



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, August 12, 2025, at 10:30 AM

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

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

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF JUNE 10, 2025 MINUTES

Suggested Motion: I move to approve the minutes of the June 10, 2025 meeting as presented.

3. OLD BUSINESS

3.1. 2025 UPWP - AMENDMENT #2

Suggested Motion: I move to recommend Policy Board approve the 2025 UPWP Amendment #2 as presented.

3.2. MTP CONSULTANT UPDATE

4. OTHER BUSINESS

4.1. NDDOT/FHWA/FTA UPDATE, IF ANY

4.2. OTHER BUSINESS, IF ANY

4.3. OPPORTUNITY FOR PUBLIC COMMENT

5. ADJOURNMENT



Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, June 10, 2025, at 10:30 AM
Public Works Conference Room 3,
Public Works (1025 31st St SE)

John Van Dyke called the meeting to order at 10:34 AM

1. ROLL CALL

The following were present:

Burlington City- Cole Jones (alternate), David Anders
Minot City- Doug Diedrichsen, Lance Meyer
Surrey City- Cory Berger (alternate)
Ward County- Dana Larsen, Beth Pietsch
NDDOT- Korby Seward, George Palo (alternate)
MPO Director- John Van Dyke

Absent: Sarah Karhoff, Brian Horinka

Others Present: Angie Stenson (virtual), Leslie Noehre (virtual), Mike Bitner (virtual),
Scott Harmstead (virtual), John Forman (virtual), Luke Champa (virtual)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE MAY 13TH, 2025 MINUTES

Motion to approve the minutes of the May 13, 2025 meeting as presented by
Korby Seward, seconded by Beth Pietsch, and favored by all.

3. OLD BUSINESS

3.1 DRAFT 2026-2027 UNIFIED PLANNING WORK PROGRAM

John Van Dyke reviewed the UPWP for 2026-2027, touching on that this is a draft and amendments can be made as discussions continue. The Transit Development Plan will be completed in 2026, therefore freeing up that money for future projects. It is recommended the purchase of Pedestrian/Bike counters in 2026. Further discussion will happen closer to 2026 to finalize numbers.

3.2 MTP CONSULTANT UPDATE

The consultants gave a presentation for upcoming projects. The NDDOT priority list was reviewed with local projects identified. There are mid-term projects identified (2031-2040). There were 11 projects identified from previous studies, these include short, mid and long term. There was also an additional 29 projects identified from agency feedback with the identified issues. These projects include multimodal, reconstruction, rehab, new alignments or capacity improvements and





also intersection safety. The members had a discussion of removing projects that federal aid wouldn't typically be used from the list, however the consultants recommended these projects remain on the list if they are regionally significant. Cost estimates for each project have been included.

In summary there are 93 projects (over 25 years) plus 21 safety projects identified. The total cost estimate for these would be \$616.8 million with about \$493 million of that coming from federal funding. 49 of the 93 projects are determined to be short term projects.

There were cost estimates provided for the 29 new projects to be reviewed by the local agencies. Investment categories were identified as well.

Mid and long term project timelines would be finalized once funding was further identified. There are breakdowns available to the board for the short, mid and long term availabilities.

The next step is to narrow down the projects to move forward on based on funding. Short term, there are different scenarios to choose from to decide what route to go. The base scenario would be more reconstruction focused and stay more local. The flex scenario would be larger project focused, only having 2-4 projects being completed. Further discussion will be had to narrow down the list and come up with a timeline for the projects.

To further engagement with the public there will be social media boosts, digital ads, newspaper ads as well as virtual open houses. The comment period for this is June 27th to July 30th. The virtual open house will be July 15th.

4. OTHER BUSINESS

4.1 NDDOT/FHWA/FTA UPDATE, IF ANY

George Palo informed the board that NDDOT's mid year reviews will be coming up.

4.2 OTHER BUSINESS

No other business.

5.3 PUBLIC COMMENT

No public present.

5. ADJOURNMENT

Van Dyke asked for a motion to adjourn the meeting. So moved by Doug Diedrichsen, seconded by Dana Larsen, and passed unanimously. Meeting adjourned at 12:10 PM.



2025 UPWP AMENDMENT #2



Date: 07/30/2025

To: Central Dakota MPO Policy Board; Will Hutchings, MPO Coordinator, NDDOT; Kristen Sperry, Planning Program Manager, FHWA; Renae Tunison, Community Planner, FTA

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

Subject: 2025 UPWP Amendment #2

All,

The Central Dakota MPO submits its second amendment to the 2025 Unified Planning Work Program (UPWP).

The adjustments surround the reallocation of hours for the Executive Director amongst various Sections of the work program. Some sections are being adjusted beyond ten percent (10%), triggering the required amendment.

The necessity to adjust hours, in part, stems from the lack of availability of the Office Assistant originally planned to accomplish work within Section 110 – Program Support and Administration. In addition, the effort to identify the precise number of hours toward each section within the work program is an error-prone activity conducted six months prior to the effective date of the respective work program. Therefore, this inevitably requires an amendment to bring the program into alignment with reality. Given the year is now more than halfway complete, the revised figures should more accurately reflect the need through the end of the year.

Table 1. provides a summary of the number of hours and the associated cost by each of the affected sections. In addition, it provides the percentage change from prior levels as outlined in the 2025 UPWP Administrative Modification #1 completed on May 6, 2025.

Table 1. Table 1. Summary of Changes - 2025 UPWP Amendment #2

Section Title	Original Hours	Revised Hours	Change in Hours	Cost	Percentage of Section Total
Section 110 - Program Support and Administration - Executive Director	864	1,114	250	\$18,456.00	20.4%
Section 120 - Planning Work Program	260	180	-80	-\$5,905.92	-30.8%
Section 210 - Metropolitan Transportation Plan	416	240	-176	-\$12,993.02	-4.3%
Section 220 - Transit Development Plan	300	320	20	\$1,476.48	1.3%
Section 230 - CenDak Signalized Intersections Traffic Data Collection	20	6	-14	-\$1,033.54	-2.5%
Net Change	-	-	0	\$0.00	0.0%





Hours reduced come from Section 120 – Planning Work Program, Section 210 – Metropolitan Transportation Plan, and Section 230 – CenDak Signalized Intersections Traffic Data Collection. These sections were overestimated and are not expected to require as many hours to accomplish the necessary tasks as originally planned.

The hours reduced from the aforementioned sections are being allocated to Section 110 – Program Support and Administration and Section 220 – Transit Development Plan. The purpose of the increase in Section 110 – Program Support and Administration has already been explained in detail earlier in this memo. The marginal increase in Section 220 – Transit Development Plan will help ensure an adequate number of hours remain through the end of the year.

In summary, this amendment is a redistribution of hours for the Executive Director amongst several sections.

Attached is both a “clean” version of the 2025 UPWP – Amendment #2 that shows no markup and a version with tracked changes for ease of review. Changes were made to tables in each of the sections summarized in Table 1. of this memo.

The 2025 UPWP Amendment #2 will be posted to the Central Dakota MPO webpage upon approval by overseeing agencies.

Thank you,

John Van Dyke, AICP

Executive Director, Central Dakota MPO

Attachments:

Central Dakota MPO 2025 UPWP_Amendment_#2_TC.pdf

Central Dakota MPO 2025 UPWP_Amendment_#2_Clean.pdf



2025 Unified Planning Work Program (UPWP)

Administrative Amendment Modification #12

Central Dakota
Metropolitan Planning
Organization

MPO Contact:
John Van Dyke, Executive Director
P: (701) 420-4524



E: john.vandyke@minotnd.gov
 10 3rd Ave SW
 Minot, ND 58701

Contents

Introduction.....	5
Policy Board.....	5
Technical Advisory Committee	6
Map of CDMPO	7
Purpose of Unified Planning Work Program.....	8
2024 Accomplishments	9
2025 Planned Work Activities.....	9
Section 100 – Program Support and Administration	10
Section 110 – Program Support	10
Section 120 – Planning Work Program	10
Section 130 – Training and Travel.....	10
Section 140 – Program Expenses	10
Section 200 – Long-Range Transportation Planning	11
Section 210 – Metropolitan Transportation Plan Development.....	11
Section 220 – Transit Development Plan.....	11
Section 230 – CenDak Signalized Intersections Traffic Data Collection	11
Section 300 – Short-Range Transportation Planning.....	12
Section 310 – Transportation Planning Support and Coordination	12
UPWP Funding.....	13
Total Revenue	13
Total Expenses	14
CDMPO Labor Cost	15
Program Funding	16
Section 110 - Program Support and Administration	17
Section 120 - Planning Work Program	18
Section 130 - Training and Travel	19
Section 140 - Program Expenses.....	20
Section 210 - Metropolitan Transportation Plan Development	21
Section 220 – Transit Development Plan	22
Section 230 – CenDak Signalized Intersections Traffic Data Collection.....	23
Section 310 - Transportation Planning Support and Coordination	24
Program Funding Summary.....	25
Adoption.....	26



Appendix 1 – 3C Agreement.....	27
--------------------------------	----

Table of Tables

Table 1. Work Program Sections and Associated Planning Factors.....	8
Table 2. CDMPO Revenues	13
Table 3. CDMPO Expenses	14
Table 4. CDMPO Labor Costs	15
Table 5. Section 110 Summary of Hours and Expenses	17
Table 6. Section 110 Detail of Hours and Expenses	17
Table 7. Section 110 Cost Share Breakdown.....	17
Table 8. Section 120 Summary of Hours and Expenses	18
Table 9. Section 120 Detail of Hours and Expenses	18
Table 10. Section 120 Cost Share Breakdown.....	18
Table 11. Section 130 Summary of Hours and Expenses	19
Table 12. Section 130 Detail of Hours and Expenses	19
Table 13. Section 130 Cost Share Breakdown.....	19
Table 14. Section 140 Summary of Hours and Expenses	20
Table 15. Section 140 Detail of Hours and Expenses	20
Table 16. Section 140 Cost Share Breakdown.....	20
Table 17. Section 210 Summary of Hours and Expenses	21
Table 18. Section 210 Detail of Hours and Expenses	21
Table 19. Section 210 Cost Share Breakdown.....	22 ²⁴
Table 20. Section 220 Summary of Hours and Expenses	22
Table 21. Section 220 Detail of Hours and Expenses	22
Table 22. Section 220 Cost Share Breakdown.....	23 ²²
Table 23. Section 230 Summary of Hours and Expenses	23
Table 24. Section 230 Detail of Hours and Expenses	23
Table 25. Section 230 Cost Share Breakdown.....	24 ²³
Table 26. Section 310 Summary of Hours and Expenses	24
Table 27. Section 310 Detail of Hours and Expenses	24
Table 28. Section 310 Cost Share Breakdown.....	25 ²⁴
Table 29. Total Program Hours and Expenses	25
Table 30. Total Program Cost Share	25
Table 31. Total Program Local Share.....	25



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

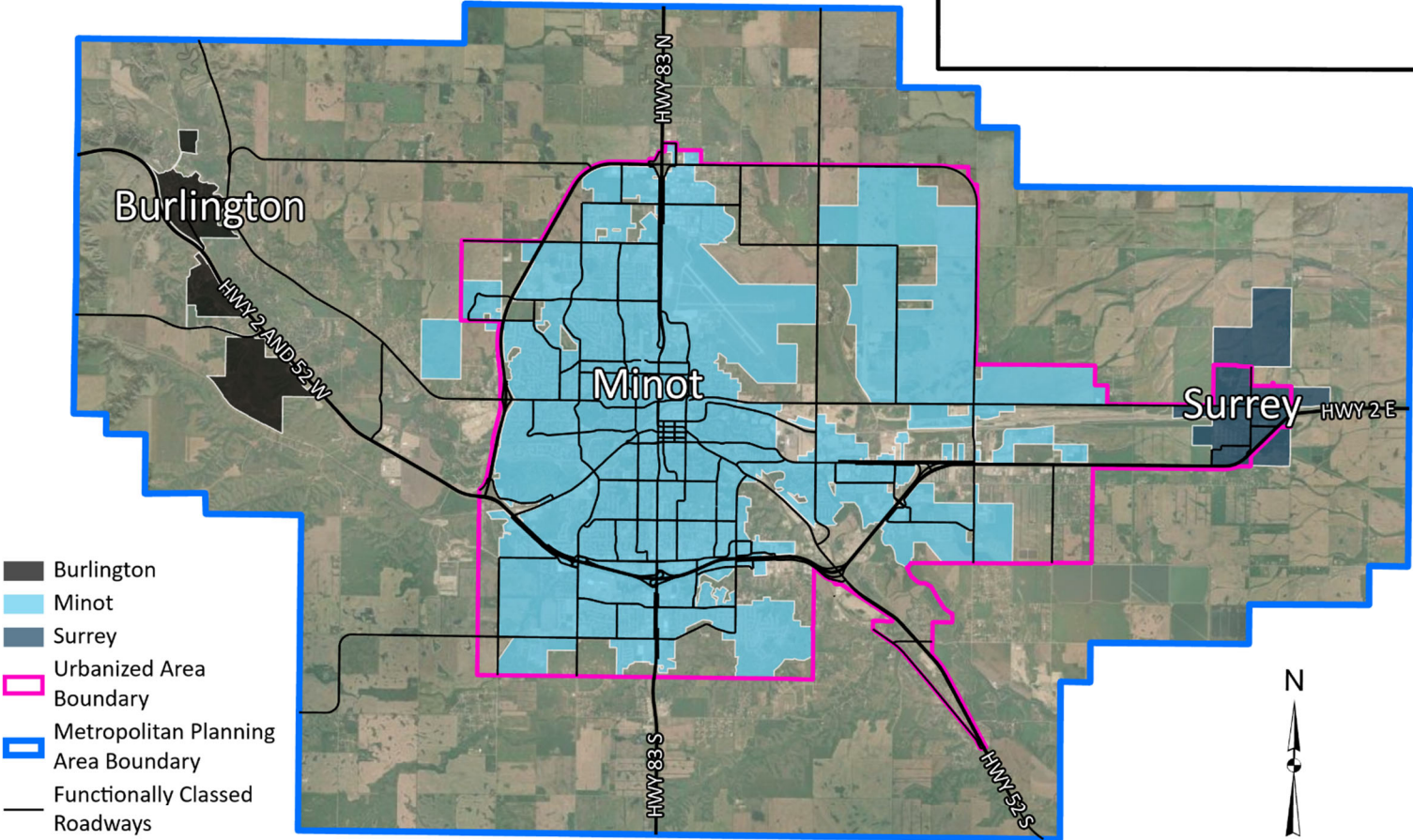
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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



0 1.5 3 6 Miles

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%
ND PL	\$ 403,287.00	64.6%
ND CS	\$ 7,959.00	1.3%
FTA ND	\$ 87,982.00	14.1%
Local Funds (20%)	\$ 124,807.00	20.0%
Burlington Local Match (2%)	\$ 2,496.14	0.4%
Minot Local Match (69%)	\$ 86,116.83	13.8%
Surrey Local Match (2%)	\$ 2,496.14	0.4%
Ward County Local Match (27%)	\$ 33,697.89	5.4%
Total Revenue	\$ 624,035.00	100%



Total Expenses

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

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

Table 3. CDMPO Expenses

2025 CDMPO Expenses		
Salaries		
<i>All</i>	<i>Executive Director</i>	<i>\$ 121,936.00</i>
<i>Sec. 110</i>	<i>Accountant</i>	<i>\$ 8,080.80</i>
<i>Sec. 110</i>	<i>Office Assistant</i>	<i>\$ 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>\$ 820.00</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>\$ 4,410.00</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	<u>1,4721,722</u>	\$90,421.84 <u>108,877.83</u>
Total Expenses		\$-
Section 110 - Program Support and Administration Total	<u>1,4721,722</u>	\$90,421.84<u>108,877.83</u>

