



Central Dakota MPO Policy Board Meeting
Thursday, August 28, 2025, at 4:30 PM

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

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

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

Suggested Motion: I move to approve the July 24, 2025 minutes as presented.

3. OLD BUSINESS

3.1. UPDATED MONTHLY ACTIVITIES

This item is informational only; no action required.

4. NEW BUSINESS

4.1. 2026-2027 UNIFIED PLANNING WORK PROGRAM

Technical Advisory Committee recommends Policy Board approve the 2025 UPWP Amendment #2 as presented.

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

4.2. FINANCE DOCUMENTS

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

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT



CENTRAL DAKOTA MPO POLICY BOARD MEETING MINUTES

Thursday, July 24, 2025, at 4:30 PM
3rd Floor Executive Conference Room
City Hall (10 3rd Ave SW)

Mark Jantzer called the meeting to order at 4:34 PM

1. ROLL CALL

The following were present:

Burlington City-

Minot City- Mark Jantzer, Lisa Olsen, Paul Pitner

Surrey City- Michael Thiesen

Ward County- John Fjeldahl

Members Absent: Jerick Hedges (City of Burlington); Jim Rostad (Ward County)

Others Present: Will Hutchings (virtual), Brittany Shefstad

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE JUNE 26, 2025 MINUTES

Mike Thiesen moved to approve the minutes of the June 26, 2025 meeting as presented. The motion was seconded by Paul Pitner, and carried the following vote: ayes: Jantzer, Olsen, Pitner, Thiesen, Fjeldahl; nays: none

3. OLD BUSINESS

3.1 MTP UPDATE

Executive Director Van Dyke provided an overview of the Phase 2 of public engagement that kicked-off June 27, 2025. Public engagement was carried out through entirely virtual means due to the project delay stemming from the TDM not being completed until Spring 2025 rather than Fall 2024 as originally scheduled and in-person attendance at meetings in North Dakota being especially difficult during warmer months as people take advantage of outdoor activities. The public was made aware of the opportunity to provide input through utilization of all four member jurisdiction's Facebook accounts. Over 18,000 people received the post, with more than 1,000 visiting the website to learn more information. Interviews with KFYZ and KMOT were provided by Executive Director Van Dyke and Minot Daily News wrote an article highlighting the engagement opportunity.





Through an online survey, the public was asked to provide input on a list of projects and their preference between reconstruction and mobility projects. The public input thus far notes that preference is given toward preserving and improving existing infrastructure versus investing in new infrastructure. A total of 115 surveys have been taken so far.

3.2 UPDATED MONTHLY ACTIVITIES DOCUMENTS

No discussion.

4. NEW BUSINESS

4.1 FINANCE DOCUMENTS

Mike Thiesen questioned the expense labeled "NDSU" for \$10,000. Executive Director Van Dyke clarified it was the annual fee for ATAC to maintain and host the TDM and that all four ND MPOs pay this annually.

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

5. OTHER BUSINESS

5.1 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

6. ADJOURNMENT

There being no further business, Paul Pitner moved to adjourn the meeting. The motion was seconded by Lisa Olsen and carried unanimously. The meeting adjourned at 4:55 PM.



MONTHLY ACTIVITIES UPDATE AUGUST 28, 2025



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

Week Sixty-six - August 18, 2025 - August 22, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Monday/Tuesday**
 - ☐ Update hours log for week sixty-six - **Friday**
 - ☐ Create update for week sixty-seven tasks - **Friday**
 - ☐ Establish CDMPO Title VI Plan
 - ☒ Finalize Outline of Title VI Plan - **Monday**
 - ☒ Update Reasonable Accommodations Form
 - ☒ Use NDDOT Form 60135 as base - **Monday**
 - ☒ Update Title VI/ADA Complaint Procedure - **Tuesday**
 - ☒ Obtain updated I-speak Cards - **Tuesday**
 - ☒ Public Participation Survey - **Tuesday**
 - ☒ Update Complaint Log - **Wednesday**
 - ☐ Create Goals and Accomplishments Appendix - **Wednesday**
 - ☐ Policy Board Agenda - **Wednesday/Thursday**
 - ☒ Minutes
 - ☐ Monthly Activities
 - ☐ 2025 UPWP Amendment #2
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☐ **Section 130 - Training and Travel**
 - ☐ Transit Webinar - **Wednesday**
- ☐ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☐ Project Management Team Meeting - **Thursday**
- ☐ **Section 220 - Transit Development Plan**
 - ☐ Review Data Request for Accuracy - **Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☐ **Section 310 - Transportation Planning Support and Coordination**
 - ☐ CDMPO-Community Development Department Coordination - **Friday**
 - ☒ Coordination meeting RE Flex Grant projects w/Stephan J. - **Monday**





