducted in mid-2026 as part of a four-year data collection cycle. This data will help identify needs, contribute toward asset management, and overall help to prioritize road projects. Member jurisdictions may choose to simultaneously collect data on their local roadway system through a separate agreement not utilizing CPG funding. The goal is to have a complete assessment of the pavement condition throughout the MPO region. This activity will be started and completed in 2026 during the months when the roadways are free of snow and ice, likely late spring through early fall.

200.4 BICYCLE AND PEDESTRIAN PLAN (2026-2027)

A bicycle and pedestrian plan will kick-off in mid-2026, with expected completion in mid-to-late 2027. The effort will look at the pedestrian and bicycle network to identify gaps, areas for expansion, and improve overall connectivity and mobility for these modes of transportation. The plan will also help member jurisdictions apply best practice through the establishment/adoption of policies supportive of bicycle and pedestrian infrastructure. Up to four (4) pedestrian and bicycle counters will be purchased to assist with collection of data to help inform plan creation with a total estimated cost of \$16,000.

Complete Streets funding for 2027 in the amount of \$10,351.52 (\$2,070.30 local/\$8,281.22 federal) will be utilized to accomplish this plan. The following Complete Streets planning activities will be accomplished as part of this plan (see BIL § 11206(c) (3) (A), (B), (C), and (E) below):

- (A) Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers;
- (B) Integrate active transportation facilities with public transportation service or improve access to public transportation;
- (C) Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities;
- (E) Improve the safety of bicyclists and pedestrians.

200.5 UNSPECIFIED CORRIDOR STUDY/PLAN/DATA ACQUISITION RESULTING FROM MTP (2027)

An unspecified corridor study/plan/data acquisition resulting from the Metropolitan Transportation Plan (MTP) is planned for 2027. In discussions with the TAC, it was determined that waiting on guidance from the MTP was the most reasonable approach to finalizing programming in 2027. Given the MTP will be adopted near the end of 2025, the unspecified corridor study/plan/data acquisition will be replaced through an amendment to the 2026-2027 UPWP with an identified corridor study/plan/data acquisition and included in the 2027-2028 UPWP.

SECTION 300 – OVERHEAD AND ATAC ANNUAL FEE

Activities in this section focus on necessary expenses to keep the Central Dakota MPO operational.

300.1 OVERHEAD

Overhead is considered all costs necessary to maintain the Central Dakota MPO office, purchase public engagement materials and pay for public noticing expenses, and obtain necessary services to support the general operation of the organization. This activity will be complete as of December 31, 2027.

Professional Legal Services

The Central Dakota MPO receives professional legal services through a contracted firm. The number of hours of legal services required fluctuates throughout the year, with specific timing being dependent on when contracts or other documents require review. The contracted firm also answers questions as they arise.

Department Equipment, Materials, and Supplies

The Central Dakota MPO purchases computer hardware, such as a computer or monitor, and software, such as Adobe InDesign, as needed. In addition, other materials, such as office furniture and equipment, copier and printer supplies, office supplies, and all other ordinary and necessary expenses are included in this component of overhead.

Books, Subscriptions, Memberships, and Associations

The Central Dakota MPO may purchase written materials, data, or information on a subscription basis for educational or other purposes. This component of overhead also includes membership to the Association of Metropolitan Planning Organizations (AMPO) and American Planning Association (APA), as well as annual fees related to professional certifications such as the American Institute for Certified Planners (AICP).

Postage, Shipping, and Public Engagement Expenses

Expenses specifically related to postage and shipping are included in this component of overhead. Also included are any public engagement expenses, such as poster boards, printing costs for public engagement materials, venue rental costs for in-person public engagement activities, if any, and advertising of public engagement opportunities, such as newspaper publications, social media pushes, and other mediums to bring awareness of opportunities for public participation.

Office Rent

The Central Dakota MPO entered into a lease agreement with the City of Minot effective in early-to-mid 2024 for the Executive Director. The lease agreement will be updated in the near future to accommodate the Transportation Specialist. Should the City of Minot be unable to accommodate both the Executive Director and Transportation Specialist, Ward County has indicated willingness to provide space for a comparable expense. These expenses are included in this component of overhead.

300.2 ATAC ANNUAL FEE

The Central Dakota MPO and the other MPOs throughout North Dakota entered a three-year contract with the Advanced Traffic Analysis Center (ATAC) that provides the following services:

- 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.

The annual fee is paid to ATAC through the end of the contract. Additional services may be negotiated with ATAC, such as the Signalized Intersection Traffic Data Collection project (See 200.2).

The contract is effective through December 31, 2027.

UPWP REVENUE AND EXPENDITURE SUMMARY

The following section provides a summary of revenues by funding source and expenditure by Section for 2026 and 2027. Funding levels for 2027 are estimated.

