



Central Dakota MPO Policy Board Meeting  
Thursday, September 25, 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

**Suggest Motion: I move to approve the August 28, 2025 minutes as presented.**

3. OLD BUSINESS

3.1. UPDATED MONTHLY ACTIVITIES

**This item is informational only; no action required.**

3.2. 2026-2027 UNIFIED PLANNING WORK PROGRAM

**The Technical Advisory Committee recommends Policy Board approve the 2026-2027 Unified Planning Work Program subject to a minor change to Table 7. Summary of Revenues by Funding Source. This change has been incorporated into the version presented for approval.**

**Suggested Motion: I move to approve the 2026-2027 Unified Planning Work Program as presented and authorize the Policy Board Chair to sign the Transportation Planning Process Self Certification Statement.**

4. NEW BUSINESS

4.1. 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  
Metropolitan Planning Organization  
Meeting Minutes

Thursday, August 28, 2025, at 4:30 PM  
3<sup>rd</sup> Floor Executive Conference Room, City Hall (10 3<sup>rd</sup> Ave SW)

Lisa Olsen called the meeting to order at 4:31 PM

## 1. ROLL CALL

The following were present:

**Burlington City-** Jerick Hedges

**Minot City-** Lisa Olsen, Tom Joyce

**Surrey City-**

**Ward County-** Jim Rostad, Ron Merritt

Members Absent: John Fjeldahl, Mark Jantzer, Mike Thiesen

Others Present: Will Hutchings, Brittany Shefstad, Hannah Hornberger

## 2. APPROVAL OF MINUTES

### *2.1 REVIEW AND APPROVAL OF THE JULY 24, 2025 MINUTES*

Jim Rostad moved to approve the minutes of the July 24, 2025 meeting as presented. The motion was seconded by Ron Merritt, and carried the following vote: ayes: Olsen, Hedges, Rostad, Joyce, Merritt; nays: none

## 3. OLD BUSINESS

### *3.1 UPDATED MONTHLY ACTIVITIES*

John Van Dyke reviewed the monthly tasks. He informed the board that the Metropolitan Transportation Plan (MTP) is in its final stages and either the consultants or he will be reaching out to the board about presenting the plan and getting public and jurisdictional input. The presentations will be given at each jurisdiction's respective commission/council meeting.

## 4. NEW BUSINESS

### *4.1 2026-2027 UNIFIED PLANNING WORK PROGRAM*

John Van Dyke reviewed Amendment #2 and gave a quick overview of the changes that are included. Changes revolve around shifting hours from one section of the work program to another. There is no change to the overall budget expenditures/revenues stemming from this amendment. John mentioned that in the 2026-2027 UPWP sections will not be as detailed and these types of





amendments will not be required. However, the information, such as hours dedicated to specific tasks, will be tracked fully on the back end.

Jerick Hedges moved to approve 2025 UPWP Amendment #2 as presented and to change Burlington's alternate to Reed Opland. The motion was seconded by Jim Rostad and carried the following vote; ayes: Hedges, Rostad, Olsen, Joyce, Merritt; nays: none.

#### *4.2 FINANCE DOCUMENTS*

John Van Dyke reviewed documents. He informed the board that there shouldn't be any amendments needed for the current projects. Hedges questioned what the future budget for the Transportation Specialist would be. John informed that on the high end (including benefits) it would be around \$85,000 per year.

Jim Rostad moved to approve the Financial Statements as presented. The motion was seconded by Ron Merritt and carried the following vote; ayes: Hedges, Rostad, Olsen, Joyce, Merritt; nays: none.

### **OTHER BUSINESS**

#### *5.1 OPPORTUNITY FOR PUBLIC COMMENT*

No public present.

### **ADJOURNMENT**

There being no further business, Lisa Olsen adjourned the meeting. The meeting adjourned 4:49 PM.





## Monthly Activities Update September 25, 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 Seventy - September 15, 2025 - September 19, 2025

- ☐ **Section 110 - Program Support and Administration**
  - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday**
  - ☒ Approve financial transactions - **Next Week - no access**
  - ☐ Update hours log for week seventy - **Friday**
  - ☐ Create update for week seventy-one tasks - **Friday**
  - ☐ PB Agenda - **Thursday**
    - ☒ Minutes
    - ☒ Monthly Activities
    - ☒ 2026-2027 UPWP
      - ☒ TAC recommends approval
      - ☒ Include reference to self-cert in motion
    - ☐ Finance Documents
- ☒ **Section 120 - Unified Planning Work Program**
  - ☒ 2025 UPWP
    - ☒ Post Amendment #2 to website - **Wednesday**
  - ☒ 2026-2027 UPWP
    - ☒ N/a
- ☒ **Section 130 - Training and Travel**
  - ☒ AMPO National Conference - Providence, RI - **Monday - Friday**
- ☐ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
  - ☐ Phase 3 public engagement kick-off - **Thursday/Friday**
    - ☐ Send out public notice
    - ☐ Forward social media posts
  - ☐ Send DRAFT Plan w/accompanying spreadsheet to NDDOT - **Friday**
- ☒ **Section 220 - Transit Development Plan**
  - ☒ Steering Committee Agenda - **Wednesday**
- ☒ **Section 230 - Central Dakota Signal Project**
  - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
  - ☒ N/a





## Week Sixty-nine - September 8, 2025 - September 12, 2025

- ☐ **Section 110 - Program Support and Administration**
  - ☒ Finalize and Submit - Surface Transportation Reauthorization - Docket No. DOT-OST-2025-0468 - **Sunday**
  - ☒ Clean-up/Respond to e-mails - **Monday/Tuesday/Wednesday**
  - ☒ Approve financial transactions - **Thursday**
  - ☒ Update hours log for week sixty-nine - **Friday**
  - ☒ Create update for week sixty-nine tasks - **Monday**
  - ☒ Create update for week seventy tasks - **Friday**
  - ☒ TAC Meeting - **Tuesday**
- ☒ **Section 120 - Unified Planning Work Program**
  - ☒ 2025 UPWP
    - ☒ N/a
  - ☒ 2026-2027 UPWP
    - ☒ Make any adjustments post-TAC and prep docs for September PB meeting - **Tuesday**
- ☒ **Section 130 - Training and Travel**
  - ☒ AASHTO Bike Guide Series Part 3 - **Thursday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
  - ☒ Review Appendices - **Wednesday**
  - ☒ Reach out to member jurisdictions about presentation coordination - **Wednesday/Thursday**
    - ☒ Burlington
    - ☒ Surrey
      - ☒ Waiting on response from Anita
    - ☒ Minot
    - ☒ Ward County
      - ☒ Contact Marissa
  - ☒ Public Engagement Coordination Meeting - **Thursday**
- ☒ **Section 220 - Transit Development Plan**
  - ☒ Bi-weekly Check-in - **Wednesday**
  - ☒ Summarize Activities for Next Two Weeks; Send Summary to Consultant - **Thursday**
- ☒ **Section 230 - Central Dakota Signal Project**
  - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
  - ☒ Review Minot Planning Commission - **Monday**
  - ☒ Review/Modify/Format Ward Co. 12 Flex Fund LOS - **Tuesday**
  - ☒ Review/Format Ward Co. 14-17 Flex Fund LOS - **Wednesday**