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 <u>1,114</u>	\$63,783.92 <u>82,239.91</u>
	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	<u>1,4721,722</u>	\$90,421.84 <u>108,877.83</u>
	Expenses		
	N/a		\$ -

Table 7. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$72,337.47 <u>87,102.27</u>	
Burlington	\$361.69 <u>435.51</u>		
Surrey	\$361.69 <u>435.51</u>		



Minot	\$ 12,478.21 <u>15,025.14</u>		
Ward County	\$ 4,882.78 <u>5,879.40</u>		
Other			
Total	\$ 18,084.37 <u>21,775.57</u>	\$ 72,337.47 <u>87,102.27</u>	\$ 90,421.84 <u>108,877.83</u>

Section 120- Planning Work Program

Table 8. Section 120 Summary of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Total Hours - Executive Director		260 <u>180</u>	\$ 19,194.24 <u>13,288.32</u>
Total Expenses			\$ -
Section 120 - Planning Work Program		260 <u>180</u>	\$ 19,194.24 <u>13,288.32</u>

Table 9. Section 120 Detail of Hours and Expenses

	Section 120 - Planning Work Program	Hours	Total Cost
	Activities		
Planning Work Program	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	260 <u>180</u>	\$ 19,194.24 <u>13,288.3</u> <u>2</u>
	Total Hours	260 <u>180</u>	\$ 19,194.24 <u>13,288.3</u> <u>2</u>
	Expenses		
	N/a		\$ -

Table 10. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$ 15,355.39 <u>10,630.65</u>	
Burlington	\$ 76.78 <u>53.15</u>		
Surrey	\$ 76.78 <u>53.15</u>		
Minot	\$ 2,648.80 <u>1,833.79</u>		
Ward County	\$ 1,036.49 <u>717.57</u>		
Other			
Total	\$ 3,838.85 <u>2,657.66</u>	\$ 15,355.39 <u>10,630.65</u>	\$ 19,194.24 <u>13,288.32</u>



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		
	Trainings, conferences, and other professional development activities		
	Hours		
	Executive Director - All Activities	120	\$ 8,858.88
	Total Hours	120	\$ 8,858.88
	Expenses		
	Training		\$ 820.00
	Travel		\$ 4,410.00
	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	416 240	\$30,710.78 17,717.76
Total Expenses		\$270,061.67
Section 210 - Metropolitan Transportation Plan Development	416240	\$300,772.45 270,061.67

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	416 240	\$30,710.78 17,717.76
	Total Hours	416 240	\$30,710.78 17,717.76
	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		\$240,617.96 230,223.54	
Burlington	\$1,203.09 1,151.12		
Surrey	\$1,203.09 1,151.12		
Minot	\$41,506.60 39,713.56		
Ward County	\$16,241.71 15,540.09		
Other			
Total	\$60,154.49 57,555.89	\$240,617.96 230,223.54	\$300,772.45 287,779.43

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	300 320	\$22,147.19 23,623.67
Total Expenses		\$94,428.53
Section 220 – Transit Development Plan	300320	\$116,575.72118,052.20

Table 21. Section 220 Detail of Hours and Expenses

	Section 220 Transit Development Plan (TDP)	Hours	Total Cost
	Activities		
Transit Development Plan	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	300 320	\$22,147.19 23,623.67
	Total Hours	300 320	\$22,147.19 23,623.67
	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 <u>94,441.76</u>	
Burlington	\$ 466.30 <u>472.21</u>		
Surrey	\$ 466.30 <u>472.21</u>		
Minot	\$ 16,087.45 <u>16,291.20</u>		
Ward County	\$ 6,295.09 <u>6,374.82</u>		
Other			
Total	\$ 23,315.14 <u>23,610.44</u>	\$ 93,260.58 <u>94,441.76</u>	\$ 116,575.72 <u>118,052.20</u>

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	206	\$ 1,476.48 <u>442.94</u>
Total Expenses		\$39,383.00
Section 230 – CenDak Signalized Intersections Traffic Data Collection	206	\$40,859.48<u>39,825.94</u>

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	206	\$ 1,476.48 <u>442.94</u>
	Total Hours	206	\$ 442.94 <u>1,476.48</u>
	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 31,860.76	
Burlington	\$ 163.44 159.30		
Surrey	\$ 159.30 163.44		
Minot	\$ 5,495.98 5,638.61		
Ward County	\$ 2,150.60 2,206.41		
Other			
Total	\$ 7,965.19 8,171.90	\$ 32,687.58 31,860.76	\$ 40,859.48 39,825.94

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 #2

Central Dakota Metropolitan Planning Organization

MPO Contact:

John Van Dyke, Executive Director

P: (701) 420-4524

E: john.vandyke@minotnd.gov

10 3rd Ave SW

Minot, ND 58701



Contents

Introduction.....	5
Policy Board.....	5
Technical Advisory Committee	6
Map of CDMPO	7
Purpose of Unified Planning Work Program.....	8
2024 Accomplishments	9
2025 Planned Work Activities.....	9
Section 100 – Program Support and Administration	10
Section 110 – Program Support	10
Section 120 – Planning Work Program.....	10
Section 130 – Training and Travel.....	10
Section 140 – Program Expenses	10
Section 200 – Long-Range Transportation Planning	11
Section 210 – Metropolitan Transportation Plan Development.....	11
Section 220 – Transit Development Plan.....	11
Section 230 – CenDak Signalized Intersections Traffic Data Collection	11
Section 300 – Short-Range Transportation Planning.....	12
Section 310 – Transportation Planning Support and Coordination	12
UPWP Funding.....	13
Total Revenue	13
Total Expenses	14
CDMPO Labor Cost	15
Program Funding	16
Section 110 - Program Support and Administration	17
Section 120 - Planning Work Program	18
Section 130 - Training and Travel	19
Section 140 - Program Expenses.....	20
Section 210 - Metropolitan Transportation Plan Development	21
Section 220 – Transit Development Plan	22
Section 230 – CenDak Signalized Intersections Traffic Data Collection.....	23
Section 310 - Transportation Planning Support and Coordination	24
Program Funding Summary.....	25
Adoption.....	26
Appendix 1 – 3C Agreement.....	27



Table of Tables

Table 1. Work Program Sections and Associated Planning Factors.....	8
Table 2. CDMPO Revenues	13
Table 3. CDMPO Expenses.....	14
Table 4. CDMPO Labor Costs	15
Table 5. Section 110 Summary of Hours and Expenses	17
Table 6. Section 110 Detail of Hours and Expenses	17
Table 7. Section 110 Cost Share Breakdown.....	17
Table 8. Section 120 Summary of Hours and Expenses	18
Table 9. Section 120 Detail of Hours and Expenses	18
Table 10. Section 120 Cost Share Breakdown.....	18
Table 11. Section 130 Summary of Hours and Expenses	19
Table 12. Section 130 Detail of Hours and Expenses	19
Table 13. Section 130 Cost Share Breakdown.....	19
Table 14. Section 140 Summary of Hours and Expenses	20
Table 15. Section 140 Detail of Hours and Expenses	20
Table 16. Section 140 Cost Share Breakdown.....	20
Table 17. Section 210 Summary of Hours and Expenses	21
Table 18. Section 210 Detail of Hours and Expenses	21
Table 19. Section 210 Cost Share Breakdown.....	21
Table 20. Section 220 Summary of Hours and Expenses	22
Table 21. Section 220 Detail of Hours and Expenses	22
Table 22. Section 220 Cost Share Breakdown.....	22
Table 23. Section 230 Summary of Hours and Expenses	23
Table 24. Section 230 Detail of Hours and Expenses	23
Table 25. Section 230 Cost Share Breakdown.....	23
Table 26. Section 310 Summary of Hours and Expenses	24
Table 27. Section 310 Detail of Hours and Expenses	24
Table 28. Section 310 Cost Share Breakdown.....	24
Table 29. Total Program Hours and Expenses	25
Table 30. Total Program Cost Share	25
Table 31. Total Program Local Share	25



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

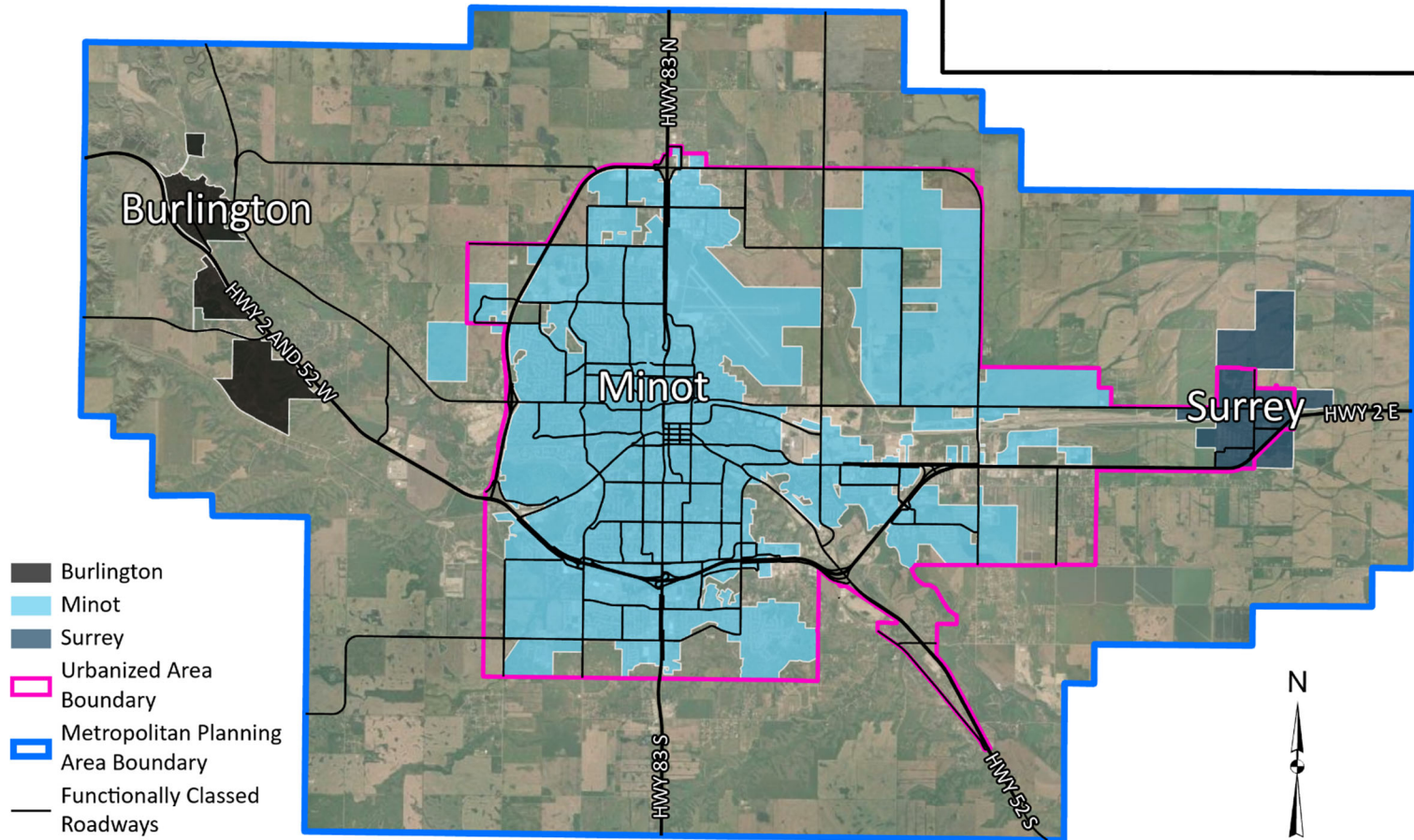
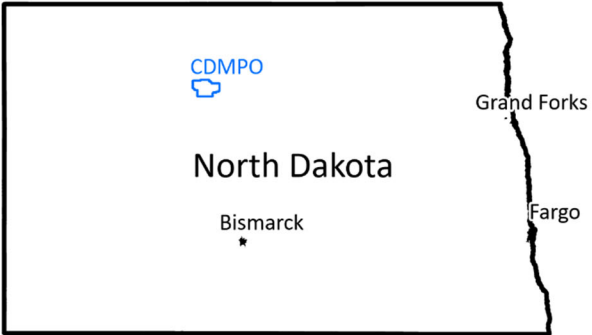
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

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

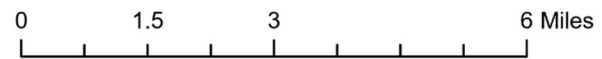
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St.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

Map of CDMPO

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



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



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



Purpose of Unified Planning Work Program

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

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

Metropolitan Planning Factors

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

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

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

Table 1. Work Program Sections and Associated Planning Factors

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 100 - Program Support and Administration										
Section 110 - Program Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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%
ND PL	\$ 403,287.00	64.6%
ND CS	\$ 7,959.00	1.3%
FTA ND	\$ 87,982.00	14.1%
Local Funds (20%)	\$ 124,807.00	20.0%
Burlington Local Match (2%)	\$ 2,496.14	0.4%
Minot Local Match (69%)	\$ 86,116.83	13.8%
Surrey Local Match (2%)	\$ 2,496.14	0.4%
Ward County Local Match (27%)	\$ 33,697.89	5.4%
Total Revenue	\$ 624,035.00	100%



Total Expenses

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

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

Table 3. CDMPO Expenses

2025 CDMPO Expenses		
Salaries		
<i>All</i>	<i>Executive Director</i>	<i>\$ 121,936.00</i>
<i>Sec. 110</i>	<i>Accountant</i>	<i>\$ 8,080.80</i>
<i>Sec. 110</i>	<i>Office Assistant</i>	<i>\$ 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>\$ 820.00</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>\$ 4,410.00</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	1,722	\$108,877.83
Total Expenses		\$-
Section 110 - Program Support and Administration Total	1,722	\$108,877.83

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	1,114	\$82,239.91
	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	1,722	\$108,877.83
	Expenses		
	N/a		\$ -

Table 7. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$87,102.27	
Burlington	\$435.51		
Surrey	\$435.51		
Minot	\$15,025.14		
Ward County	\$5,879.40		
Other			
Total	\$21,775.57	\$87,102.27	\$108,877.83



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		180	\$13,288.32
Total Expenses			\$ -
Section 120 - Planning Work Program		180	\$13,288.32

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	180	\$13,288.32
	Total Hours	180	\$13,288.32
	Expenses		
	N/a		\$ -

Table 10. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$10,630.65	
Burlington	\$53.15		
Surrey	\$53.15		
Minot	\$1,833.79		
Ward County	\$717.57		
Other			
Total	\$2,657.66	\$10,630.65	\$13,288.32



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		\$ 820.00
	Travel		\$ 4,410.00
	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	240	\$17,717.76
Total Expenses		\$270,061.67
Section 210 - Metropolitan Transportation Plan Development	240	\$270,061.67

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	240	\$17,717.76
	Total Hours	240	\$17,717.76
	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		\$230,223.54	
Burlington	\$1,151.12		
Surrey	\$1,151.12		
Minot	\$39,713.56		
Ward County	\$15,540.09		
Other			
Total	\$57,555.89	\$230,223.54	\$287,779.43



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	320	\$23,623.67
Total Expenses		\$94,428.53
Section 220 – Transit Development Plan	320	\$118,052.20

Table 21. Section 220 Detail of Hours and Expenses

	Section 220 Transit Development Plan (TDP)	Hours	Total Cost
	Activities		
Transit Development Plan	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	320	\$23,623.67
	Total Hours	320	\$23,623.67
	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		\$94,441.76	
Burlington	\$472.21		
Surrey	\$472.21		
Minot	\$16,291.20		
Ward County	\$6,374.82		
Other			
Total	\$23,610.44	\$94,441.76	\$118,052.20



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	6	\$442.94
Total Expenses		\$39,383.00
Section 230 – CenDak Signalized Intersections Traffic Data Collection	6	\$39,825.94

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	6	\$442.94
	Total Hours	6	\$442.94
	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		\$31,860.76	
Burlington	\$159.30		
Surrey	\$159.30		
Minot	\$5,495.98		
Ward County	\$2,150.60		
Other			
Total	\$7,965.19	\$31,860.76	\$39,825.94



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



Central Dakota Metropolitan Planning Organization

2050 Metropolitan Transportation Plan

Technical Advisory Committee Meeting

August 12, 2025

Agenda

1. Future Network Development
 - a. Review project inputs
 - b. Funding organization and constraints
 - i. Request: Information
2. Scenario Development
 - a. Screening approach and evaluation methodology
 - b. Fiscally Constrained Scenario A
 - c. Fiscally Constrained Scenario B
 - i. Request: Feedback and direction from TAC members on preferred scenario
3. Phase 2 Public Engagement
 - a. Engagement Summary
 - i. Request: Information
4. Next Steps and Schedule
 - a. Next TAC Meeting Tuesday, September 9, 2025
 - i. Request: Information



Central Dakota Metropolitan Planning Organization 2050 Metropolitan Transportation Plan

Technical Advisory Committee | August 12, 2025 Meeting Summary Memorandum of Pre-Meeting Review Requests

CDMPO has distributed materials in advance of the August 12, 2025 meeting for TAC members' review. For this meeting, we are asking you to review these materials more closely and note any questions and comments in advance of the meeting and bring these to the discussion. This additional review will facilitate the limited timeframe remaining for completion of the MTP, allowing the Bolton & Menk consultant team to advance into a draft plan for submittal in early September.