REVENUE SUMMARY

Revenue for CDMPO comes from a combination of federal and local funds. The total local funding is a 20 percent match of the federal funding. 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%.

Table 7. Summary of Revenues by Funding Source

Funding Source	2026		2027	
	Amount	Percentage of Total	Amount*	Percentage of Total
Authorized Federal Funds (80%)*	\$ 506,734.43	80.0%	\$ 514,356.65	80.0%
ND PL	\$ 408,874.61	64.5%	\$ 414,539.64	64.5%
ND CS	\$ 8,118.51	1.3%	\$ 8,281.22	1.3%
FTA ND	\$ 89,741.31	14.2%	\$ 91,535.80	14.2%
Local Funds (20%)	\$ 126,683.60	20.0%	\$ 128,589.16	20.0%
Burlington Local Match (2%)	\$ 2,533.67	0.4%	\$ 2,571.78	0.4%
Minot Local Match (69%)	\$ 87,411.69	13.8%	\$ 88,726.52	13.8%
Surrey Local Match (2%)	\$ 2,533.67	0.4%	\$ 2,571.78	0.4%
Ward County Local Match (27%)	\$ 34,204.57	5.4%	\$ 34,719.07	5.4%
Total Revenue	\$ 633,418.03	100.0%	\$ 642,945.81	100.0%

*Estimated. 2027 amounts determined by applying same percentage increases from 2025 to 2026 for each funding source.

EXPENDITURE SUMMARY

Total expenditures are expected to remain relatively stable across major categories between 2026 and 2027. The primary change between 2026 and 2027 relates to labor cost assumptions, where wages are assumed to increase by three percent (3%) and benefits are assumed to increase by ten percent (10%). This conservative approach ensures that plans, studies, or data acquisitions are not overly programmed.

Table 8. Total Expenditures by Section

Expenditure Category	Amount		
	2026	2027	2026/2027 Change
Section 100 - Program Support and Administration	\$277,629.82	\$290,807.54	\$13,177.72
Section 200 - Plans, Studies, and Data Acquisitions	\$321,288.21	\$317,638.28	-\$3,649.93
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$34,500.00	\$0.00
Total	\$633,418.03	\$642,945.82	\$9,527.79



2026 ANNUAL WORK PROGRAM BUDGET

Table 9. 2026 Revenue and Expenditure Detail

Activity	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$277,629.82	\$214,103.86	\$53,525.96	\$1,070.52	\$36,932.92	\$14,452.01	\$1,070.52
100.1 Staff Activities	\$267,629.82	\$214,103.86	\$53,525.96	\$1,070.52	\$36,932.92	\$14,452.01	\$1,070.52
100.2 Training and Travel	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Section 200 - Plans, Studies, and Data Acquisitions	\$321,288.21	\$257,030.57	\$64,257.64	\$1,285.15	\$44,337.77	\$17,349.56	\$1,285.15
200.1 Transit Development Plan*	\$105,571.47	\$84,457.18	\$21,114.29	\$422.29	\$14,568.86	\$5,700.86	\$422.29
<i>Portion Funded via Complete Streets (CS)</i>	<i>\$10,148.13</i>	<i>\$8,118.51</i>	<i>\$2,029.62</i>	<i>\$40.59</i>	<i>\$1,400.44</i>	<i>\$548.00</i>	<i>\$40.59</i>
200.2 Signalized Intersections Traffic Data Collection	\$30,500.00	\$24,400.00	\$6,100.00	\$122.00	\$4,209.00	\$1,647.00	\$122.00
200.3 Pavement Data Acquisition	\$107,287.91	\$85,830.33	\$21,457.58	\$429.15	\$14,805.73	\$5,793.55	\$429.15
200.4 Bicycle and Pedestrian Plan	\$77,928.83	\$62,343.06	\$15,585.77	\$311.72	\$10,754.18	\$4,208.16	\$311.72
200.4.1 Consultant Fees	\$61,928.83	\$49,543.06	\$12,385.77	\$247.72	\$8,546.18	\$3,344.16	\$247.72
200.4.2 Bike/Ped Counters	\$16,000.00	\$12,800.00	\$3,200.00	\$64.00	\$2,208.00	\$864.00	\$64.00
200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Program Totals	\$633,418.03	\$506,734.42	\$126,683.60	\$2,533.67	\$87,411.69	\$34,204.57	\$2,533.67

*Complete Streets funding will be utilized to accomplish this plan (See Section 200.1 for Complete Streets planning activity detail)