Week Sixty-five - August 11, 2025 - August 15, 2025

- ☐ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Tuesday/Wednesday**
 - ☒ Approve financial transactions - **Tuesday/Friday**
 - ☒ Update hours log for week sixty-five - **Thursday**
 - ☒ Create update for week sixty-six tasks - **Friday**
 - ☒ PTO/Out-of-office - **Monday**
 - ☒ Meetings
 - ☒ NDDOT one-on-one w/Will H. - **Tuesday**
 - ☒ NDDOT/MPO Directors' Discussion - **Wednesday**
 - ☒ Update Self-certification statement - **Thursday**
 - ☒ Establish CDMPO Title VI Plan - **Friday**
 - ☒ Work on Appendices to Reflect CDMPO
 - ☒ Technical Advisory Committee Meeting - **Tuesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ Incorporate comments into 2026-2027 UPWP - **Wednesday**
 - ☒ NDDOT - Will Hutchings
 - ☒ NDDOT - Stacey Hanson
 - ☒ FTA - no comments
- ☒ **Section 130 - Training and Travel**
 - ☒ N/a
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Add late exhibit/project list to agenda and redistribute to public/TAC - **Tuesday**
 - ☒ Review Invoice and submit for payment - **Friday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Finalize Coordination of Steering Committee Meeting #1 - **Tuesday**
 - ☒ Bi-weekly Check-in Meeting - **Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a





Week Sixty-four - August 4, 2025 - August 8, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Tuesday**
 - ☒ Update hours log for week sixty-four - **Thursday**
 - ☒ Create update for week sixty-five tasks - **Thursday**
 - ☒ PTO/Out-of-office - **Friday**
 - ☒ Meetings
 - ☒ NDDOT/MPO Directors' Discussion - **Wednesday**
 - ☒ Establish CDMPO Title VI Plan - **Monday/Tuesday/Wednesday**
 - ☒ Work on Outline of Title VI Plan
 - ☒ Reference other ND MPOs Title VI Plans
 - ☒ Discussion w/HR Director/City Engineer RE roles
 - ☒ Work on Title VI Assurances
 - ☒ Review/Finalize Form Contract - **Monday/Tuesday**
 - ☒ Include edits and additional language as necessary; send back for follow-up review (if needed) - **Monday**
 - ☒ Create exhibits for form contract - **Monday**
 - ☒ Follow-up w/NDDOT RE EEO clause that was previously removed - **Tuesday**
 - ☒ Add EEO & Add Appendix A of Title VI
 - ☒ TAC Agenda - **Tuesday/Wednesday**
 - ☒ Minutes
 - ☒ 2025 UPWP Amendment #2
 - ☒ MTP Consultant Update/Documentation
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ N/a
- ☒ **Section 130 - Training and Travel**
 - ☒ Active Transportation - **Wednesday**
 - ☒ National Dialogue - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Project Management Team Meeting - **Thursday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Schedule Steering Committee Meeting - **Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ N/a





Week Sixty-three - July 28, 2025 - August 1, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Tuesday**
 - ☒ Update hours log for week sixty-three - **Friday**
 - ☒ Create update for week sixty-four tasks - **Friday**
 - ☒ Meetings
 - ☒ ND MPO Coordination Meeting - **Monday**
 - ☒ Bi-weekly one-on-one w/NDDOT - **Tuesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ Complete Amendment #2 to reallocate hours as-needed - **Tuesday/Wednesday**
 - ☒ 2026-2027 UPWP
 - ☒ Incorporate FHWA changes and address comments - **Tuesday**
- ☒ **Section 130 - Training and Travel**
 - ☒ AASHTO Bike Guide Series Part 2 - **Thursday**
 - ☒ AMPO ED Forum - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Phase 2 Engagement Ends July 30 - **Wednesday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ Send schedule update e-mail to Steering Committee - **Friday**
 - ☒ Project Kick-off meeting August 1 - **Friday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ NDPA Strategic Planning - **Monday**