## Week Sixty-eight - September 1, 2025 - September 5, 2025

- ☒ **Section 110 - Program Support and Administration**
  - ☒ Labor Day - **Monday**
  - ☒ Clean-up/Respond to e-mails - **Wednesday/Thursday**
  - ☒ Approve financial transactions - **Thursday**
  - ☒ Update hours log for week sixty-eight - **Friday**
  - ☒ TAC Agenda - **Tuesday/Wednesday**
    - ☒ 2026-2027 UPWP
    - ☒ Revised November TAC Meeting Date
    - ☒ Minutes
    - ☒ MTP Documentation
  - ☒ NDDOT/MPO Directors' Discussion Meeting - **Wednesday**
  - ☒ Surface Transportation Reauthorization - Docket No. DOT-OST-2025-0468 - **Friday/Saturday**
- ☒ **Section 120 - Unified Planning Work Program**
  - ☒ 2025 UPWP
    - ☒ N/a
  - ☒ 2026-2027 UPWP
    - ☒ N/a
- ☒ **Section 130 - Training and Travel**
  - ☒ GIS & Data Webinar - **Tuesday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
  - ☒ Central Dakota MTP Project Management Team Meeting - **Thursday**
  - ☒ Review MTP Chapter - **Tuesday**
  - ☒ Meet w/Stephen Joersz RE Project List - **Wednesday**
- ☒ **Section 220 - Transit Development Plan**
  - ☒ N/a
- ☒ **Section 230 - Central Dakota Signal Project**
  - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
  - ☒ NDPA Board Meeting - **Thursday**





## Week Sixty-seven - August 25, 2025 - August 29, 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-seven - **Friday**
  - ☒ Create update for week sixty-eight tasks - **Friday**
  - ☒ CDMPO - June Reimbursement Request Review/Submission - **Wednesday/Thursday**
  - ☒ CDMPO - July Reimbursement Request Review/Submission - **Thursday/Friday**
  - ☒ Policy Board - **Thursday**
  - ☒ ND MPO Coordination Meeting - **Monday**
  - ☒ Consultant Meeting - SRF - Scott H. - **Monday**
  - ☒ U.S. Senator Cramer Legislative Staff Meeting - **Monday**
  - ☒ TAC - Create proposed change of November TAC meeting from Nov. 4 to Nov. 18 - **Friday**
- ☒ **Section 120 - Unified Planning Work Program**
  - ☒ 2025 UPWP
    - ☒ Make amendment to UPWP to include revised Policy Board members - **Friday**
      - ☒ Reed Opland
      - ☒ Tom Joyce
    - ☒ Send Amendment to Oversight
  - ☒ 2026-2027 UPWP
    - ☒ N/a
- ☒ **Section 130 - Training and Travel**
  - ☒ MPO Office Ops Meeting - **Monday**
- ☒ **Section 210 - Metropolitan Transportation Plan (MTP) Project**
  - ☒ MTP Documentation Review - **Tuesday/Wednesday**
- ☒ **Section 220 - Transit Development Plan**
  - ☒ Bi-weekly PMT Meeting - **Wednesday**
- ☒ **Section 230 - Central Dakota Signal Project**
  - ☒ N/a
- ☒ **Section 310 - Transportation Planning Support and Coordination**
  - ☒ N/a



## TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT



The Central Dakota Metropolitan Planning Organization (Central Dakota MPO) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with all applicable requirements as outlined in 23 CFR 450.336 including:

- 1) 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- 2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended [42 USC 7504, 7506 (c) and (d)] and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 4) 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the Infrastructure Investment and Jobs Act (IIJA) (PL 117-58) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- 8) The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender; and
- 10) Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and CFR part 27 regarding discrimination against individuals with disabilities.

The aforementioned applicable requirements are reflective of 23 CFR 450.336 as of August 14, 2025. The Central Dakota MPO is compliant to the extent all applicable requirements, or portions thereof, are in effect.

Full documentation of Central Dakota MPO's federal certification can be obtained by contacting Central Dakota MPO at (701) 420-4524, [john.vandyke@centraldakotampo.org](mailto:john.vandyke@centraldakotampo.org) or by visiting in person at 10 3<sup>rd</sup> Ave SW, Minot, North Dakota 58701.

**Central Dakota MPO**

**North Dakota  
Department of Transportation**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title





CENTRAL DAKOTA

**MPO**

**2026-2027**

**UNIFIED PLANNING  
WORK PROGRAM**

**ADOPTED DATE: SEPTEMBER 25, 2025**





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The preparation of this report has been funded in part by the US Department of Transportation, Federal Highway Administration and Federal Transit Administration. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the US Department of Transportation. The report does not constitute a standard, specification, or regulation.~~The preparation of this report was financed in part with funding from United States Department of Transportation (USDOT) and administered by the North Dakota Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the authors and do not necessarily represent the USDOT or NDDOT.~~

DRAFT



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## INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

## POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

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

Each political subdivision may have one alternate member in the event an appointed member is unable to attend the Policy Board meeting. The current alternate members include:

Table 2. Central Dakota MPO Alternate Policy Board Members

| Political Subdivision | Representative Name, Member Jurisdiction Title    |
|-----------------------|---------------------------------------------------|
| Ward County           | Ron Merritt, County Commissioner                  |
| City of Surrey        | Steve Fennwald, Council Member                    |
| City of Burlington    | <del>Kelsey Flick</del> Reed Opland, Commissioner |
| City of Minot         | Paul Pitner, Alderman                             |

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of Minot City Hall, located at 10 3rd Ave SW, Minot, ND at 4:30pm.