This memorandum summarizes the items distributed to you and outlines the level of review and action we are asking you to take.

Item 1: Summary Presentation

Filename: 2050 MTP_Aug2025TAC_Summary_Presentation.pdf

Brief Overview: This is the overview presentation the Bolton & Menk team will provide at the TAC meeting. A print version with added notes is included here for your advance review.

The presentation includes numerous sequences of slides that build or layer information one step at a time. This will seem more intuitive when the presentation is given by a narrator, so for this print version the steps of each sequence are noted.

Action Needed: Please note any questions about the review and project rating methodology, specifically the incorporation of technical needs from earlier efforts in the plan. This scoring system is intended to move projects into the fiscally constrained lists, so this method is important to understand for these lists to be finalized.

In particular, note that the assessment of needs resulted in some project candidates being subdivided into smaller components to the needs score could be applied more precisely. This is important because it may advance some components before others—meaning an entire project that was originally identified as a candidate is not recommended in full for the fiscally constrained project list.

Item 2: Constrained Project List Scenarios

Filename: 2050 MTP_Aug2025TAC_DRAFT_Constrained_Project_Lists.pdf

Brief Overview: This presents two fiscally constrained scenarios, one emphasizing rehabilitation projects as a priority focus, and the other emphasizing mobility projects. Because public input through the MTP's various outreach methods reflects a nearly even preference for each of these two priorities, the scenarios use a relatively even split as a goal – 60 percent reconstruction and 40 percent mobility, or 40 percent reconstruction and 60 percent mobility. In practice, assignment of projects to scenarios was



more iterative and endeavored to fit projects within the overall fiscal constraint limit – so the two scenarios include many projects in common.

Action Needed: Please review the project lists and note where projects included in the fiscally-constrained scenarios align with City/County priorities.

Item 3: Constrained Project List Maps

Filename: 2050 MTP_Aug2025TAC_DRAFT_Constrained_Project_Maps.pdf

Brief Overview: These maps illustrate the fiscally constrained scenarios. We will use a Minot city inset map in this packet and in the final plan report to illustrate a focused area and at a smaller scale, allowing easier map reading where project lines and points are closely spaced.

Action Needed: No additional action needed from the maps; these are intended as an illustrative guide to support Item 3.

Item 4: Outreach Summary Document

Filename: 2050 MTP_Aug2025TAC_DRAFT_Outreach Summary.pdf

Brief Overview: This is brief overview of the Phase 2 outreach process, with major statistics, findings, and takeaways.

Action Needed: The project selection process for our constrained project lists did draw from outreach summaries, but in a limited way that avoided too much subjective interpretation. Please note any questions you may have about the specific findings and outcomes, especially relative to the preferences for distributing funds among major project types.



August 12, 2025

Technical Advisory Committee: Project List Review



Today's Topics

1. Reviewing and screening working project list
2. Applying evaluation/screening criteria
3. Public feedback to date

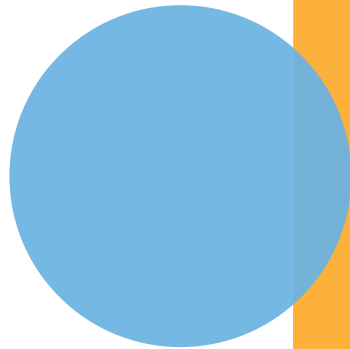
Working list for review and discussion





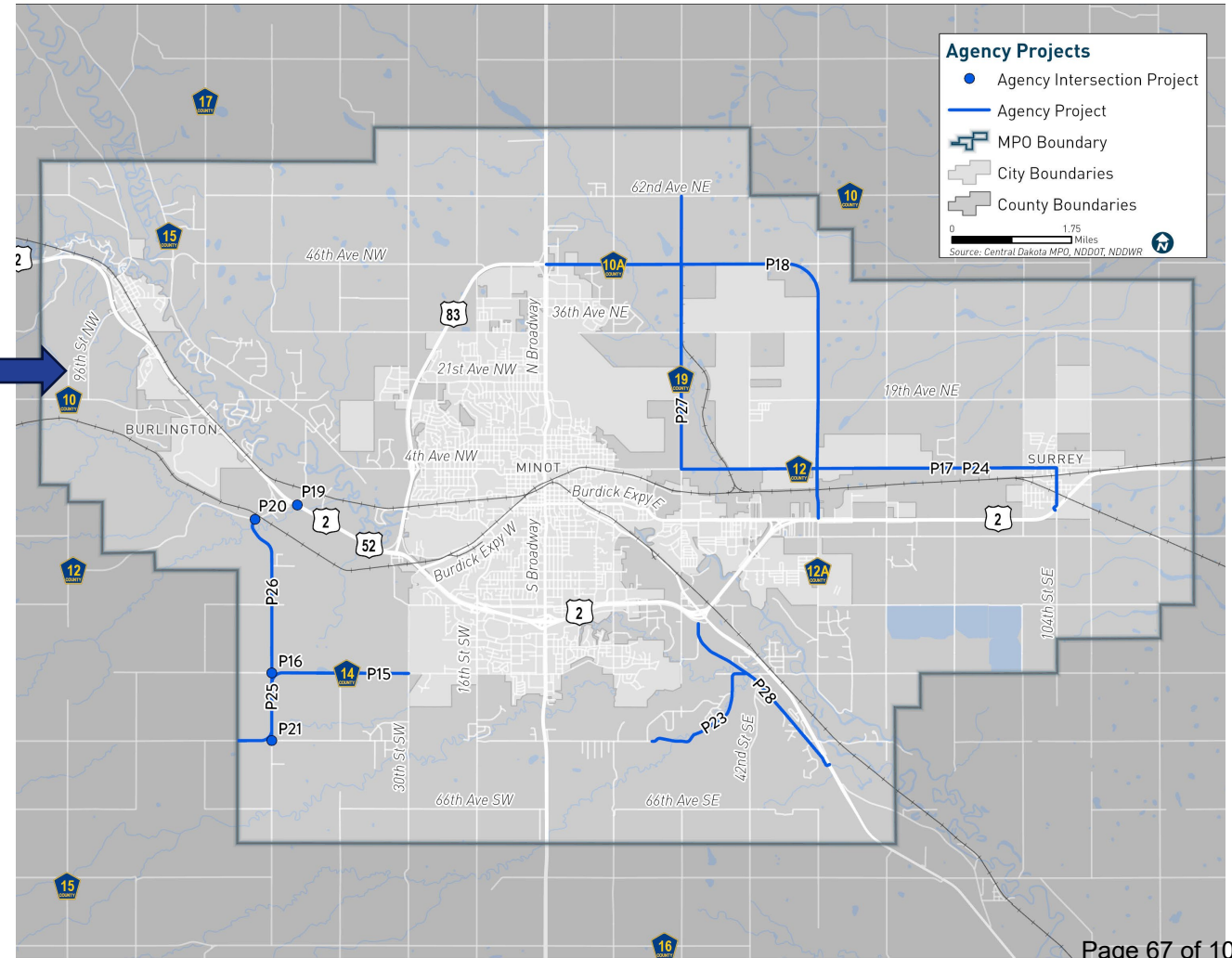
2050 Metropolitan Transportation Plan

Working Project List: Inputs



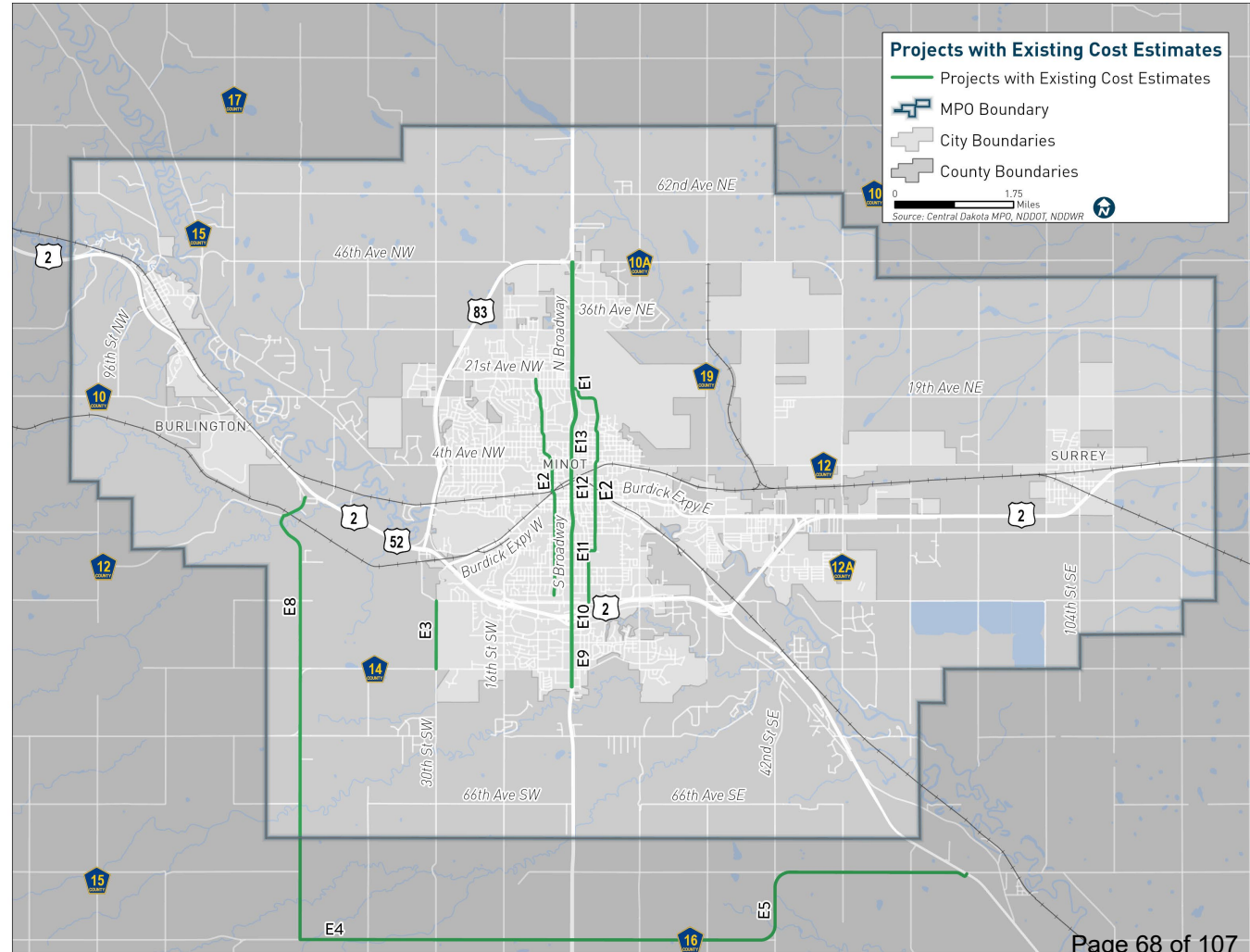
Agency Projects including Programmed Projects in CIP/STIP

- NDDOT Priority Project List
 - Includes projects in 2026-2030 (short-term)
 - **\$18.7 million (total federal)**
 - 24 projects in the MPA
- Local agency projects 
 - 2026-2030 (short-term)
 - **\$54.1 million (\$43.3 federal)**
 - 25 projects
- **Total Programmed Short-term:**
\$72.8 million (\$62 million federal)



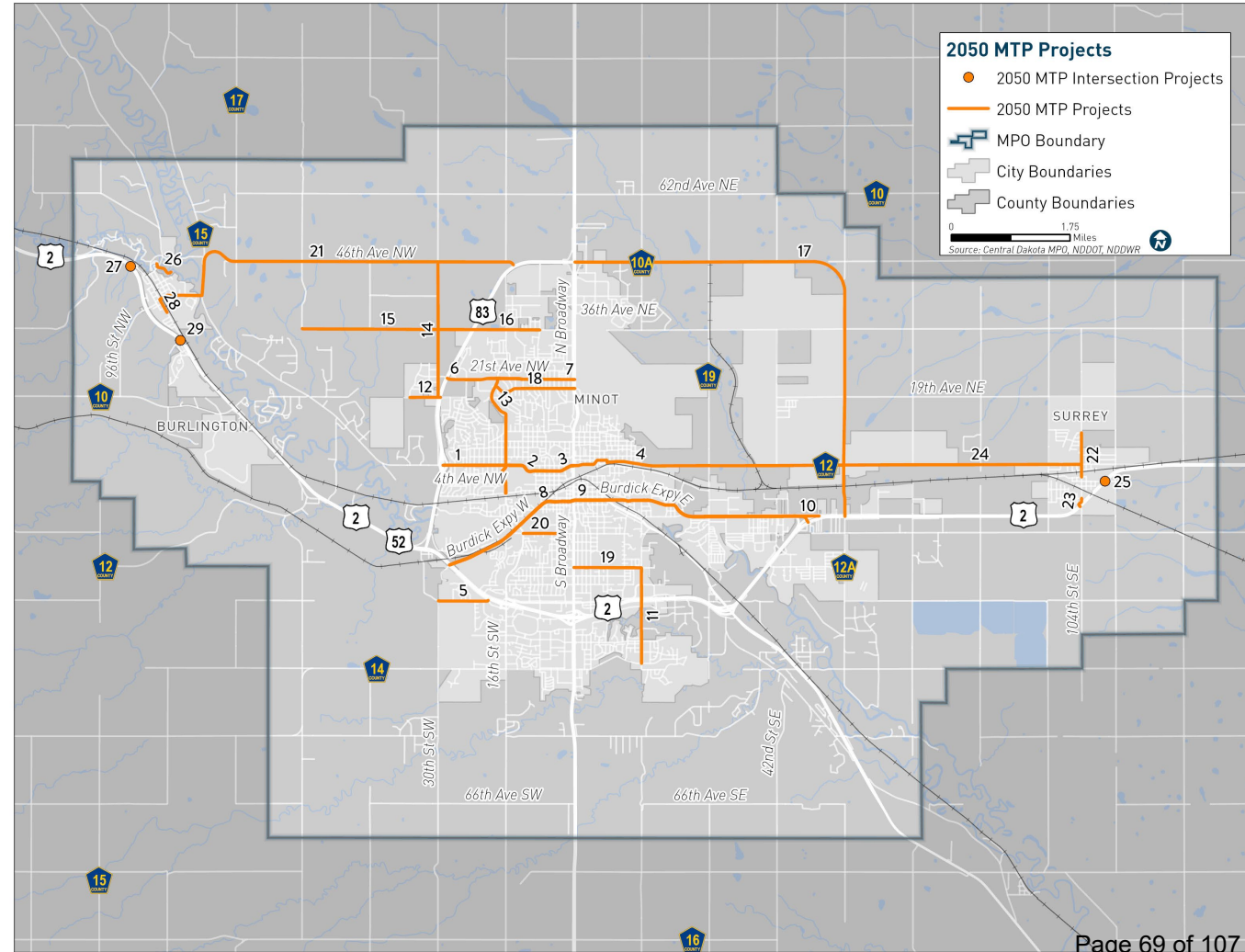
Projects from Previous Studies

- Large regional projects
 - 11 total projects
- Broadway Corridor Study
 - Includes short, mid and long-term projects
 - **\$53.7 million**
- SW/SE Connector Study
 - Includes short, mid and long-term projects
 - **\$170 million**
- Total Investment
 - **\$223.7 million (\$179 million federal)**