Week Sixty-two - July 21, 2025 - July 25, 2025

- ☒ **Section 110 - Program Support and Administration**
 - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
 - ☒ Approve financial transactions - **Tuesday**
 - ☒ Update hours log for week sixty-two - **Friday**
 - ☒ Create update for week sixty-three tasks - **Saturday**
 - ☒ Meetings
 - ☒ N/a
 - ☒ Policy Board - **Thursday**
 - ☒ Add June minutes to website - **Saturday**
 - ☒ Write-up July Minutes - **Saturday**
 - ☒ PTO - **Wednesday**
- ☒ **Section 120 - Unified Planning Work Program**
 - ☒ 2025 UPWP
 - ☒ N/a
 - ☒ 2026-2027 UPWP
 - ☒ Review of FHWA comments - **Friday**
- ☒ **Section 130 - Training and Travel**
 - ☒ National Freight Plan Webinar - **Monday**
 - ☒ Flexible Transportation Fund Webinar - **Tuesday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
 - ☒ Project Management Team Meeting - **Thursday**
- ☒ **Section 220 - Transit Development Plan**
 - ☒ QBS Documentation Modification - **Thursday**
 - ☒ Contract modification discussions/correspondence with SRF/NDDOT - **Thursday/Friday**
- ☒ **Section 230 - Central Dakota Signal Project**
 - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
 - ☒ City of Minot Community Development - CDMPO Coordination Meeting - **Friday**



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



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 Minot, ND 58701

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Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 in response to the 2020 US Census. The Census identified the Cities of Minot and Surrey and areas of Ward County within the urbanized area. Collectively, these entities included the City of Burlington to be a part of the Metropolitan Planning Area, but not part of the urbanized area.

CDMPO is represented by the following political subdivisions:

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

Policy Board

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

Agency	Title
John Fjeldahl, Chair	Ward County
Michael Thiesen	City of Surrey
Jerick Hedges	City of Burlington
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