## TECHNICAL ADVISORY COMMITTEE

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

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

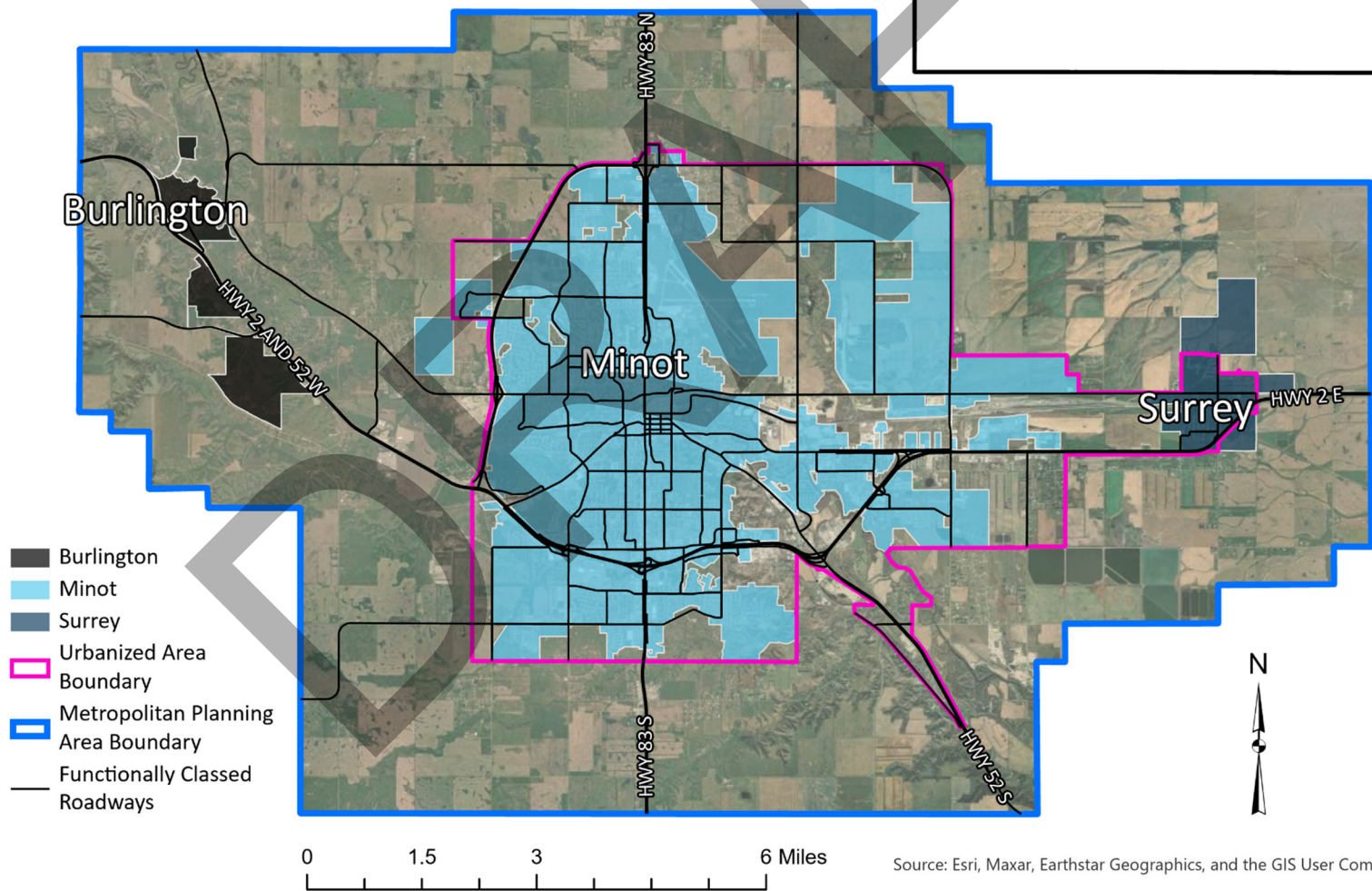
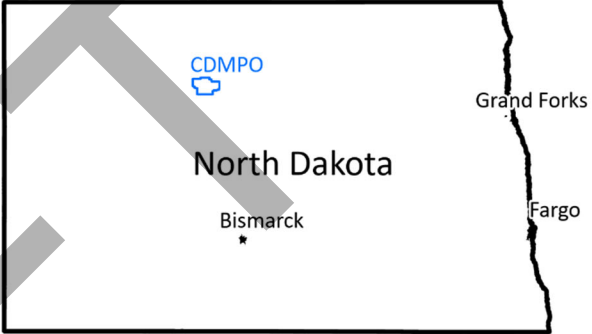
| Agency             | Title                           |
|--------------------|---------------------------------|
| Central Dakota MPO | Executive Director              |
| City of Burlington | City Auditor                    |
| City of Burlington | Public Works Director           |
| City of Minot      | City Engineer                   |
| City of Minot      | Principle Planner               |
| City of Minot      | Transit Superintendent          |
| City of Surrey     | City Engineer                   |
| Ward County        | County Engineer                 |
| Ward County        | Planning & Zoning Administrator |
| NDDOT              | Minot District Engineer         |
| NDDOT              | MPO Coordinator                 |

The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31<sup>st</sup> St. SE, Minot, ND.



MAP OF CDMPO

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



## PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board. Following approval by the CDMPO Policy Board, the North Dakota Department of Transportation (NDDOT) and Federal Transit Administration (FTA) review and provide a recommendation to the Federal Highway Administration (FHWA). The FHWA provides final approval of the UPWP.

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

## METROPOLITAN PLANNING FACTORS

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

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

CDMPO's work program elements are shown in Table 3. with the corresponding Metropolitan Planning Factors each element addresses.

Table 4. Work Program Sections and Associated Planning Factors

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

\*Planning Factors will be specified upon ~~project~~ identification of the specific corridor study, plan, or data acquisition following adoption of the Metropolitan Transportation Plan (MTP). This table will be updated through ~~when~~ the necessary UPWP Amendment at that time ~~that identifies the project occurs~~.

## 2025 ACCOMPLISHMENTS

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

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

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

## 2026/2027 PLANNED WORK ACTIVITY SUMMARY

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

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

Table 25. outlines the plans, studies, and data acquisitions to be accomplished over the next two years.

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

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

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

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



## 2026/2027 PLANNED WORK ACTIVITY DETAIL

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

The Central Dakota MPO includes two full-time staff – an Executive Director and Transportation Specialist – and one part-time Accountant provided by the City of Minot to support the organization with financial reporting. The Transportation Specialist is a new position to begin in 2026. Table 56 provides the number of hours to be performed by the respective position over the course of each year.

Table 6. Central Dakota MPO Staffing and Associated Hours

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

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

## SECTION 100 – PROGRAM SUPPORT AND ADMINISTRATION

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

### 100.1 STAFF ACTIVITIES

#### GENERAL ADMINISTRATION

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

#### New/Modification of Existing Agreements/Contracts

Central Dakota MPO staff periodically work on the creation of new, or modification of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. This may include updates to the lease agreement or memorandum of understanding between the City of Minot and Central Dakota MPO, and updates to the legal services contract or creation or amendment of ~~another~~ contracts to provide professional services.



#### Annual Audit/Mid-year Review

Annually, the Central Dakota MPO receives a mid-year review of activities. This review focuses on areas that may be improved to ensure compliance with federal and state regulatory/policy requirements, better facilitate coordination between levels of government, and further communication between Central Dakota MPO and its overseeing agencies (NDDOT, FHWA, and FTA). ~~is audited.~~ As part of this mid-year review, staff will prepare documentation, assemble data/information, and attend meetings as needed to successfully accomplish the mid-year review auditing process.