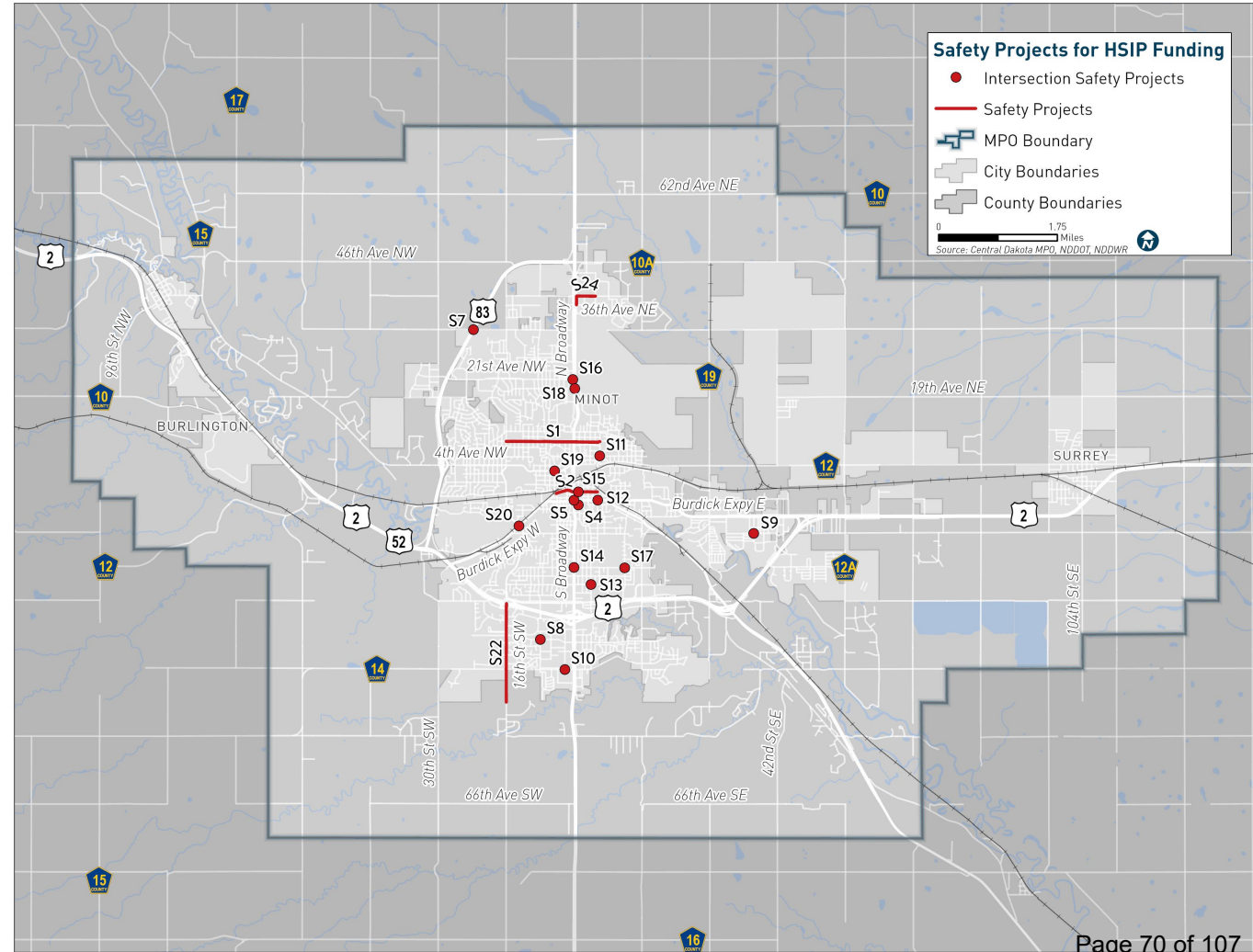
New Projects from Agencies and Analysis

- Generated new cost estimates
 - Based on local agency feedback and issues identification
- Project Types
 - Multimodal projects
 - **\$29.7 million**
 - 10 projects
 - Reconstruction
 - **\$182.6 million**
 - 12 projects
 - Rehab
 - **\$4.6 million**
 - 1 project
 - New alignments or Capacity Improvements
 - **\$96.3 million**
 - 4 projects
 - Intersection Safety
 - **\$7.1 million**
 - 2 projects
- Total Investment
 - **\$320.3 million (\$256.3 million federal)**



Safety Project Locations

- Safety Projects for HSIP Funding
 - 21 projects
 - Identifies priority locations based on safety analysis and priority area analysis
 - HSIP funding will be a placeholder with projects identified through the NDDOT funding solicitation



Funding Organization

PLAN DESIRES

- **Short-term Planned Projects (49)**
 - \$62 million federal investment
- **All Future Projects (93)**
 - \$616.8 million (~\$493.4 million federal @ 80% Federal)
 - 21 safety locations (HSIP funding)

Short term planned
\$64.3M total cost

Mid- and long-term planned
\$493.4M total cost

- *Includes NDDOT rehabilitation projects typically funded outside of MTP-managed sources.*
- *Does not include HSIP or transit.*

Funding Organization

PLAN DESIRES

- **Short-term Planned Projects (49)**
 - \$62 million federal investment
- **All Future Projects (93)**
 - \$616.8 million (~\$493.4 million federal @ 80% Federal)
 - 21 safety locations (HSIP funding)

FISCAL CONSTRAINT

- STBG Urban and Regional, CRP, TA, and UGP forecast for project distribution
- *NHS-based funds (e.g. HSPP) not applied to larger project pool*
- HSIP forecast for application to safety locations

Short term planned
\$64.3M total cost

Short-term forecast
\$38.5M projected

Mid- and long-term planned
\$493.4M total cost

Mid- and long-term forecast
\$174.6M projected

- Includes NDDOT rehabilitation projects typically funded outside of MTP-managed sources.
- Does not include HSIP or transit.

Funding Organization

PLAN DESIRES

- **Short-term Planned Projects (49)**
 - \$62 million federal investment
- **All Future Projects (93)**
 - \$616.8 million (~\$493.4 million federal @ 80% Federal)
 - 21 safety locations (HSIP funding)

FISCAL CONSTRAINT

- STBG Urban and Regional, CRP, TA, and UGP forecast for project distribution
- *NDDOT funds (e.g. HSPP) not applied to larger project pool*
- HSIP forecast for application to safety locations

Short term planned
\$64.3M total cost

Mid- and long-term planned
\$469.8M total cost

Includes NDDOT rehabilitation projects typically funded outside of MTP-managed sources

**This is reduced if
NDDOT rehabilitation
projects are not
included in the mix – but
not by much.**

Screening Approach

Short-Term

Mid-Term and Long-Term

In 2025-28
STIP?