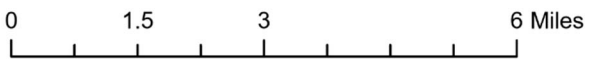
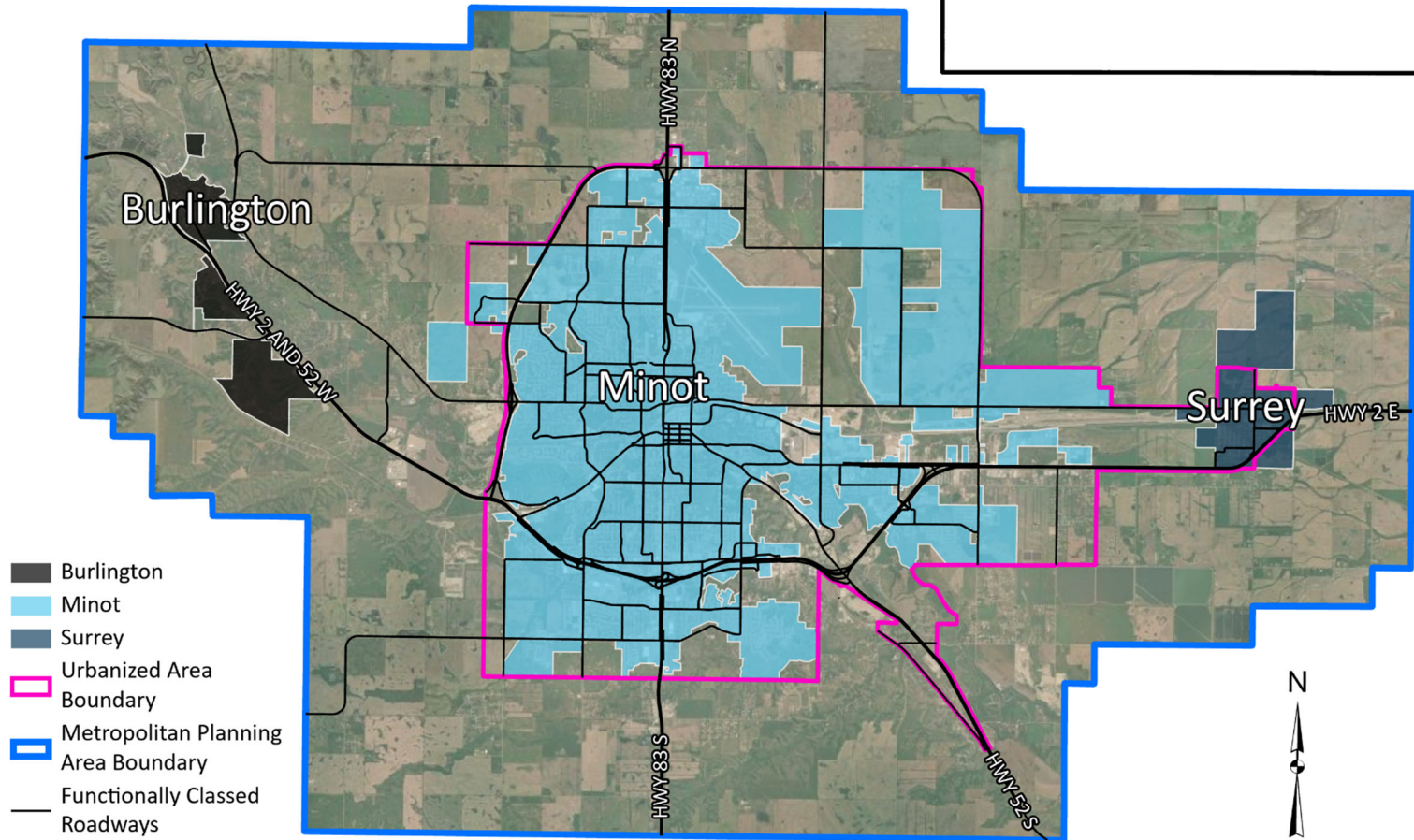
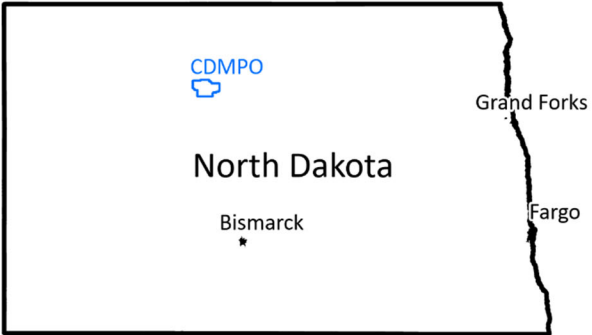
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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



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	416 240	\$300,772.45 <u>270,061.67</u>

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:

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Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 in response to the 2020 US Census. The Census identified the Cities of Minot and Surrey and areas of Ward County within the urbanized area. Collectively, these entities included the City of Burlington to be a part of the Metropolitan Planning Area, but not part of the urbanized area.

CDMPO is represented by the following political subdivisions:

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

Policy Board

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

Agency	Title
John Fjeldahl, Chair	Ward County
Michael Thiesen	City of Surrey
Jerick Hedges	City of Burlington
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