#### Data Collection and GIS Mapping

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

#### Reimbursement Requests

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

#### Document Branding

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

#### Holidays and Paid-Time-Off (PTO)

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

#### *TAC, POLICY BOARD, AND OTHER MPO COORDINATION MEETINGS*

Keeping TAC and Policy Board apprised of information and capable of making informed recommendations and decisions is a primary responsibility of Central Dakota MPO staff. This involves record keeping, drafting documents, scheduling and attending meetings, presentations, and providing options and corresponding recommendations to both bodies. Meetings of the TAC and Policy Board occur most months, although special meetings may be scheduled as needed or the regularly scheduled meeting canceled due to a lack of necessary action. ~~monthly.~~

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

This activity will be completed at the end of 2027.



### *CENTRAL DAKOTA WEBSITE AND SOCIAL MEDIA*

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

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

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

### *PLANS, STUDIES, AND DATA ACQUISITION PROJECT SUPPORT*

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

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

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

### *MEMBER JURISDICTION TRANSPORTATION PLANNING SUPPORT AND COORDINATION*

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

This activity will be completed on December 31, 2027.

### *CORE PRODUCTS*

Each MPO is required to create and maintain four (4) core products – Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Central Dakota MPO staff will work to create, if



not yet created, and maintain each of these four (4) core products. Work will occur throughout 2026 and 2027, completing on December 31, 2027.

#### Metropolitan Transportation Plan (MTP)

Staff will work to implement the Metropolitan Transportation Plan (MTP). Activities include amendments as may be necessary from time to time, transportation project and land use development review for alignment with the MTP, and utilizing other information/guidance contained therein to inform member-jurisdiction staff, residents, and decision-makers.

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

#### Transportation Improvement Program (TIP)

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

Work will include drafting the inaugural TIP, which includes all introductory and other required language, maps, tables, and any other information pertinent to the creation of the TIP document. Other work will include discussion with member jurisdictions surrounding project submission processes, solicitation for public input in compliance with the PPP, and evaluation and summary of public comments received. Work will also include coordination, review of projects submitted, including ranking, providing support and/or approval of solicited project applications for federal funding, reconciliation of project lists with NDDOT, and the development of associated processes to facilitate these activities.

#### Unified Planning Work Program (UPWP)

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

#### Public Participation Plan (PPP)

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

#### ~~SUBSECTION 100.2~~ TRAINING AND TRAVEL

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. The primary expense will be out-of-state travel to the annual conference provided by the Association of Metropolitan Planning

Organizations (AMPO). However, scheduling conflicts may prohibit attendance at this specific conference and another conference, such as the Transportation Research Board Tools of the Trade or similar transportation-focused conference, may be identified that provides an equivalent educational opportunity for both the Executive Director and Transportation Specialist.

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

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

Other training opportunities, such as those provided through North Dakota Local Technical Assistance Program (NDLTAP), North Dakota Planning Association (NDPA), and similarly relevant organizations, may be utilized to help support educational and training needs.

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

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

## SECTION 200 – PLANS, STUDIES, and DATA ACQUISITIONS

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

### 200.1 TRANSIT DEVELOPMENT PLAN (2026)

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

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

(B) Integrate active transportation facilities with public transportation service or improve access to public transportation;

(D) Increase public transportation ridership;

## 200.2 SIGNALIZED INTERSECTIONS TRAFFIC DATA COLLECTION (2026-2027)

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

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

## 200.3 PAVEMENT DATA ACQUISITION (2026)

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

## 200.4 BICYCLE AND PEDESTRIAN PLAN (2026-2027)

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

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

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

(E) Improve the safety of bicyclists and pedestrians.

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

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

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## SECTION 300 – OVERHEAD AND ATAC ANNUAL FEE

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

### 300.1 OVERHEAD

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

#### Professional Legal Services

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

#### Department Equipment, Materials, and Supplies

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

#### Books, Subscriptions, Memberships, and Associations

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

#### Postage, Shipping, and Public Engagement Expenses

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

#### Office Rent

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

### 300.2 ATAC ANNUAL FEE

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

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

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

The contract is effective through December 31, 2027.

## UPWP REVENUE AND EXPENDITURE SUMMARY

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

### REVENUE SUMMARY

Revenue for CDMPO comes from a combination of federal and local funds. The total local funding is a 20 percent match of the federal funding. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%.

Table 7. Summary of Revenues by Funding Source

| Funding Source                         | 2026                                                 |                                      | 2027                                                 |                                      |
|----------------------------------------|------------------------------------------------------|--------------------------------------|------------------------------------------------------|--------------------------------------|
|                                        | Amount                                               | Percentage of Total                  | Amount*                                              | Percentage of Total                  |
| <b>Authorized Federal Funds (80%)*</b> | <b>\$ 506,734.43</b>                                 | <b>80.0%</b>                         | <b>\$ 514,356.65</b>                                 | <b>80.0%</b>                         |
| ND PL & FTA ND                         | <del>\$ 498,615.92</del><br><del>\$ 408,874.61</del> | <del>78.7%</del><br><del>64.5%</del> | <del>\$ 506,075.44</del><br><del>\$ 414,539.64</del> | <del>78.7%</del><br><del>64.5%</del> |
| ND CS                                  | \$ 8,118.51                                          | 1.3%                                 | \$ 8,281.22                                          | 1.3%                                 |
| <del>FTA ND</del>                      | <del>\$ 89,741.31</del>                              | <del>14.2%</del>                     | <del>\$ 91,535.80</del>                              | <del>14.2%</del>                     |
| <b>Local Funds (20%)</b>               | <b>\$ 126,683.60</b>                                 | <b>20.0%</b>                         | <b>\$ 128,589.16</b>                                 | <b>20.0%</b>                         |
| Burlington Local Match (2%)            | \$ 2,533.67                                          | 0.4%                                 | \$ 2,571.78                                          | 0.4%                                 |
| Minot Local Match (69%)                | \$ 87,411.69                                         | 13.8%                                | \$ 88,726.52                                         | 13.8%                                |
| Surrey Local Match (2%)                | \$ 2,533.67                                          | 0.4%                                 | \$ 2,571.78                                          | 0.4%                                 |
| Ward County Local Match (27%)          | \$ 34,204.57                                         | 5.4%                                 | \$ 34,719.07                                         | 5.4%                                 |
| <b>Total Revenue</b>                   | <b>\$ 633,418.03</b>                                 | <b>100.0%</b>                        | <b>\$ 642,945.81</b>                                 | <b>100.0%</b>                        |

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

### EXPENDITURE SUMMARY

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

Table 8. Total Expenditures by Section

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



|       |              |              |            |
|-------|--------------|--------------|------------|
| Total | \$633,418.03 | \$642,945.82 | \$9,527.79 |
|-------|--------------|--------------|------------|