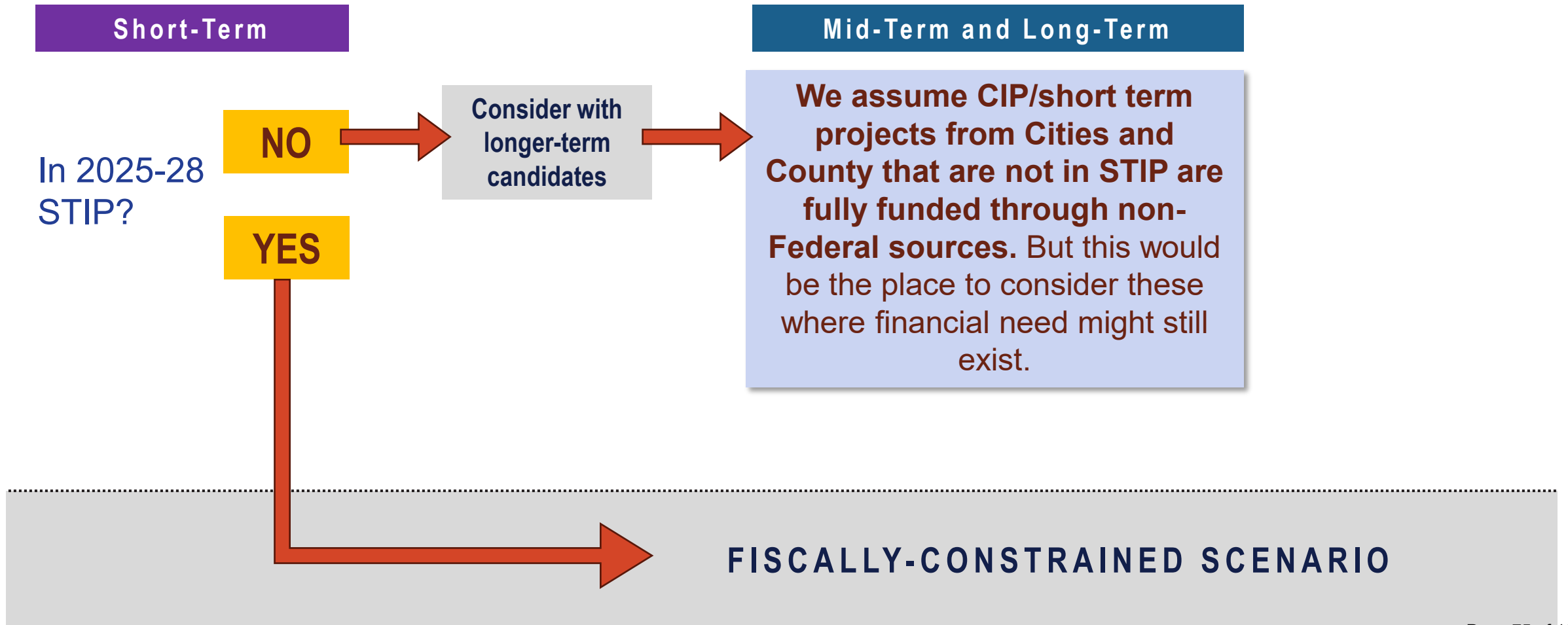
NO

YES

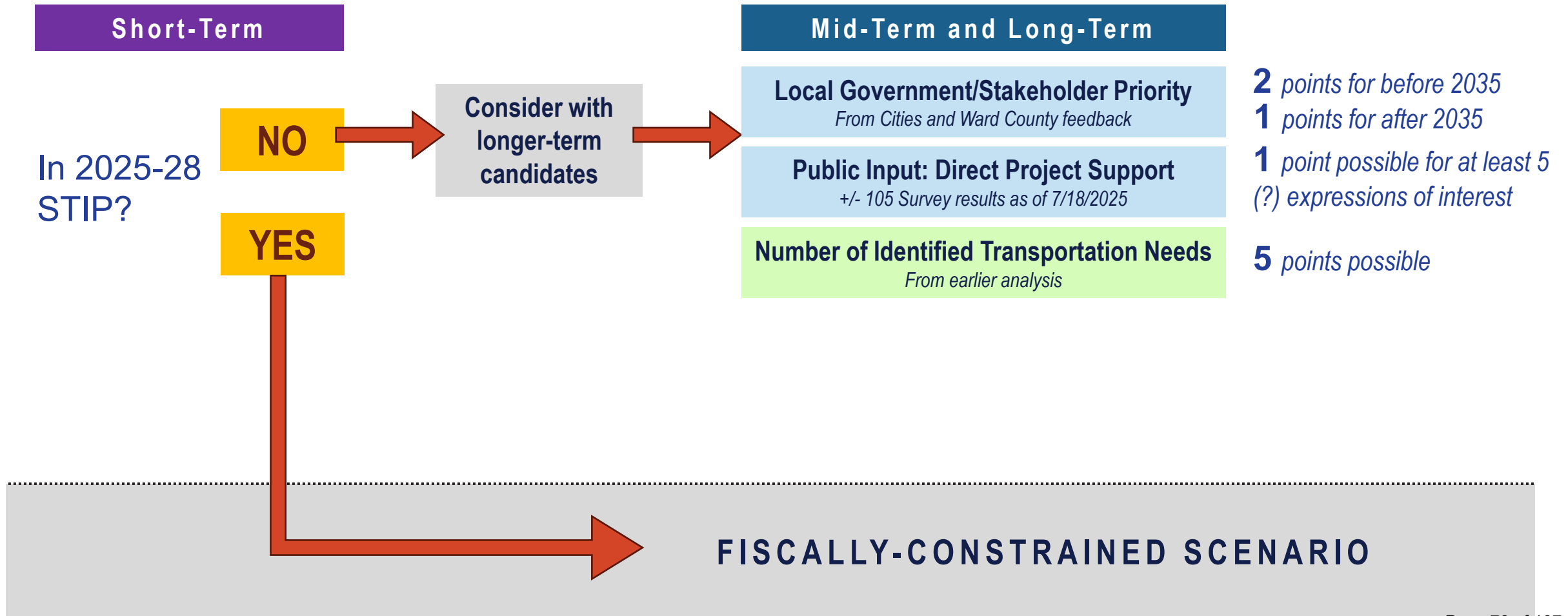
FISCALLY-CONSTRAINED SCENARIO

The goal to achieve

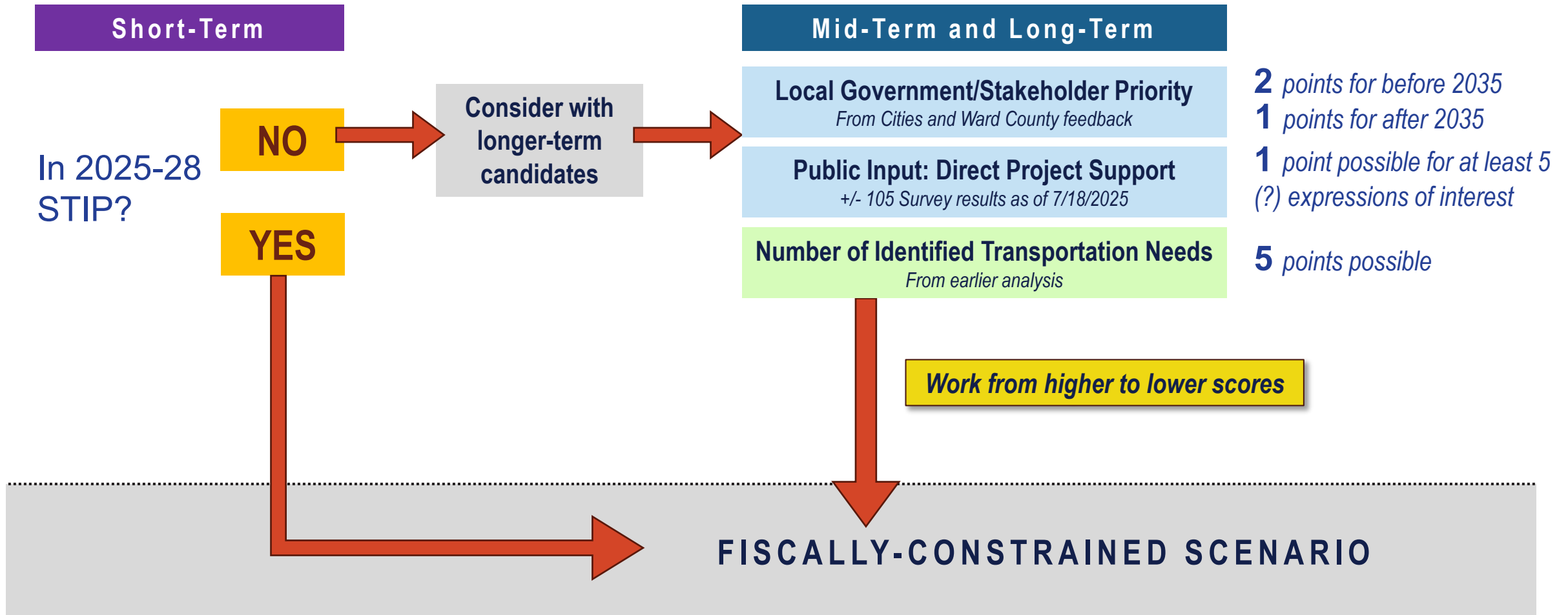
Screening Approach



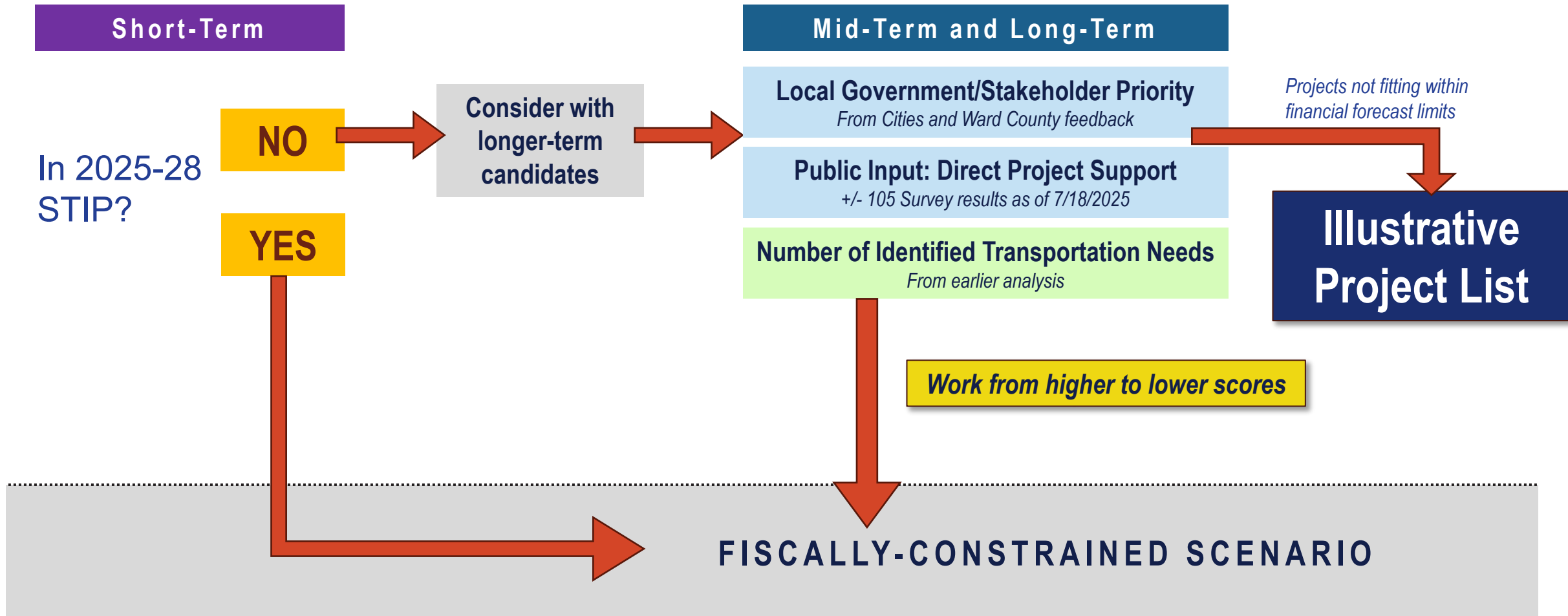
Screening Approach



Screening Approach



Screening Approach



Presentation to TAC

Scenario Option A

*60% Reconstruction
40% Mobility*



Scenario Option B

*40% Reconstruction
60% Mobility*



Each scenario includes high-priority projects for each jurisdiction.

- *Ward County segment of SE/SW study (Project E8A)*
- *Burlington and Surrey top priority projects*
- *Broadway south-corridor projects*

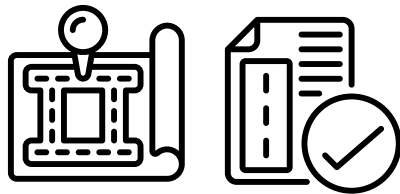
- All Minot road diets, though most in long-term period
- Most sidewalk gap infill projects
- Safety enhancements
- Only two Broadway corridor study segments

- Most Minot road diets
- Safety enhancements
- Potentially all Broadway corridor study segments OR
- One major segment of SE/SW connector study

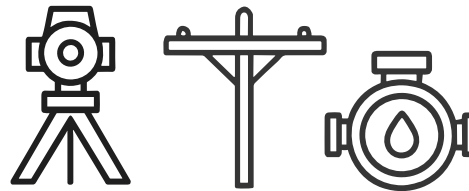
Presentation to TAC: Funding Reality

Project Phases

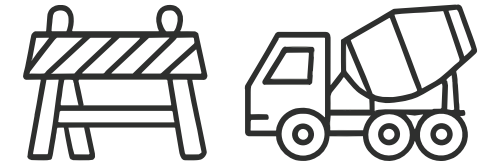
Planning/Preliminary Engineering



Right-of-Way/Utilities



Construction



No Federal Funds

1 year

Scoping, planning, engineering

1 year

Assuming moderate needs

1 year

Per project phase

Federal Funds/NEPA

2+ years

Scoping, planning, engineering, NEPA, and NDDOT project process

1 year

Assuming moderate needs

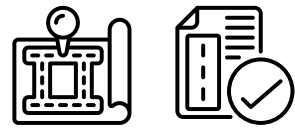
1 year

Per project phase

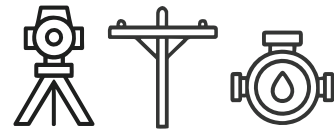
Sample Project Timeline

Typical Project Phases

Planning/
Preliminary Engineering



Right-of-Way/
Utilities



Construction



Project E9

Target date: 2030
Cost Estimate: \$45.3 M

2030 2031 2032

Cost for this phase
\$4.5 M

2033

Cost for this phase
\$4 M

2034 2035 2036 2037

Cost for this phase
\$36.8 M

Forecast Revenue

\$7.05M \$7.19M \$7.33M

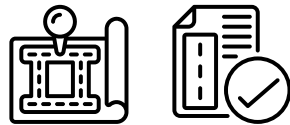
\$7.48M

\$7.63M \$7.78M \$7.93M \$8.09M

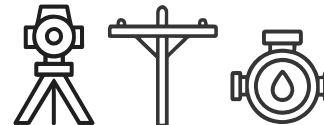
Sample Project Timeline

Typical Project Phases

Planning/ Preliminary Engineering



Right-of-Way/ Utilities



Construction



Project E9

Target date: 2030
Cost Estimate: \$45.3 M

2030

2031

2032

Cost for this phase
\$4.5 M

2033

Cost for this phase
\$4 M

2034

2035

2036

2037

Cost for this phase
\$36.8 M

Sufficient Funding:
Uses around 20% of available

\$7.05M

\$7.19M

\$7.33M

Sufficient Funding:
Uses around 55% of
available

\$7.48M

Insufficient Funding:
Needs more than 4 years

\$7.63M

\$7.78M

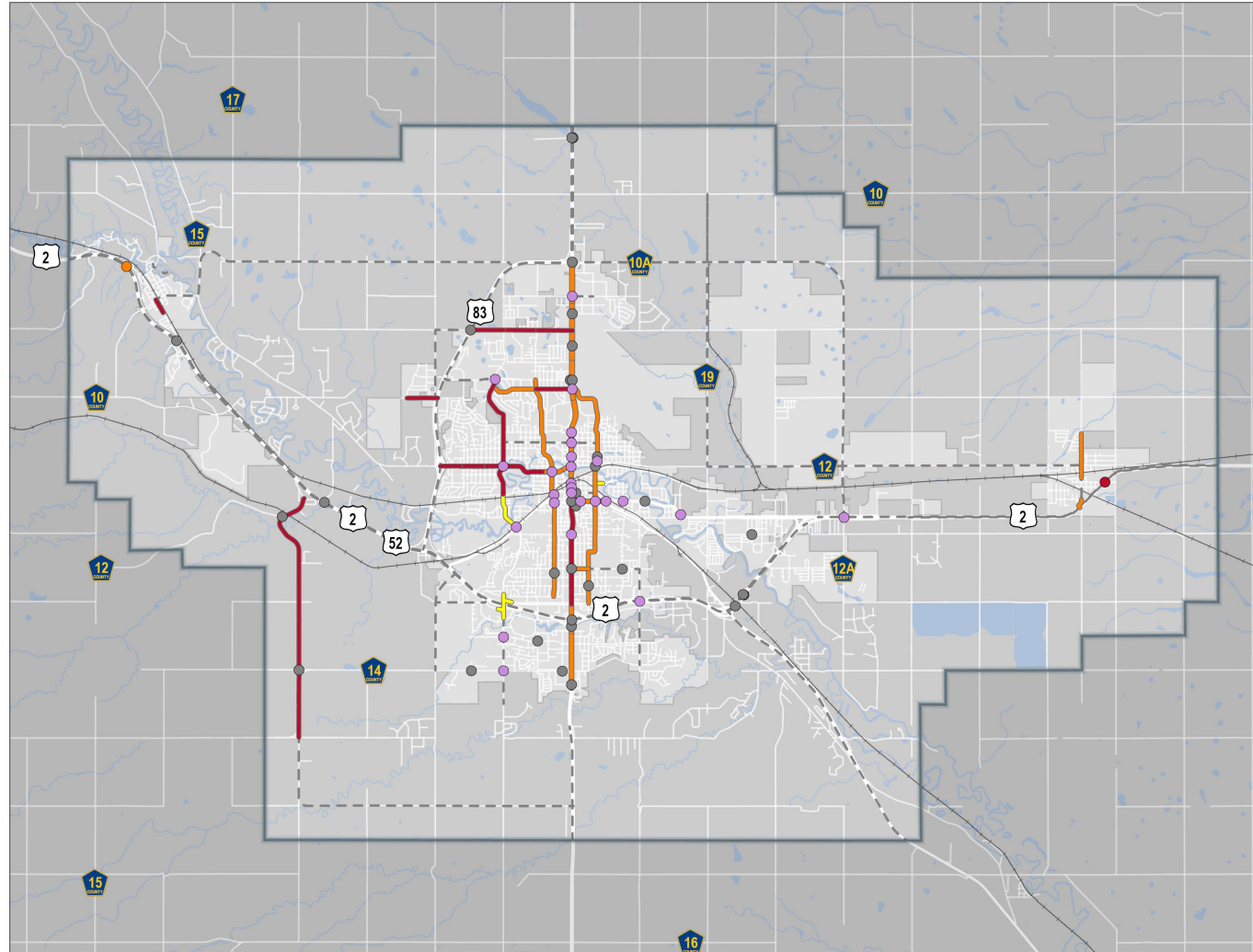
\$7.93M

\$8.09M

Forecast Revenue

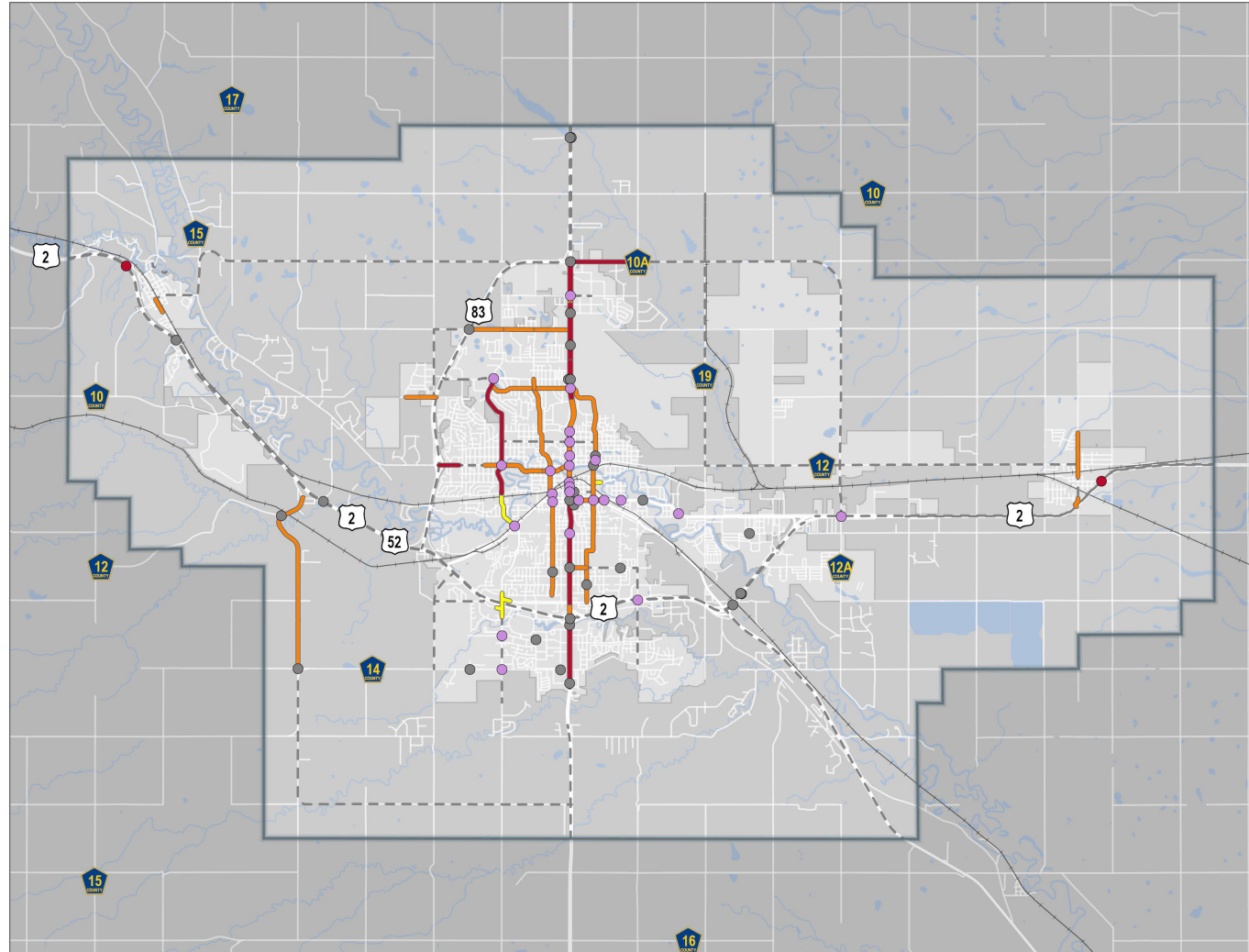
Fiscally Constrained Scenario A

- Many Broadway projects and parallel corridors can advance in mid-term.
- This leaves out outer neighborhoods and jurisdictions with fewer projects.
- Several major projects (bridge replacement, major work on SE/SW Connector corridor) not included.



Fiscally Constrained Scenario B

- Overall, more geographic balance, and smaller projects better represented (and in medium timeframe).



A decorative graphic on the left side of the slide. It features a thick orange line that starts horizontally, curves 90 degrees down, and then continues horizontally. A small white car icon is positioned on the first curve of the orange line. To the left of the curve is a solid blue circle. In the top right corner, there is a thick orange line that curves 90 degrees from vertical to horizontal.