2027 ANNUAL WORK PROGRAM BUDGET

Table 10. 2027 Revenue and Expenditure Detail

Task	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$290,807.54	\$232,646.03	\$58,161.51	\$1,163.23	\$40,131.44	\$15,703.61	\$1,163.23
100.1 Staff Activities	\$280,807.54	\$224,646.03	\$56,161.51	\$1,123.23	\$38,751.44	\$15,163.61	\$1,123.23
100.2 Training and Travel	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Section 200 - Plans, Studies, and Data Acquisitions	\$317,638.28	\$254,110.62	\$63,527.66	\$1,270.55	\$43,834.08	\$17,152.47	\$1,270.55
200.1 Transit Development Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.2 Signalized Intersections Traffic Data Collection	\$12,000.00	\$9,600.00	\$2,400.00	\$48.00	\$1,656.00	\$648.00	\$48.00
200.3 Pavement Data Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.4 Bicycle and Pedestrian Plan*	\$88,071.17	\$70,456.94	\$17,614.23	\$352.28	\$12,153.82	\$4,755.84	\$352.28
<i>Portion Funded via Complete Streets (CS)</i>	<i>\$10,351.52</i>	<i>\$8,281.22</i>	<i>\$2,070.30</i>	<i>\$41.41</i>	<i>\$1,428.51</i>	<i>\$558.98</i>	<i>\$41.41</i>
200.4.1 Consultant Fees	\$88,071.17	\$70,456.94	\$17,614.23	\$352.28	\$12,153.82	\$4,755.84	\$352.28
200.4.2 Bike/Ped Counters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$217,567.11	\$174,053.69	\$43,513.42	\$870.27	\$30,024.26	\$11,748.62	\$870.27
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Program Totals	\$642,945.82	\$514,356.65	\$128,589.16	\$2,571.78	\$88,726.53	\$34,719.07	\$2,571.78

*Complete Streets funding will be utilized to accomplish this plan (See Section 200.4 for Complete Streets planning activity detail)





ADOPTION

The Central Dakota Metropolitan Planning Organization has adopted the 2026-2027 Unified Planning Work Program on _____, 2025.

Policy Board Chair

Date

DRAFT



Expenditures:	Invoice #	Amount
05/09/25 Payroll J. Van Dyke		\$ 5,839.05
05/09/25 Accountant Fee B.Shefstad		\$ 100.64
05/09/25 Admin Fee H.Hornberger		\$ 97.21
05/23/25 Payroll J. Van Dyke		\$ 5,706.45
05/23/25 Accountant Fee B.Shefstad		\$ 297.00
05/23/25 Admin Fee H.Hornberger		\$ 267.91
Bolton & Menk, Inc.		\$ 38,988.69
Ebeltoft.Sickler.Lawyers PLLC		\$ 213.00
High point network		\$ 6.30
AMPO Conference		\$ 820.00
AT&T		\$ 45.96
Total of invoices		52,382.21

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

	May 31, 2025	May 31, 2024
ASSETS		
Cash and cash equivalents	\$ 77,288	\$ -
Restricted cash and cash equivalents	-	-
Accounts receivable	22,246	-
Intergovernmental receivable	-	-
Prepays	14	-
Total assets	<u>\$ 99,548</u>	<u>\$ -</u>
LIABILITIES		
Accounts payable	\$ -	\$ -
Accrued salaries and benefits payable	7,683	-
Total liabilities	<u>7,683</u>	<u>-</u>
FUND BALANCE		
Nonspendable	\$ 14	-
Restricted	-	-
Committed for CDMPO activities	91,852	\$ -
Assigned	-	-
Total fund balance	<u>91,865</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 99,548</u>	<u>\$ -</u>

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

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	May 31, 2025 Actual Amounts	Variance with Final Budget	May 31, 2024 Actual Amounts
REVENUES					
Federal revenues	\$ 208,012	\$ 208,012	\$ 78,339	\$ (129,673)	\$ -
Local operating revenues	\$ 16,121	\$ 16,121	38,690	22,570	-
Interest income	\$ -	\$ -	451	451	-
Total revenues	224,133	224,133	117,480	(106,653)	-
EXPENDITURES					
Current					
Salaries	59,024	59,024	52,394	6,630	-
Employee benefits	15,620	15,620	13,199	2,421	-
Professional services	176,758	176,758	86,401	90,357	-
Property services	1,642	1,642	2,084	(442)	-
Purchased services	5,513	5,513	1,858	3,655	-
Supplies	1,458	1,458	-	1,458	-
Total expenditures	260,015	260,015	155,936	104,078	-
Excess (deficiency) of revenues over (under) expenditures	(35,882)	(35,882)	(38,456)	(2,574)	-
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	\$ 50,235	\$ 50,235	47,660	\$ (2,575)	-
Fund balance, January 1			44,205		-
Fund balance, May 31			\$ 91,865		\$ -