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2026 ANNUAL WORK PROGRAM BUDGET

Table 9. 2026 Revenue and Expenditure Detail

| Activity                                                                  | Funding Source      |                     |                     |                   |                    |                    |                   |
|---------------------------------------------------------------------------|---------------------|---------------------|---------------------|-------------------|--------------------|--------------------|-------------------|
|                                                                           | Total Budgeted      | Federal Share       | Local Share         | Burlington        | Minot              | Ward County        | Surrey            |
| <b>Section 100 - Program Support and Administration</b>                   | <b>\$277,629.82</b> | <b>\$222,103.86</b> | <b>\$55,525.96</b>  | <b>\$1,110.52</b> | <b>\$38,312.92</b> | <b>\$14,992.01</b> | <b>\$1,110.52</b> |
| 100.1 Staff Activities                                                    | \$267,629.82        | \$214,103.86        | \$53,525.96         | \$1,070.52        | \$36,932.92        | \$14,452.01        | \$1,070.52        |
| 100.2 Training and Travel                                                 | \$10,000.00         | \$8,000.00          | \$2,000.00          | \$40.00           | \$1,380.00         | \$540.00           | \$40.00           |
| <b>Section 200 - Plans, Studies, and Data Acquisitions</b>                | <b>\$321,288.21</b> | <b>\$257,030.57</b> | <b>\$64,257.64</b>  | <b>\$1,285.15</b> | <b>\$44,337.77</b> | <b>\$17,349.56</b> | <b>\$1,285.15</b> |
| 200.1 Transit Development Plan*                                           | \$105,571.47        | \$84,457.18         | \$21,114.29         | \$422.29          | \$14,568.86        | \$5,700.86         | \$422.29          |
| <i>Portion Funded via Complete Streets (CS)</i>                           | <i>\$10,148.13</i>  | <i>\$8,118.51</i>   | <i>\$2,029.62</i>   | <i>\$40.59</i>    | <i>\$1,400.44</i>  | <i>\$548.00</i>    | <i>\$40.59</i>    |
| 200.2 Signalized Intersections Traffic Data Collection                    | \$30,500.00         | \$24,400.00         | \$6,100.00          | \$122.00          | \$4,209.00         | \$1,647.00         | \$122.00          |
| 200.3 Pavement Data Acquisition                                           | \$107,287.91        | \$85,830.33         | \$21,457.58         | \$429.15          | \$14,805.73        | \$5,793.55         | \$429.15          |
| 200.4 Bicycle and Pedestrian Plan                                         | \$77,928.83         | \$62,343.06         | \$15,585.77         | \$311.72          | \$10,754.18        | \$4,208.16         | \$311.72          |
| 200.4.1 Consultant Fees                                                   | \$61,928.83         | \$49,543.06         | \$12,385.77         | \$247.72          | \$8,546.18         | \$3,344.16         | \$247.72          |
| 200.4.2 Bike/Ped Counters                                                 | \$16,000.00         | \$12,800.00         | \$3,200.00          | \$64.00           | \$2,208.00         | \$864.00           | \$64.00           |
| 200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP | \$0.00              | \$0.00              | \$0.00              | \$0.00            | \$0.00             | \$0.00             | \$0.00            |
| <b>Section 300 - Overhead and ATAC Annual Fee</b>                         | <b>\$34,500.00</b>  | <b>\$27,600.00</b>  | <b>\$6,900.00</b>   | <b>\$138.00</b>   | <b>\$4,761.00</b>  | <b>\$1,863.00</b>  | <b>\$138.00</b>   |
| 300.1 Overhead                                                            | \$24,500.00         | \$19,600.00         | \$4,900.00          | \$98.00           | \$3,381.00         | \$1,323.00         | \$98.00           |
| 300.2 ATAC Annual Fee                                                     | \$10,000.00         | \$8,000.00          | \$2,000.00          | \$40.00           | \$1,380.00         | \$540.00           | \$40.00           |
| <b>Program Totals</b>                                                     | <b>\$633,418.03</b> | <b>\$506,734.42</b> | <b>\$126,683.60</b> | <b>\$2,533.67</b> | <b>\$87,411.69</b> | <b>\$34,204.57</b> | <b>\$2,533.67</b> |

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





2027 ANNUAL WORK PROGRAM BUDGET

Table 10. 2027 Revenue and Expenditure Detail

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

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





## ADOPTION

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

\_\_\_\_\_  
Policy Board Chair

\_\_\_\_\_  
Date

DRAFT





CENTRAL DAKOTA

**MPO**

**2026-2027**

**UNIFIED PLANNING  
WORK PROGRAM**

**ADOPTED DATE: SEPTEMBER 25, 2025**





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The preparation of this report has been funded in part by the US Department of Transportation, Federal Highway Administration and Federal Transit Administration. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the US Department of Transportation. The report does not constitute a standard, specification, or regulation.

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## INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

## POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

| Political Subdivision | Representative Name, Member Jurisdiction Title<br>(MPO Chair/Vice Chair) |
|-----------------------|--------------------------------------------------------------------------|
| Ward County           | John Fjeldahl, Chairman                                                  |
| Ward County           | Jim Rostad, Vice Chairman                                                |
| City of Surrey        | Michael Thiesen, Mayor (MPO Vice Chair)                                  |
| City of Burlington    | Jerick Hedges, City Council Vice President                               |
| City of Minot         | Lisa Olson, City Council Vice President                                  |
| City of Minot         | Mark Jantzer, City Council President (MPO Chair)                         |
| City of Minot         | Tom Joyce, Interim City Manager                                          |

Each political subdivision may have one alternate member in the event an appointed member is unable to attend the Policy Board meeting. The current alternate members include:

Table 2. Central Dakota MPO Alternate Policy Board Members

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

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of Minot City Hall, located at 10 3rd Ave SW, Minot, ND at 4:30pm.