2050 Metropolitan Transportation Plan

Discussion and Next Steps

Requested Feedback and Next Steps

Review and provide feedback by Tuesday, August 19th

- Preferred project scenario for draft plan

Next TAC Meeting September 9th

- Review implementation plan
- Draft plan for review
 - Approve 30-day public comment period



CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

Financial Forecast

							Transit Funds (not programmed with road projects)				
	STBG-Urban	STBGP-Regional	Carbon Reduction (CRP)	Transportation Alternatives (TA)	HSIP	UGP	FTA 5307	FTA 5339	FTA 5310	Total	Total less HSIP and Transit
Short (2026-2030)	\$12,678,765	\$15,260,167	\$1,880,684	\$2,705,115	\$3,850,171	\$6,007,784	\$9,653,338	\$1,949,972	\$424,650	\$54,410,646	\$38,532,515
Mid (2031-2040)	\$29,453,726	\$35,450,516	\$4,368,970	\$4,076,904	\$11,071,770	\$5,345,169	\$22,425,431	\$4,529,932	\$986,493	\$117,708,911	\$78,695,285
Long (2041-2050)	\$35,903,927	\$43,213,981	\$5,325,750	\$4,969,724	\$13,496,425	\$6,515,731	\$27,336,475	\$5,521,962	\$1,202,530	\$143,486,505	\$95,929,113
TOTAL	\$78,036,419	\$93,924,663	\$11,575,404	\$11,751,743	\$28,418,366	\$17,868,683	\$59,415,244	\$12,001,866	\$2,613,673	\$315,606,061	\$213,156,912

Projects Included

Short Term

Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
P2	16th St SW Interchange Bridge Painting			City of Minot		\$330,000	3	
P3	16th St SW Reconstruction Phase 2			City of Minot		\$10,876,400	1	
P4	16th St SW Interchange Rehabilitation			City of Minot		\$6,700,000	3	
P5	Reconstruction - Segment 1			City of Minot		\$9,973,000	2	
P6	Reconstruction - Segment 2			City of Minot		\$9,212,000	1	
P8	Improvement			City of Minot		\$1,608,603	1	Assumed funded through HSIP
P11	Edison Safe Routes to School			City of Minot		\$1,391,000	1	
P12	Broadway ADA Ramp Improvements			City of Minot		\$880,000	0	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

Mid-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
2B	3rd Ave NW	20th St NW	Souris River (4th St NW)	City of Minot		\$3,052,459	4	
3A	3rd Ave NW			City of Minot		\$7,558,507	5	
9A	Burdick Expressway	S Broadway	Valley St	NDDOT		\$8,726,139	7	
22A	Pleasant Ave S (Surrey)	1st St SW	Surrey Ave	Ward County		\$462,433	1	
23A	104th St SE (Surrey)	U.S. Highway 2	5th St SW	Ward County/City of Surrey		\$74,043	1	
27A	US 2/52 and Johnson St intersection (Burlington)	N/A (intersection project)		City of Minot		\$1,258,208	2	
28A	Johnson Street Extension (Burlington)	Southern terminus (near Hill Top Ct)	CR 10	City of Burlington		\$2,090,579	2	
E1 (all components)	N Broadway	11th Ave NW	46th Ave NW	NDDOT		\$11,100,000	2-3	
E9	S Broadway and Adjoining Minor Arterials	41st Ave SW	28th Ave SW	NDDOT or City of Minot		\$45,576,374	5	In long-range in Scenario B, keeping in mid-range addresses an earlier priority but consumes more funding
E10	S Broadway/US 2 Interchange	28th Ave SW	20th Ave SW	NDDOT or City of Minot		\$13,819,741	5	
E12	S Broadway	Burdick Expressway	Souris (Mouse) River	NDDOT or City of Minot		\$905,000	4	
E13 (all components)	S Broadway	Souris River	11th Ave NW	NDDOT or City of Minot		\$3,600,000	2-4	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

Long-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
1 (all components)	4th Ave NW	20th St NW	US 83 Bypass	City of Minot		\$8,327,954	3-4	
2A	3rd Ave NW-4th Ave NW	8th St NW	20th St NW	City of Minot		\$8,147,962	3	
12A	19th Ave NW	US 83 Bypass	35th St NW	City of Minot		\$4,403,684	2	
13A	16th St NW	2nd Ave SW	21st Ave NW	City of Minot		\$31,687,918	2	
16A	30th Ave NW	US 83 Bypass	16th St NW	Township/City of Minot		\$6,498,754	3	
16B	30th Ave NW	16th St NW	8th St NW	Township/City of Minot		\$5,550,477	1	
16C	30th Ave NW	8th St NW	Broadway	Township/City of Minot		\$1,839,490	1	
18A	20th Ave NW	16th St NW	Broadway	City of Minot		\$310,876	2	
25A	US 2 and 2nd St SE intersection (Surrey)	N/A (intersection project)		NDDOT		\$605,407	3	
27A	US 2/52 and Johnson St intersection (Burlington)	N/A (intersection project)		City of Burlington/NDDOT		\$1,258,208	2	
E2 (all components)	Broadway Study Parallel Multimodal Corridors			City of Minot		\$585,000	1-2	
E8 (all components)	CR 17/62nd St SW			Ward County		\$30,000,000	2-4	
E11	S Broadway	20th Ave SW	Burdick Expressway	NDDOT or City of Minot		\$14,000,000	4	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario B (Mobility Focus)

DRAFT Working List

August 2025

Financial Forecast

							Transit Funds (not programmed with road projects)				
	STBG-Urban	STBGP-Regional	Carbon Reduction (CRP)	Transportation Alternatives (TA)	HSIP	UGP	FTA 5307	FTA 5339	FTA 5310	Total	Total less HSIP and Transit
Short (2026-2030)	\$12,678,765	\$15,260,167	\$1,880,684	\$2,705,115	\$3,850,171	\$6,007,784	\$9,653,338	\$1,949,972	\$424,650	\$54,410,646	\$38,532,515
Mid (2031-2040)	\$29,453,726	\$35,450,516	\$4,368,970	\$4,076,904	\$11,071,770	\$5,345,169	\$22,425,431	\$4,529,932	\$986,493	\$117,708,911	\$78,695,285
Long (2041-2050)	\$35,903,927	\$43,213,981	\$5,325,750	\$4,969,724	\$13,496,425	\$6,515,731	\$27,336,475	\$5,521,962	\$1,202,530	\$143,486,505	\$95,929,113
TOTAL	\$78,036,419	\$93,924,663	\$11,575,404	\$11,751,743	\$28,418,366	\$17,868,683	\$59,415,244	\$12,001,866	\$2,613,673	\$315,606,061	\$213,156,912

Projects Included

Short Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
P2	16th St SW Interchange Bridge Painting			City of Minot		\$330,000	3	
P3	16th St SW Reconstruction Phase 2			City of Minot		\$10,876,400	1	
P4	16th St SW Interchange Rehabilitation			City of Minot		\$6,700,000	3	
P5	Reconstruction - Segment 1			City of Minot		\$9,973,000	2	
P6	Reconstruction - Segment 2			City of Minot		\$9,212,000	1	
P8	Improvement			City of Minot		\$1,608,603	1	Assumed funded through HSIP
P11	Edison Safe Routes to School			City of Minot		\$1,391,000	1	
P12	Broadway ADA Ramp Improvements			City of Minot		\$880,000	0	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario B (Mobility Focus)

DRAFT Working List

August 2025

Mid-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
2A	3rd Ave NW-4th Ave NW	8th St NW	20th St NW	City of Minot		\$8,147,962	3	
2B	3rd Ave NW	20th St NW	Souris River (4th St NW)	City of Minot		\$3,052,459	4	
3A	3rd Ave NW			City of Minot		\$7,558,507	5	
9A	Burdick Expressway	S Broadway	Valley St	NDDOT		\$8,726,139	7	
12A	19th Ave NW	US 83 Bypass	35th St NW	City of Minot		\$4,403,684	2	
16A	30th Ave NW	US 83 Bypass	16th St NW	Township/City of Minot		\$6,498,754	3	
16B	30th Ave NW	16th St NW	8th St NW	Township/City of Minot		\$5,550,477	1	
16C	30th Ave NW	8th St NW	Broadway	Township/City of Minot		\$1,839,490	1	
18 (all components)	20th Ave NW	16th St NW	Broadway	City of Minot		\$695,870	1-2	
22A	Pleasant Ave S (Surrey)	1st St SW	Surrey Ave	Ward County		\$462,433	1	
23A	104th St SE (Surrey)	U.S. Highway 2	5th St SW	Ward County/City of Surrey		\$74,043	1	
28A	Johnson Street Extension (Burlington)	Southern terminus (near Hill Top Ct)	CR 10	City of Burlington		\$2,090,579	2	
E8A	CR 17/62nd St SW	37th Ave SW	US 52/2			\$25,000,000	4	
E10	S Broadway/US 2 Interchange	28th Ave SW	20th Ave SW	NDDOT or City of Minot		\$13,819,741	5	
E12	S Broadway	Burdick Expressway	Souris (Mouse) River	NDDOT or City of Minot		\$905,000	4	
E13 (all components)	S Broadway	Souris River	11th Ave NW	NDDOT or City of Minot		\$3,600,000	2-4	

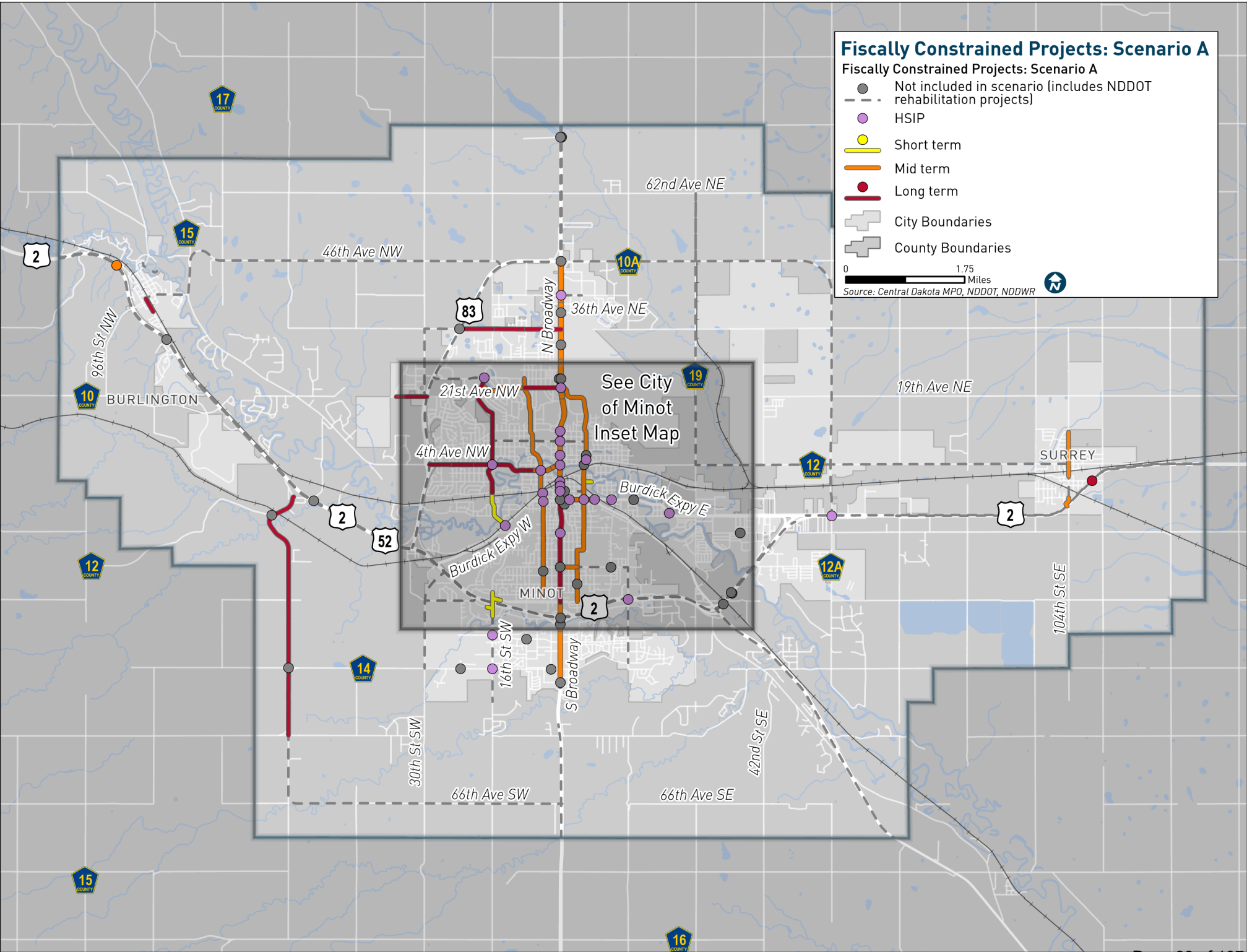
CDMPO 2050 MTP - Project Lists

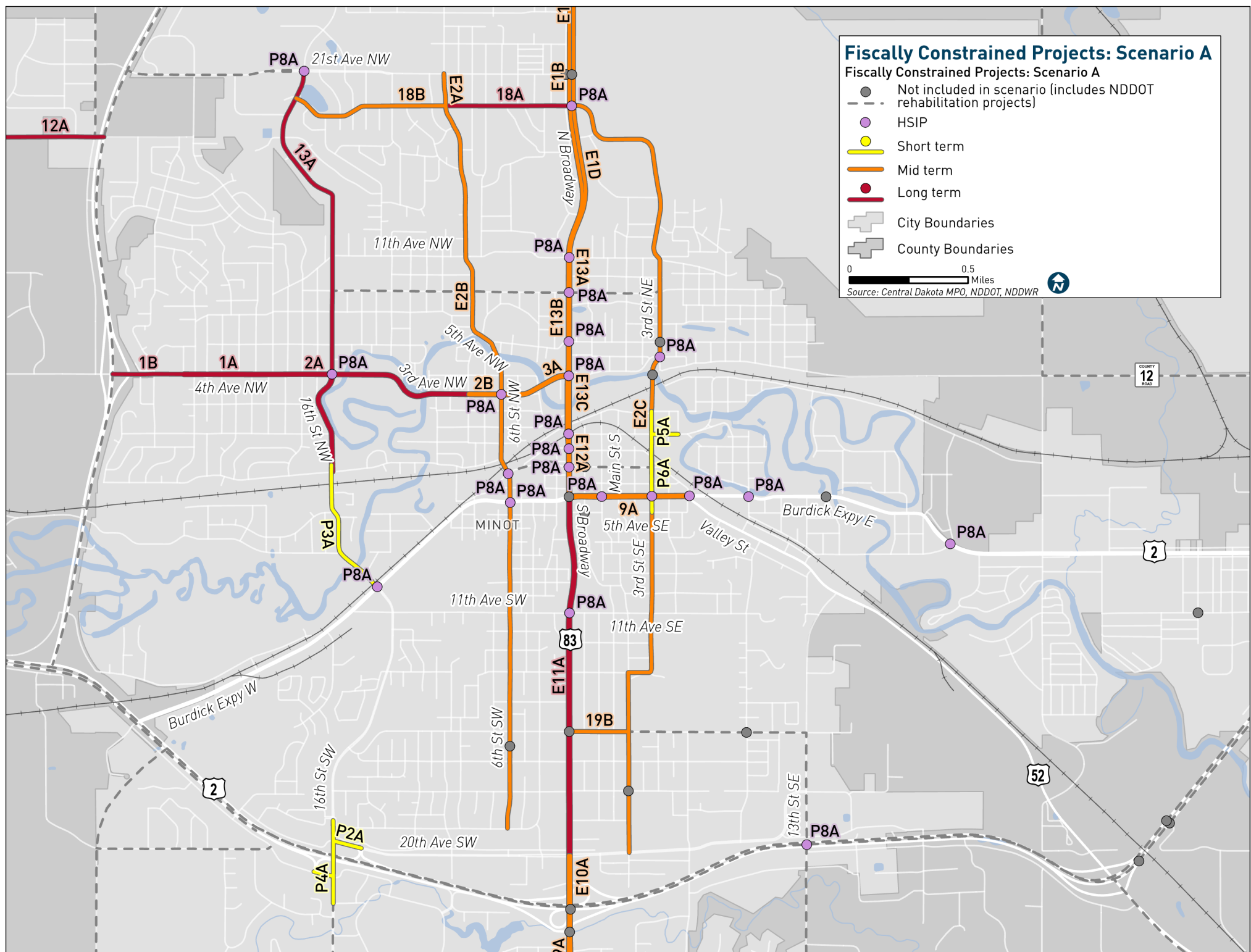
Fiscally-Constrained Scenario B (Mobility Focus)