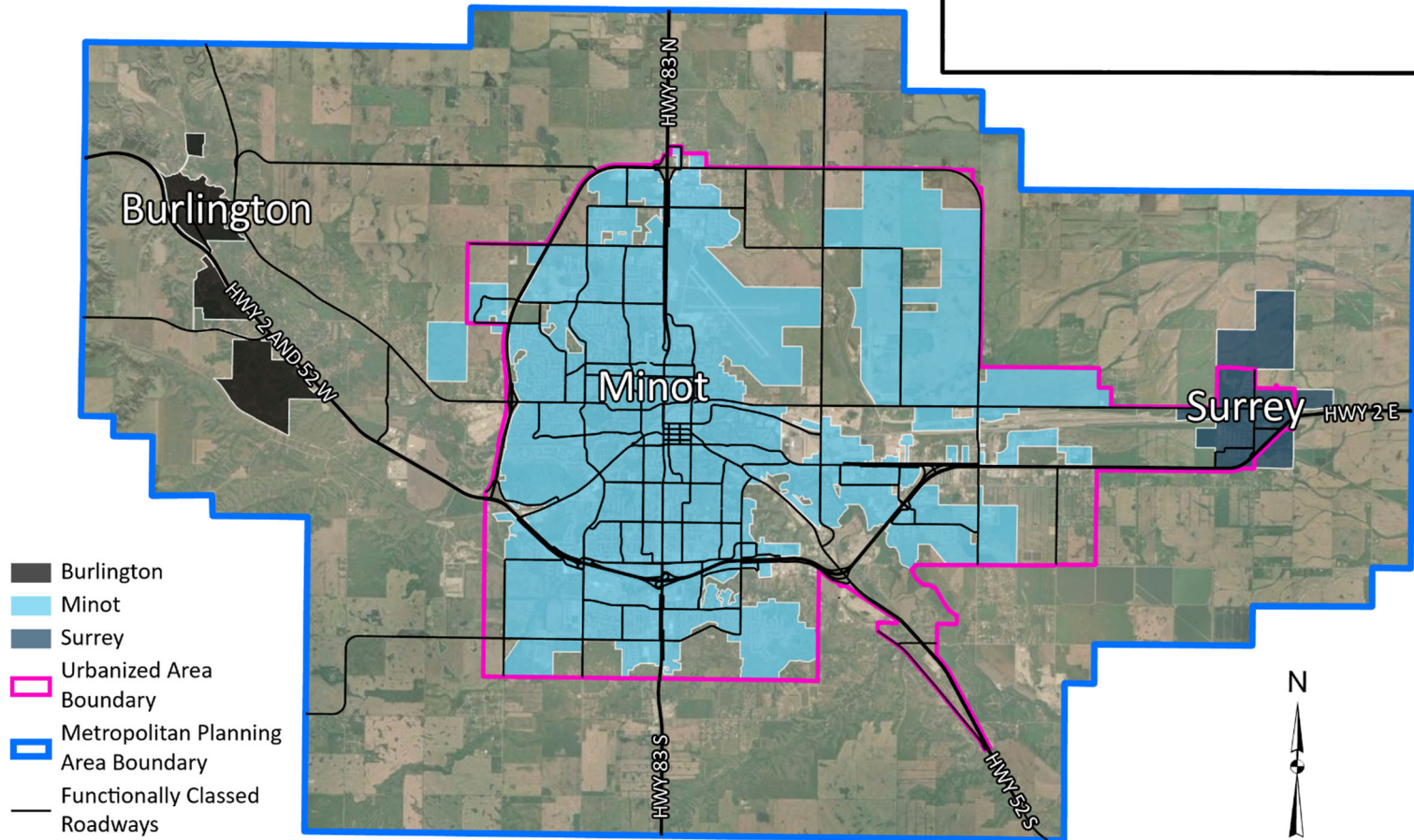
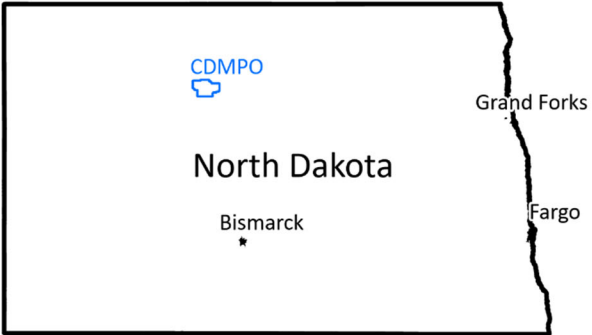
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted,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

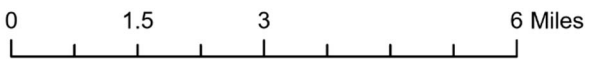
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St. 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%
<i>ND PL</i>	<i>\$ 403,287.00</i>	<i>64.6%</i>
<i>ND CS</i>	<i>\$ 7,959.00</i>	<i>1.3%</i>
<i>FTA ND</i>	<i>\$ 87,982.00</i>	<i>14.1%</i>
Local Funds (20%)	\$ 124,807.00	20.0%
<i>Burlington Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Minot Local Match (69%)</i>	<i>\$ 86,116.83</i>	<i>13.8%</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 33,697.89</i>	<i>5.4%</i>
Total Revenue	\$ 624,035.00	100%