## TECHNICAL ADVISORY COMMITTEE

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

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

| Agency             | Title                           |
|--------------------|---------------------------------|
| Central Dakota MPO | Executive Director              |
| City of Burlington | City Auditor                    |
| City of Burlington | Public Works Director           |
| City of Minot      | City Engineer                   |
| City of Minot      | Principle Planner               |
| City of Minot      | Transit Superintendent          |
| City of Surrey     | City Engineer                   |
| Ward County        | County Engineer                 |
| Ward County        | Planning & Zoning Administrator |
| NDDOT              | Minot District Engineer         |
| NDDOT              | MPO Coordinator                 |

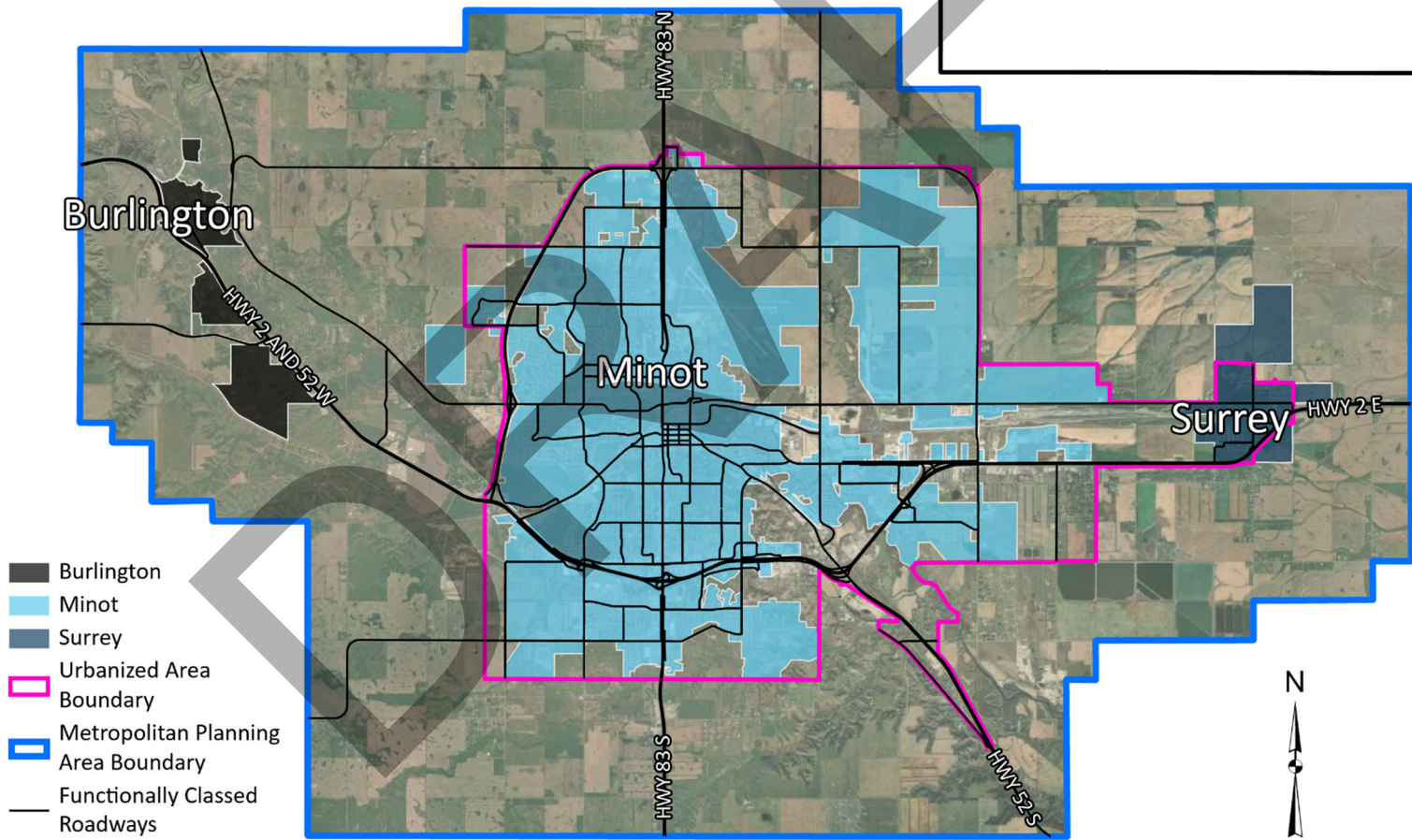
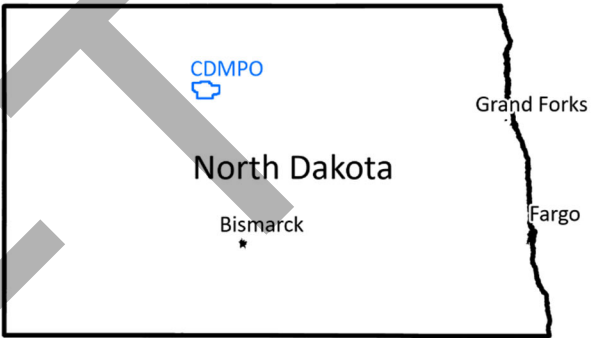
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31<sup>st</sup> St. SE, Minot, ND.





MAP OF CDMPO

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



## PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board. Following approval by the CDMPO Policy Board, the North Dakota Department of Transportation (NDDOT) and Federal Transit Administration (FTA) review and provide a recommendation to the Federal Highway Administration (FHWA). The FHWA provides final approval of the UPWP.

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

## METROPOLITAN PLANNING FACTORS

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

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

CDMPO's work program elements are shown in Table 3. with the corresponding Metropolitan Planning Factors each element addresses.

Table 4. Work Program Sections and Associated Planning Factors

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

\*Planning Factors will be specified upon identification of the specific corridor study, plan, or data acquisition following adoption of the Metropolitan Transportation Plan (MTP). This table will be updated through the necessary UPWP Amendment at that time.

## 2025 ACCOMPLISHMENTS

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

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

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

## 2026/2027 PLANNED WORK ACTIVITY SUMMARY

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

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

Table 5. outlines the plans, studies, and data acquisitions to be accomplished over the next two years.

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

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

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

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



## 2026/2027 PLANNED WORK ACTIVITY DETAIL

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

The Central Dakota MPO includes two full-time staff – an Executive Director and Transportation Specialist – and one part-time Accountant provided by the City of Minot to support the organization with financial reporting. The Transportation Specialist is a new position to begin in 2026. Table 6. provides the number of hours to be performed by the respective position over the course of each year.

Table 6. Central Dakota MPO Staffing and Associated Hours

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

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

## SECTION 100 – PROGRAM SUPPORT AND ADMINISTRATION

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

### 100.1 STAFF ACTIVITIES

#### GENERAL ADMINISTRATION

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

#### New/Modification of Existing Agreements/Contracts

Central Dakota MPO staff periodically work on the creation of new, or modification of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. This may include updates to the lease agreement or memorandum of understanding between the City of Minot and Central Dakota MPO, and updates to the legal services contract or creation or amendment of contracts to provide professional services.



#### Mid-year Review

Annually, the Central Dakota MPO receives a mid-year review of activities. This review focuses on areas that may be improved to ensure compliance with federal and state regulatory/policy requirements, better facilitate coordination between levels of government, and further communication between Central Dakota MPO and its overseeing agencies (NDDOT, FHWA, and FTA). As part of this mid-year review, staff will prepare documentation, assemble data/information, and attend meetings as needed to successfully accomplish the mid-year review process.