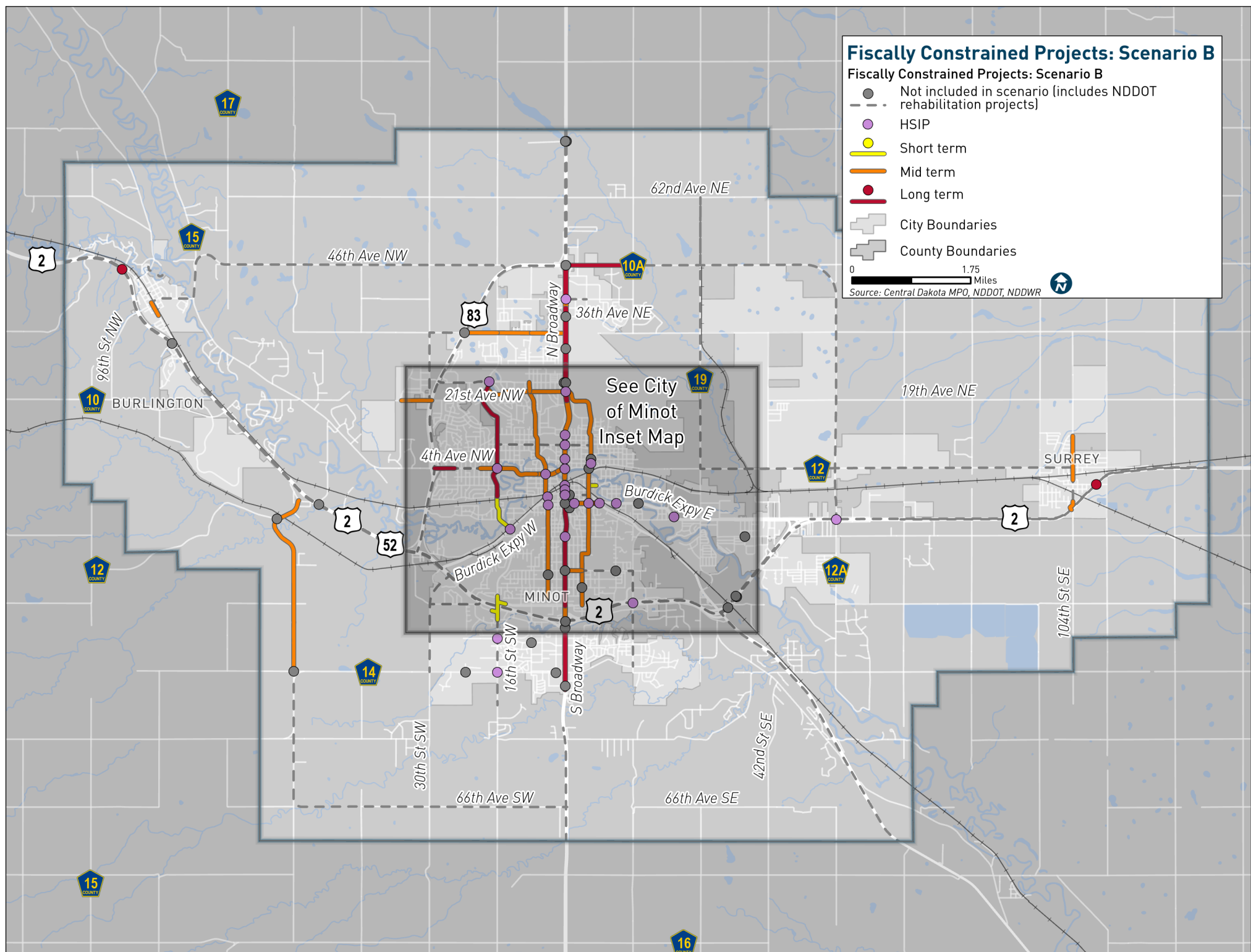
DRAFT Working List

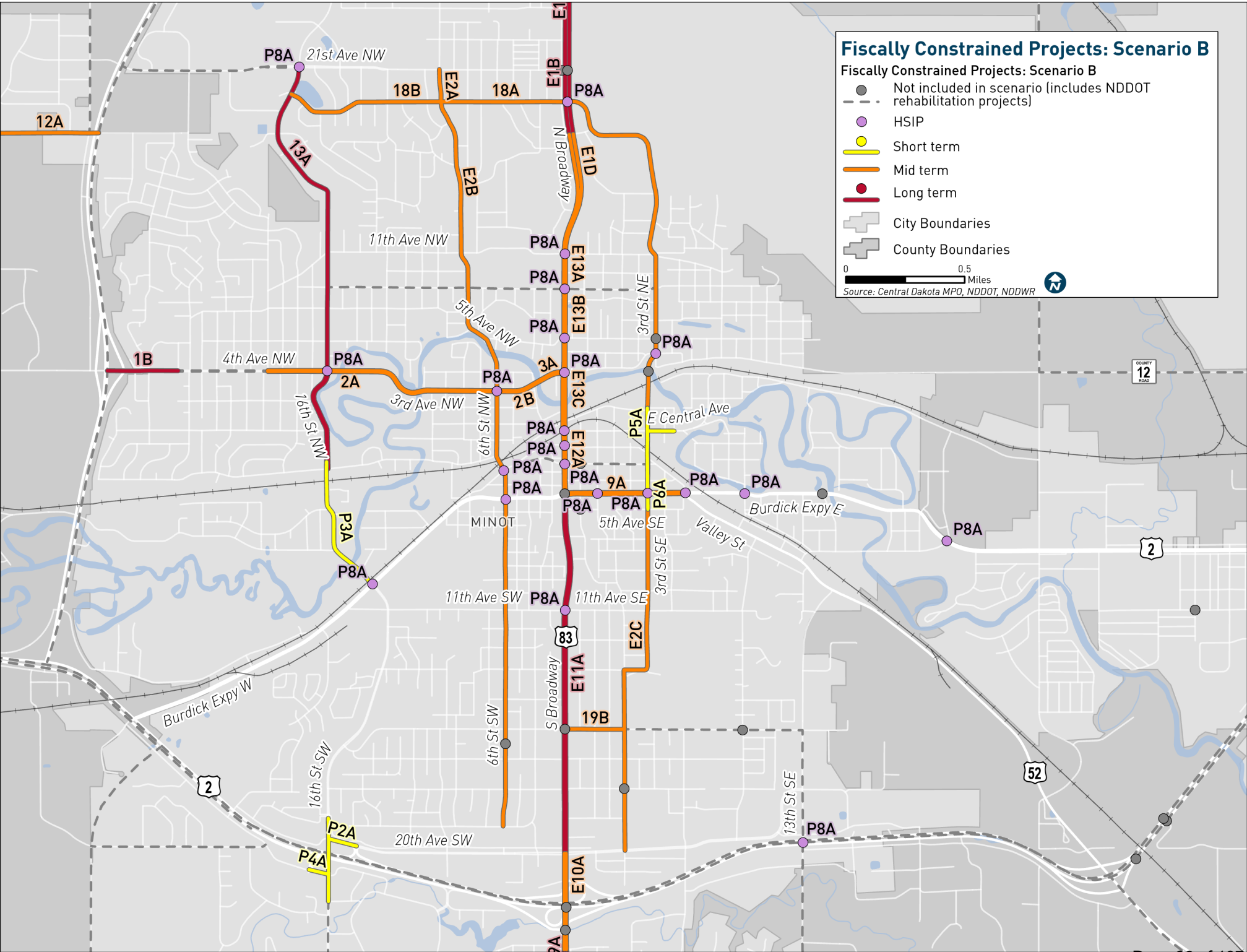
August 2025

Long-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
1B	4th Ave NW	26th St NW	US 83 Bypass	City of Minot		\$2,364,818	4	
13A	16th St NW	2nd Ave SW	21st Ave NW	City of Minot		\$31,687,918	2	
17A	CR 10A	N Broadway	13th St NE	NDDOT		\$3,696,610	2	
25A	US 2 and 2nd St SE intersection (Surrey)	N/A (intersection project)		NDDOT		\$605,407	3	
27A	US 2/52 and Johnson St intersection (Burlington)	N/A (intersection project)		City of Burlington/NDDOT		\$1,258,208	2	
28A	Johnson Street Extension (Burlington)	Southern terminus (near Hill Top Ct)	CR 10	City of Burlington		\$2,090,579	2	
E1 (all components)	N Broadway	11th Ave NW	46th Ave NW	NDDOT		\$11,100,000	2-3	
E2 (all components)	Broadway Study Parallel Multimodal Corridors			City of Minot		\$585,000	1-2	
E9	S Broadway and Adjoining Minor Arterials	41st Ave SW	28th Ave SW	NDDOT or City of Minot		\$45,576,374	5	In mid-range in Scenario A, moving to long allows more mobility projects to advance in mid-term
E11	S Broadway	20th Ave SW	Burdick Expressway	NDDOT or City of Minot		\$14,000,000	4	









PHASE 2 ENGAGEMENT NUMBERS

CDMPO 2050 METROPOLITAN TRANSPORTATION PLAN



The second phase of engagement for the Central Dakota 2050 Metropolitan Transportation Plan focused on generating public input on how the region should prioritize future transportation projects and investment decisions. This phase built on the foundation laid in the initial engagement phase with the goal to align future investments with the community's evolving needs and long-term vision for transportation investment.

The Phase 2 engagement period took place from June 27 - July 30, 2025.



1,205

WEBSITE VIEWS TO
BIT.LY/MOVE2050



157

SURVEY RESPONSES



**CITY OF MINOT
FACEBOOK NUMBERS**
FROM 6/23 - 8/1

REACH: 23,093

IMPRESSIONS: 42,619

LINK CLICKS: 834

POST ENGAGEMENTS: 912



NEWS COVERAGE

KFYR-TV

JULY 2ND
ARTICLE, ON-AIR NEWS

KX NEWS

JULY 15TH
ARTICLE, ON-AIR NEWS

MINOT DAILY NEWS

JULY 17TH
ARTICLE



**VIRTUAL OPEN HOUSE
HELD TUESDAY,
JULY 15TH FROM 5-7PM**

PUBLIC SURVEY RESULTS: 157 RESPONSES

The public was asked for feedback on which types of projects should be prioritized for transportation investment—such as reconstruction, mobility, multimodal, or safety—to help shape the region’s transportation system future. The survey included eight questions specific to investment priority preferences, three questions about travel behavior, and seven optional demographic questions. The summary below includes takeaways to help inform the mid and long-range project investment lists for the plan.

FUNDING SPLIT PREFERENCES

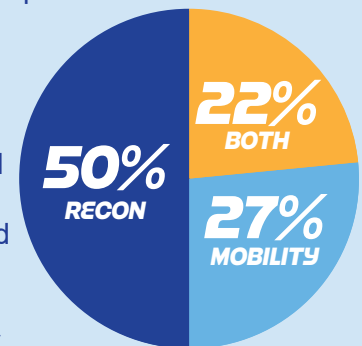
Participants were asked to indicate their preferred funding split between reconstruction and mobility projects using a slider bar to show a preference between one investment category or the other. The average of all responses showed a desire for investment in both project types at about the same rate.

50%

50%

FUNDING PRIORITIES EVENLY SPLIT
BETWEEN RECONSTRUCTION & MOBILITY

In a separate question that asked directly how much funding people would like to see directed to between reconstruction and mobility projects, about 50% of participants indicated a desire for more funding to be directed to reconstruction projects, 27% indicated a desire for more funding to be directed to mobility projects, with 22% indicating a desire for an even split.



157 SURVEY
RESPONSES

SURVEY RESPONDENTS WERE ASKED TO IDENTIFY THE MOST IMPACTFUL TRANSPORTATION PROJECTS BY INVESTMENT CATEGORY.

TOP 5 MOBILITY PROJECTS

1. SOUTH BROADWAY/US INTERCHANGE
2. 30TH AVE. NW
3. 20TH AVE. NW
4. 19TH AVE. NW
5. 66TH AVE/62 ST SW

TOP 5 RECON PROJECTS

1. NORTH BROADWAY
2. SOUTH BROADWAY AND ADJOINING MINOR ARTERIALS
3. SOUTH BROADWAY
4. BURDICK EXPRESSWAY
5. 16TH ST. NW

TOP 5 MULTIMODAL PROJECTS

1. 20TH AVE. NW
2. 8TH NW/6TH ST NW/6TH ST SW
3. 16TH AVE. SW/SE
4. 3RD ST NW/3RD ST SE/2ND ST SE
5. 46TH AVE NW/CR 10

THEMES FROM OPEN ENDED RESPONSES

ANSWERED 62 TIMES



BYPASS PROJECTS



PEDESTRIAN INFRASTRUCTURE



SAFETY CONCERNS



BROADWAY CORRIDOR



INTERSECTION IMPROVEMENTS



21ST AVENUE NW

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

Financial Forecast

							Transit Funds (not programmed with road projects)				
	STBG-Urban	STBGP-Regional	Carbon Reduction (CRP)	Transportation Alternatives (TA)	HSIP	UGP	FTA 5307	FTA 5339	FTA 5310	Total	Total less HSIP and Transit
Short (2026-2030)	\$12,678,765	\$15,260,167	\$1,880,684	\$2,705,115	\$3,850,171	\$6,007,784	\$9,653,338	\$1,949,972	\$424,650	\$54,410,646	\$38,532,515
Mid (2031-2040)	\$29,453,726	\$35,450,516	\$4,368,970	\$4,076,904	\$11,071,770	\$5,345,169	\$22,425,431	\$4,529,932	\$986,493	\$117,708,911	\$78,695,285
Long (2041-2050)	\$35,903,927	\$43,213,981	\$5,325,750	\$4,969,724	\$13,496,425	\$6,515,731	\$27,336,475	\$5,521,962	\$1,202,530	\$143,486,505	\$95,929,113
TOTAL	\$78,036,419	\$93,924,663	\$11,575,404	\$11,751,743	\$28,418,366	\$17,868,683	\$59,415,244	\$12,001,866	\$2,613,673	\$315,606,061	\$213,156,912

Projects Included

Short Term

Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
P2	16th St SW Interchange Bridge Painting			City of Minot	Bridge Painting	\$330,000	3	
P3	16th St SW Reconstruction Phase 2			City of Minot	Roadway reconstruction project	\$10,876,400	1	
P4	16th St SW Interchange Rehabilitation			City of Minot	Interchange Rehabilitation	\$6,700,000	3	
P5	3rd St E and Central Ave			City of Minot	Roadway reconstruction project	\$9,973,000	2	
P6	3rd St E and Central Ave			City of Minot	Roadway reconstruction project	\$9,212,000	1	
P8	Traffic Signal Highway Safety			City of Minot	Signal enhancements and upgrades	\$1,608,603	1	Assumed funded through HSIP
P11	Edison Safe Routes to School			City of Minot	Safe Routes to School program for Edison Elementary School	\$1,391,000	1	
P12	Broadway ADA Ramp Improvements			City of Minot	Ramp improvements along Broadway corridor	\$880,000	0	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