Total Expenses

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

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

Table 3. CDMPO Expenses

2025 CDMPO Expenses		
Salaries		
<i>All</i>	<i>Executive Director</i>	<i>\$ 121,936.00</i>
<i>Sec. 110</i>	<i>Accountant</i>	<i>\$ 8,080.80</i>
<i>Sec. 110</i>	<i>Office Assistant</i>	<i>\$ 10,732.00</i>
Benefits		
<i>Sec. 110</i>	<i>Health Insurance</i>	<i>\$ 22,130.03</i>
<i>Sec. 110</i>	<i>Life Insurance</i>	<i>\$ 297.99</i>
<i>Sec. 110</i>	<i>Medicare</i>	<i>\$ 3,183.74</i>
<i>Sec. 110</i>	<i>NDPERS</i>	<i>\$ 12,051.51</i>
<i>Sec. 110</i>	<i>Short Term Disability</i>	<i>\$ 1,142.47</i>
<i>Sec. 110</i>	<i>Long Term Disability</i>	<i>\$ 637.26</i>
Professional Services		
<i>Sec. 210, 220, & 230</i>	<i>Consultants</i>	<i>\$ 403,873.20</i>
<i>Sec. 130</i>	<i>Education & Training</i>	<i>\$ 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
	Activities		
Planning Work Program	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		
	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

Expenditures:	Invoice #	Amount
07/03/25 Payroll J. Van Dyke	270245	\$ 5,820.63
07/03/25 Accountant Fee B.Shefstad	270111	\$ 452.85
07/03/25 Admin Fee H.Hornberger	270333	\$ 38.88
07/18/25 Payroll J. Van Dyke	290247	\$ 5,975.86
Bolton & Menk, Inc.	365924	\$ 35,040.40
NDSU	FAR-00000105374	\$ 7,876.00
Ebeltoft.Sickler.Lawyers PLLC	6a407096	\$ 710.00
High point networks	274640	\$ 6.30
Minot Daily News	DAC5A399-0034	\$ 74.10
AT&T	287342481817X07122025	\$ 45.96
Total of invoices		56,040.98

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

	July 31, 2025	July 31, 2024
ASSETS		
Cash and cash equivalents	\$ (17,321)	\$ 99,413
Restricted cash and cash equivalents	-	-
Accounts receivable	87,845	-
Intergovernmental receivable	-	-
Prepays	529	500
Total assets	<u>\$ 71,052</u>	<u>\$ 99,913</u>
LIABILITIES		
Accounts payable	\$ 2,339	\$ 2,493
Accrued salaries and benefits payable	4,763	7,334
Total liabilities	<u>7,102</u>	<u>9,827</u>
FUND BALANCE		
Nonspendable	\$ 529	500
Restricted	-	-
Committed for CDMPO activities	63,421	89,586
Assigned	-	-
Total fund balance	<u>63,950</u>	<u>90,086</u>
Total liabilities and fund balance	<u>\$ 71,052</u>	<u>\$ 99,913</u>

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

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	Jul 31, 2025 Actual Amounts	Variance with Final Budget	Jul 31, 2024 Actual Amounts
REVENUES					
Federal revenues	\$ 291,216	\$ 291,216	\$ 166,183	\$ (125,033)	\$ -
Local operating revenues	\$ 22,569	\$ 22,569	38,690	16,121	34,370
Interest income	\$ -	\$ -	1,235	1,235	112
Total revenues	313,786	313,786	206,109	(107,676)	34,482
EXPENDITURES					
Current					
Salaries	82,634	82,634	73,163	9,471	14,977
Employee benefits	21,868	21,868	18,764	3,104	3,927
Professional services	247,461	247,461	174,657	72,804	500
Property services	2,298	2,298	2,872	(573)	-
Purchased services	7,718	7,718	3,026	4,691	1,493
Supplies	2,042	2,042	-	2,042	-
Total expenditures	364,020	364,020	272,482	91,539	20,897
Excess (deficiency) of revenues over (under) expenditures	(50,235)	(50,235)	(66,372)	(16,137)	13,585
OTHER FINANCING SOURCES (USES)					
Transfers in	86,117	86,117	86,117	(0)	76,501
Total other financing sources (uses)	86,117	86,117	86,117	(0)	76,501
Net change in fund balance	\$ 35,882	\$ 35,882	19,745	\$ (16,138)	90,086
Fund balance, January 1			44,205		-
Fund balance, July 31			\$ 63,950		\$ 90,086