#### Data Collection and GIS Mapping

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

#### Reimbursement Requests

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

#### Document Branding

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

#### Holidays and Paid-Time-Off (PTO)

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

#### *TAC, POLICY BOARD, AND OTHER MPO COORDINATION MEETINGS*

Keeping TAC and Policy Board apprised of information and capable of making informed recommendations and decisions is a primary responsibility of Central Dakota MPO staff. This involves record keeping, drafting documents, scheduling and attending meetings, presentations, and providing options and corresponding recommendations to both bodies. Meetings of the TAC and Policy Board occur most months, although special meetings may be scheduled as needed or the regularly scheduled meeting canceled due to a lack of necessary action.

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

This activity will be completed at the end of 2027.



### *CENTRAL DAKOTA WEBSITE AND SOCIAL MEDIA*

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

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

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

### *PLANS, STUDIES, AND DATA ACQUISITION PROJECT SUPPORT*

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

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

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

### *MEMBER JURISDICTION TRANSPORTATION PLANNING SUPPORT AND COORDINATION*

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

This activity will be completed on December 31, 2027.

### *CORE PRODUCTS*

Each MPO is required to create and maintain four (4) core products – Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Central Dakota MPO staff will work to create, if



not yet created, and maintain each of these four (4) core products. Work will occur throughout 2026 and 2027, completing on December 31, 2027.

#### Metropolitan Transportation Plan (MTP)

Staff will work to implement the Metropolitan Transportation Plan (MTP). Activities include amendments as may be necessary from time to time, transportation project and land use development review for alignment with the MTP, and utilizing other information/guidance contained therein to inform member-jurisdiction staff, residents, and decision-makers.

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

#### Transportation Improvement Program (TIP)

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

Work will include drafting the inaugural TIP, which includes all introductory and other required language, maps, tables, and any other information pertinent to the creation of the TIP document. Other work will include discussion with member jurisdictions surrounding project submission processes, solicitation for public input in compliance with the PPP, and evaluation and summary of public comments received. Work will also include review of projects submitted, including ranking, providing support and/or approval of solicited project applications for federal funding, reconciliation of project lists with NDDOT, and the development of associated processes to facilitate these activities.

#### Unified Planning Work Program (UPWP)

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

#### Public Participation Plan (PPP)

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

## 100.2 TRAINING AND TRAVEL

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. The primary expense will be out-of-state travel to the annual conference provided by the Association of Metropolitan Planning

Organizations (AMPO). However, scheduling conflicts may prohibit attendance at this specific conference and another conference, such as the Transportation Research Board Tools of the Trade or similar transportation-focused conference, may be identified that provides an equivalent educational opportunity for both the Executive Director and Transportation Specialist.

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

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

Other training opportunities, such as those provided through North Dakota Local Technical Assistance Program (NDLTAP), North Dakota Planning Association (NDPA), and similarly relevant organizations, may be utilized to help support educational and training needs.

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

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

## SECTION 200 – PLANS, STUDIES, and DATA ACQUISITIONS

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

### 200.1 TRANSIT DEVELOPMENT PLAN (2026)

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

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

(B) Integrate active transportation facilities with public transportation service or improve access to public transportation;

(D) Increase public transportation ridership;

## 200.2 SIGNALIZED INTERSECTIONS TRAFFIC DATA COLLECTION (2026-2027)

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

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

## 200.3 PAVEMENT DATA ACQUISITION (2026)

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

## 200.4 BICYCLE AND PEDESTRIAN PLAN (2026-2027)

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

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

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

(E) Improve the safety of bicyclists and pedestrians.

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

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

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## SECTION 300 – OVERHEAD AND ATAC ANNUAL FEE

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

### 300.1 OVERHEAD

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

#### Professional Legal Services

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

#### Department Equipment, Materials, and Supplies

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

#### Books, Subscriptions, Memberships, and Associations

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

#### Postage, Shipping, and Public Engagement Expenses

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

#### Office Rent

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

### 300.2 ATAC ANNUAL FEE

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

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

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

The contract is effective through December 31, 2027.

## UPWP REVENUE AND EXPENDITURE SUMMARY

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

### REVENUE SUMMARY

Revenue for CDMPO comes from a combination of federal and local funds. The total local funding is a 20 percent match of the federal funding. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%.

Table 7. Summary of Revenues by Funding Source

| Funding Source                         | 2026                 |                     | 2027                 |                     |
|----------------------------------------|----------------------|---------------------|----------------------|---------------------|
|                                        | Amount               | Percentage of Total | Amount*              | Percentage of Total |
| <b>Authorized Federal Funds (80%)*</b> | <b>\$ 506,734.43</b> | <b>80.0%</b>        | <b>\$ 514,356.65</b> | <b>80.0%</b>        |
| ND PL & FTA ND                         | \$ 498,615.92        | 78.7%               | \$ 506,075.44        | 78.7%               |
| ND CS                                  | \$ 8,118.51          | 1.3%                | \$ 8,281.22          | 1.3%                |
| <b>Local Funds (20%)</b>               | <b>\$ 126,683.60</b> | <b>20.0%</b>        | <b>\$ 128,589.16</b> | <b>20.0%</b>        |
| Burlington Local Match (2%)            | \$ 2,533.67          | 0.4%                | \$ 2,571.78          | 0.4%                |
| Minot Local Match (69%)                | \$ 87,411.69         | 13.8%               | \$ 88,726.52         | 13.8%               |
| Surrey Local Match (2%)                | \$ 2,533.67          | 0.4%                | \$ 2,571.78          | 0.4%                |
| Ward County Local Match (27%)          | \$ 34,204.57         | 5.4%                | \$ 34,719.07         | 5.4%                |
| <b>Total Revenue</b>                   | <b>\$ 633,418.03</b> | <b>100.0%</b>       | <b>\$ 642,945.81</b> | <b>100.0%</b>       |