Mid-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
2B	3rd Ave NW	20th St NW	Souris River (4th St NW)	City of Minot	3rd Ave NW would be reconstructed from 20th St NW to the Souris River (the bridge just east of 4th St NW). This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$3,052,459	4	
3A	3rd Ave NW	Souris River	Broadway	City of Minot	6th Ave NW would be reconstructed from the Souris River to Broadway. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$7,558,507	5	
9A	Burdick Expressway	S Broadway	Valley St	NDDOT	Burdick Expressway would be reconstructed from S Broadway to Valley St. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$8,726,139	7	
22A	Pleasant Ave S (Surrey)	1st St SW	Surrey Ave	Ward County	Add sidewalk one side of Pleasant Ave S from 1st St SW to Surrey Ave to increase multimodal connectivity and mobility.	\$462,433	1	
23A	104th St SE (Surrey)	U.S. Highway 2	5th St SW	Ward County/City of Surrey	Add sidewalk along the east side of 104th St SE from US 2 to 5th St SW to increase multimodal connectivity and mobility.	\$74,043	1	
27A	US 2/52 and Johnson St intersection (Burlington)	N/A (intersection project)		City of Minot	The intersection of US 2/52 and Johnson St would be improved to include a traffic signal and additional safety improvements.	\$1,258,208	2	
28A	Johnson Street Extension (Burlington)	Southern terminus (near Hill Top Ct)	CR 10	City of Burlington	Johnson Street would be extended from its current southern terminus near Hill Top Ct to CR 10. This project would also include the addition of a sidewalk on one side of the roadway.	\$2,090,579	2	
E1 (all components)	N Broadway	11th Ave NW	46th Ave NW	NDDOT	N Broadway would be rehabilitated to improve driving conditions and address high crash areas between 24th Ave NW and 35th Ave NW.	\$11,100,000	2-3	
E9	S Broadway and Adjoining Minor Arterials	41st Ave SW	28th Ave SW	NDDOT or City of Minot	Project includes reconstruction of numerous intersections between 28th Ave SW and 41st Ave SW. This would include improvements to signals, roadway striping, and pedestrian and bicycle facilities.	\$45,576,374	5	In long-range in Scenario B, keeping in mid-range addresses an earlier priority but consumes more funding
E10	S Broadway/US 2 Interchange	28th Ave SW	20th Ave SW	NDDOT or City of Minot	S Broadway and the US 2 interchange would be modified as part of this project. This intersection was initially studied in the Broadway Corridor Study, but would need further planning completed to select the preferred alternative.	\$13,819,741	5	
E12	S Broadway	Burdick Expressway	Souris (Mouse) River	NDDOT or City of Minot	S Broadway from Burdick Expressway to the Souris River would be reconstructed to improve access points, roadway layout, and multi-modal facilities for pedestrians and bicyclists. Additional planning efforts will be needed to determine the final layout.	\$905,000	4	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

E13 (all components)	S Broadway	Souris River	11th Ave NW	NDDOT or City of Minot	S Broadway from the Souris River to 11th Ave NW would be reconstructed to improve access points, roadway layout, and multi-modal facilities for pedestrians and bicyclists. Additional planning efforts will be needed to determine the final layout.	\$3,600,000	2-4	
----------------------	------------	--------------	-------------	------------------------	---	-------------	-----	--

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

Long-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
1 (all components)	4th Ave NW	20th St NW	US 83 Bypass	City of Minot	4th Ave NW would be reconstructed as a road diet from 20th St NW to th US 83 Bypass. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$8,327,954	3-4	
2A	3rd Ave NW-4th Ave NW	8th St NW	20th St NW	City of Minot	5th Ave NW would be reconstructed from 8th to 20th Streets. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$8,147,962	3	
12A	19th Ave NW	US 83 Bypass	35th St NW	City of Minot	19th Ave NW from the US 83 Bypass to 35th St NW would be modernized. This project would include converting the current roadway from gravel to a 3-lane section with a trail on one side and a sidewalk on the other.	\$4,403,684	2	
13A	16th St NW	2nd Ave SW	21st Ave NW	City of Minot	16th St NW from 2nd Ave SW to 21st Ave NW would be reconstructed with concrete as a 3-lane section with sidewalks on both sides of the roadway.	\$31,687,918	2	
16A	30th Ave NW	US 83 Bypass	16th St NW	Township/City of Minot	30th Ave NW from the US 83 Bypass to 16th St NW would be modernized. This would include converting the current roadway to 3-lanes with a sidewalk on one side and a trail on the other.	\$6,498,754	3	
16B	30th Ave NW	16th St NW	8th St NW	Township/City of Minot	30th Ave NW from 16th St NW to 8th St NW would be reconstructed as 3-lanes with a sidewalk on one side and a trail on the other.	\$5,550,477	1	
16C	30th Ave NW	8th St NW	Broadway	Township/City of Minot	30th Ave NW from 8th St NW to Broadway would be reconstructed as 3-lanes with a sidewalk on one side and a trail on the other.	\$1,839,490	1	
18A	20th Ave NW	16th St NW	8th St NW	City of Minot	Fill sidewalk gaps on both sides of 20th Ave NW from 8th St NW to Broadway to increase pedestrian connectivity and mobility.	\$310,876	2	
25A	US 2 and 2nd St SE intersection (Surrey)	N/A (intersection project)		NDDOT	The intersection of US 2 and 2nd St SE would be realigned to fix the skew and increase safety of those turning onto and off of the highway.	\$605,407	3	
27A	US 2/52 and Johnson St intersection (Burlington)	N/A (intersection project)		City of Burlington/NDDOT	The intersection of US 2/52 and Johnson St would be improved to include a traffic signal and additional safety improvements.	\$1,258,208	2	
E2 (all components)	Broadway Study Parallel Multimodal Corridors			City of Minot	This corridor was identified as an alternative to Broadway for multimodal facilities. Improving these roadways would increase the connectivity, mobility, and safety for pedestrians and bicyclists.	\$585,000	1-2	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario A (Rehabilitation Focus)

DRAFT Working List

August 2025

E8 (all components)	CR 17/62nd St SW			Ward County	As part of SE/SW Connector, CR 17/62nd St SW from 37th Ave SW to US 2/52 would be reconstructed to accommodate freight traffic traveling around Downtown Minot.	\$30,000,000	2-4	
E11	S Broadway	20th Ave SW	Burdick Expressway	NDDOT or City of Minot	S Broadway from 20th Ave SW to Burdick Expressway would be reconstructed to improve access points, roadway layout, and multi-modal facilities for pedestrians and bicyclists. Additional planning efforts will be needed to determine the final layout.	\$14,000,000	4	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario B (Mobility Focus)

DRAFT Working List

August 2025

Financial Forecast

							Transit Funds (not programmed with road projects)				
	STBG-Urban	STBGP-Regional	Carbon Reduction (CRP)	Transportation Alternatives (TA)	HSIP	UGP	FTA 5307	FTA 5339	FTA 5310	Total	Total less HSIP and Transit
Short (2026-2030)	\$12,678,765	\$15,260,167	\$1,880,684	\$2,705,115	\$3,850,171	\$6,007,784	\$9,653,338	\$1,949,972	\$424,650	\$54,410,646	\$38,532,515
Mid (2031-2040)	\$29,453,726	\$35,450,516	\$4,368,970	\$4,076,904	\$11,071,770	\$5,345,169	\$22,425,431	\$4,529,932	\$986,493	\$117,708,911	\$78,695,285
Long (2041-2050)	\$35,903,927	\$43,213,981	\$5,325,750	\$4,969,724	\$13,496,425	\$6,515,731	\$27,336,475	\$5,521,962	\$1,202,530	\$143,486,505	\$95,929,113
TOTAL	\$78,036,419	\$93,924,663	\$11,575,404	\$11,751,743	\$28,418,366	\$17,868,683	\$59,415,244	\$12,001,866	\$2,613,673	\$315,606,061	\$213,156,912

Projects Included

Short Term

Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
P2	16th St SW Interchange Bridge Painting			City of Minot	Bridge Painting	\$330,000	3	
P3	16th St SW Reconstruction Phase 2			City of Minot	Roadway reconstruction project	\$10,876,400	1	
P4	16th St SW Interchange Rehabilitation			City of Minot	Interchange Rehabilitation	\$6,700,000	3	
P5	3rd St E and Central Ave			City of Minot	Roadway reconstruction project	\$9,973,000	2	
P6	3rd St E and Central Ave			City of Minot	Roadway reconstruction project	\$9,212,000	1	
P8	Traffic Signal Highway Safety			City of Minot	Signal enhancements and upgrades	\$1,608,603	1	Assumed funded through HSIP
P11	Edison Safe Routes to School			City of Minot	Safe Routes to School program for Edison	\$1,391,000	1	
P12	Broadway ADA Ramp Improvements			City of Minot	Ramp improvements along Broadway corridor	\$880,000	0	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario B (Mobility Focus)

DRAFT Working List

August 2025

Mid-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
2A	3rd Ave NW-4th Ave NW	8th St NW	20th St NW	City of Minot	5th Ave NW would be reconstructed from 8th to 20th Streets. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$8,147,962	3	
2B	3rd Ave NW	20th St NW	Souris River (4th St NW)	City of Minot	5th Ave NW would be reconstructed from 20th St NW to the Souris River (the bridge just east of 4th St NW). This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$3,052,459	4	
3A	3rd Ave NW			City of Minot	6th Ave NW would be reconstructed from the Souris River to Broadway. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$7,558,507	5	
9A	Burdick Expressway	S Broadway	Valley St	NDDOT	Burdick Expressway would be reconstructed from S Broadway to Valley St. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$8,726,139	7	
12A	19th Ave NW	US 83 Bypass	35th St NW	City of Minot	19th Ave NW from the US 83 Bypass to 35th St NW would be modernized. This project would include converting the current roadway from gravel to a 3-lane section with a trail on one side and a sidewalk on the other.	\$4,403,684	2	
16A	30th Ave NW	US 83 Bypass	16th St NW	Township/City of Minot	30th Ave NW from the US 83 Bypass to 16th St NW would be modernized. This would include converting the current roadway to 3-lanes with a sidewalk on one side and a trail on the other.	\$6,498,754	3	
16B	30th Ave NW	16th St NW	8th St NW	Township/City of Minot	30th Ave NW from 16th St NW to 8th St NW would be reconstructed as 3-lanes with a sidewalk on one side and a trail on the other.	\$5,550,477	1	
16C	30th Ave NW	8th St NW	Broadway	Township/City of Minot	30th Ave NW from 8th St NW to Broadway would be reconstructed as 3-lanes with a sidewalk on one side and a trail on the other.	\$1,839,490	1	
18 (all components)	20th Ave NW	Broadway	8th St NW	City of Minot	Fill sidewalk gaps on both sides of 20th Ave NW from 16th St NW to Broadway to increase pedestrian connectivity and mobility.	\$695,870	1-2	
22A	Pleasant Ave S (Surrey)	1st St SW	Surrey Ave	Ward County	Add sidewalk one side of Pleasant Ave S from 1st St SW to Surrey Ave to increase multimodal connectivity and mobility.	\$462,433	1	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario B (Mobility Focus)

DRAFT Working List

August 2025

23A	104th St SE (Surrey)	U.S. Highway 2	5th St SW	Ward County/City of Surrey	Add sidewalk along the east side of 104th St SE from US 2 to 5th St SW to increase multimodal connectivity and mobility.	\$74,043	1	
28A	Johnson Street Extension (Burlington)	Southern terminus (near Hill Top Ct)	CR 10	City of Burlington	Johnson Street would be extended from its current southern terminus near Hill Top Ct to CR 10. This project would also include the addition of a sidewalk on one side of the roadway.	\$2,090,579	2	
E8A	CR 17/62nd St SW	37th Ave SW	US 52/2		As part of SE/SW Connector, CR 17/62nd St SW from 37th Ave SW to US 2/52 would be reconstructed to accommodate freight traffic traveling around Downtown Minot.	\$25,000,000	4	
E10	S Broadway/US 2 Interchange	28th Ave SW	20th Ave SW	NDDOT or City of Minot	S Broadway and the US 2 interchange would be modified as part of this project. This intersection was initially studied in the Broadway Corridor Study, but would need further planning completed to select the preferred alternative.	\$13,819,741	5	
E12	S Broadway	Burdick Expressway	Souris (Mouse) River	NDDOT or City of Minot	S Broadway from Burdick Expressway to the Souris River would be reconstructed to improve access points, roadway layout, and multi-modal facilities for pedestrians and bicyclists. Additional planning efforts will be needed to determine the final layout.	\$905,000	4	
E13 (all components)	S Broadway	Souris River	11th Ave NW	NDDOT or City of Minot	S Broadway from the Souris River to 11th Ave NW would be reconstructed to improve access points, roadway layout, and multi-modal facilities for pedestrians and bicyclists. Additional planning efforts will be needed to determine the final layout.	\$3,600,000	2-4	

CDMPO 2050 MTP - Project Lists

Fiscally-Constrained Scenario B (Mobility Focus)

DRAFT Working List

August 2025

Long-Term								
Project ID	Project Name	Extents		Ownership	Description	Estimated Cost (Total)	Overall Score	Other Notes
1B	4th Ave NW	26th St NW	US 83 Bypass	City of Minot	4th Ave NW would be reconstructed from the US 83 Bypass to 26th St NW. This would include a 4-to-3-lane conversion with the addition of a trail on one side of the roadway and a sidewalk on the other.	\$2,364,818	4	
13A	16th St NW	2nd Ave SW	21st Ave NW	City of Minot	16th St NW from 2nd Ave SW to 21st Ave NW would be reconstructed with concrete as a 3-lane section with sidewalks on both sides of the roadway.	\$31,687,918	2	
17A	CR 10A	N Broadway	13th St NE	NDDOT	CR 10A from N Broadway to 13th St NE would be expanded to a 3-lane roadway with turn lanes at intersections to accommodate increases in vehicular and freight travel.	\$3,696,610	2	
25A	US 2 and 2nd St SE intersection (Surrey)	N/A (intersection project)		NDDOT	The intersection of US 2 and 2nd St SE would be realigned to fix the skew and increase safety of those turning onto and off of the highway.	\$605,407	3	
27A	US 2/52 and Johnson St intersection (Burlington)	N/A (intersection project)		City of Burlington/NDDOT	The intersection of US 2/52 and Johnson St would be improved to include a traffic signal and additional safety improvements.	\$1,258,208	2	
28A	Johnson Street Extension (Burlington)	Southern terminus (near Hill Top Ct)	CR 10	City of Burlington	Johnson Street would be extended from its current southern terminus near Hill Top Ct to CR 10. This project would also include the addition of a sidewalk on one side of the roadway.	\$2,090,579	2	
E1 (all components)	N Broadway	11th Ave NW	46th Ave NW	NDDOT	N Broadway would be rehabilitated to improve driving conditions and address high crash areas between 11th Ave NW and CR 10A.	\$11,100,000	2-3	
E2 (all components)	Broadway Study Parallel Multimodal Corridors			City of Minot	This corridor was identified as an alternative to Broadway for multimodal facilities. Improving these roadways would increase the connectivity, mobility, and safety for pedestrians and bicyclists.	\$585,000	1-2	
E9	S Broadway and Adjoining Minor Arterials	41st Ave SW	28th Ave SW	NDDOT or City of Minot	Project includes reconstruction of numerous intersections between 28th Ave SW and 41st Ave SW. This would include improvements to signals, roadway striping, and pedestrian and bicycle facilities.	\$45,576,374	5	In mid-range in Scenario A, moving to long allows more mobility projects to advance in mid-term
E11	S Broadway	20th Ave SW	Burdick Expressway	NDDOT or City of Minot	S Broadway from 20th Ave SW to Burdick Expressway would be reconstructed to improve access points, roadway layout, and multi-modal facilities for pedestrians and bicyclists. Additional planning efforts will be needed to determine the final layout.	\$14,000,000	4	