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

### EXPENDITURE SUMMARY

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

Table 8. Total Expenditures by Section

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



2026 ANNUAL WORK PROGRAM BUDGET

Table 9. 2026 Revenue and Expenditure Detail

| Activity                                                                  | Funding Source      |                     |                     |                   |                    |                    |                   |
|---------------------------------------------------------------------------|---------------------|---------------------|---------------------|-------------------|--------------------|--------------------|-------------------|
|                                                                           | Total Budgeted      | Federal Share       | Local Share         | Burlington        | Minot              | Ward County        | Surrey            |
| <b>Section 100 - Program Support and Administration</b>                   | <b>\$277,629.82</b> | <b>\$222,103.86</b> | <b>\$55,525.96</b>  | <b>\$1,110.52</b> | <b>\$38,312.92</b> | <b>\$14,992.01</b> | <b>\$1,110.52</b> |
| 100.1 Staff Activities                                                    | \$267,629.82        | \$214,103.86        | \$53,525.96         | \$1,070.52        | \$36,932.92        | \$14,452.01        | \$1,070.52        |
| 100.2 Training and Travel                                                 | \$10,000.00         | \$8,000.00          | \$2,000.00          | \$40.00           | \$1,380.00         | \$540.00           | \$40.00           |
| <b>Section 200 - Plans, Studies, and Data Acquisitions</b>                | <b>\$321,288.21</b> | <b>\$257,030.57</b> | <b>\$64,257.64</b>  | <b>\$1,285.15</b> | <b>\$44,337.77</b> | <b>\$17,349.56</b> | <b>\$1,285.15</b> |
| 200.1 Transit Development Plan*                                           | \$105,571.47        | \$84,457.18         | \$21,114.29         | \$422.29          | \$14,568.86        | \$5,700.86         | \$422.29          |
| <i>Portion Funded via Complete Streets (CS)</i>                           | <i>\$10,148.13</i>  | <i>\$8,118.51</i>   | <i>\$2,029.62</i>   | <i>\$40.59</i>    | <i>\$1,400.44</i>  | <i>\$548.00</i>    | <i>\$40.59</i>    |
| 200.2 Signalized Intersections Traffic Data Collection                    | \$30,500.00         | \$24,400.00         | \$6,100.00          | \$122.00          | \$4,209.00         | \$1,647.00         | \$122.00          |
| 200.3 Pavement Data Acquisition                                           | \$107,287.91        | \$85,830.33         | \$21,457.58         | \$429.15          | \$14,805.73        | \$5,793.55         | \$429.15          |
| 200.4 Bicycle and Pedestrian Plan                                         | \$77,928.83         | \$62,343.06         | \$15,585.77         | \$311.72          | \$10,754.18        | \$4,208.16         | \$311.72          |
| 200.4.1 Consultant Fees                                                   | \$61,928.83         | \$49,543.06         | \$12,385.77         | \$247.72          | \$8,546.18         | \$3,344.16         | \$247.72          |
| 200.4.2 Bike/Ped Counters                                                 | \$16,000.00         | \$12,800.00         | \$3,200.00          | \$64.00           | \$2,208.00         | \$864.00           | \$64.00           |
| 200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP | \$0.00              | \$0.00              | \$0.00              | \$0.00            | \$0.00             | \$0.00             | \$0.00            |
| <b>Section 300 - Overhead and ATAC Annual Fee</b>                         | <b>\$34,500.00</b>  | <b>\$27,600.00</b>  | <b>\$6,900.00</b>   | <b>\$138.00</b>   | <b>\$4,761.00</b>  | <b>\$1,863.00</b>  | <b>\$138.00</b>   |
| 300.1 Overhead                                                            | \$24,500.00         | \$19,600.00         | \$4,900.00          | \$98.00           | \$3,381.00         | \$1,323.00         | \$98.00           |
| 300.2 ATAC Annual Fee                                                     | \$10,000.00         | \$8,000.00          | \$2,000.00          | \$40.00           | \$1,380.00         | \$540.00           | \$40.00           |
| <b>Program Totals</b>                                                     | <b>\$633,418.03</b> | <b>\$506,734.42</b> | <b>\$126,683.60</b> | <b>\$2,533.67</b> | <b>\$87,411.69</b> | <b>\$34,204.57</b> | <b>\$2,533.67</b> |

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





2027 ANNUAL WORK PROGRAM BUDGET

Table 10. 2027 Revenue and Expenditure Detail

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

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





## ADOPTION

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

\_\_\_\_\_  
Policy Board Chair

\_\_\_\_\_  
Date

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| <b>Expenditures:</b>               | <b>Invoice #</b>      | <b>Amount</b> |
|------------------------------------|-----------------------|---------------|
| 08/01/25 Payroll J. Van Dyke       | 310245                | \$ 6,075.43   |
| 08/01/25 Accountant Fee B.Shefstad | 310111                | \$ 58.33      |
| 08/01/25 Admin Fee H.Hornberger    | 310335                | \$ 352.22     |
| 08/15/25 Payroll J. Van Dyke       | 330245                | \$ 5,975.86   |
| 08/15/25 Admin Fee H.Hornberger    | 330335                | \$ 115.17     |
| 08/29/25 Payroll J. Van Dyke       | 350244                | \$ 5,274.73   |
| 08/29/25 Accountant Fee B.Shefstad | 350110                | \$ 327.15     |
| 08/29/25 Admin Fee H.Hornberger    | 350340                | \$ 148.34     |
| Bolton & Menk, Inc.                | 368642                | \$ 35,779.68  |
| Ebeltoft.Sickler.Lawyers PLLC      | d9cdd4e2              | \$ 1,704.00   |
| High point networks                | 276595                | \$ 6.30       |
| AT&T                               | 287342481817X08122025 | \$ 45.96      |
| Total of invoices                  |                       | 55,863.17     |

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

| Central Dakota Metropolitan Planning Organization            |                                 |                              |                                      |                                  |                                      |
|--------------------------------------------------------------|---------------------------------|------------------------------|--------------------------------------|----------------------------------|--------------------------------------|
|                                                              | Original<br>Budgeted<br>Amounts | Final<br>Budgeted<br>Amounts | AUG 31,<br>2025<br>Actual<br>Amounts | Variance<br>with Final<br>Budget | AUG 31,<br>2024<br>Actual<br>Amounts |
| <b>REVENUES</b>                                              |                                 |                              |                                      |                                  |                                      |
| Federal revenues                                             | \$ 332,819                      | \$ 332,819                   | \$ 211,016                           | \$ (121,802)                     | \$ 11,251                            |
| Local operating revenues                                     | \$ 25,793                       | \$ 25,793                    | 38,690                               | 12,897                           | 34,370                               |
| Interest income                                              | \$ -                            | \$ -                         | 1,235                                | 1,235                            | 112                                  |
| Total revenues                                               | 358,612                         | 358,612                      | 250,942                              | (107,670)                        | 45,733                               |
| <b>EXPENDITURES</b>                                          |                                 |                              |                                      |                                  |                                      |
| Current                                                      |                                 |                              |                                      |                                  |                                      |
| Salaries                                                     | 94,439                          | 94,439                       | 86,793                               | 7,646                            | 25,173                               |
| Employee benefits                                            | 24,992                          | 24,992                       | 20,885                               | 4,107                            | 5,663                                |
| Professional services                                        | 282,813                         | 282,813                      | 212,141                              | 70,672                           | 500                                  |
| Property services                                            | 2,627                           | 2,627                        | 2,878                                | (251)                            | -                                    |
| Purchased services                                           | 8,820                           | 8,820                        | 3,072                                | 5,748                            | 1,575                                |
| Supplies                                                     | 2,333                           | 2,333                        | -                                    | 2,333                            | -                                    |
| Total expenditures                                           | 416,023                         | 416,023                      | 325,768                              | 90,255                           | 32,911                               |
| Excess (deficiency) of revenues<br>over (under) expenditures | (57,411)                        | (57,411)                     | (74,826)                             | (17,415)                         | 12,822                               |
| <b>OTHER FINANCING SOURCES (USES)</b>                        |                                 |                              |                                      |                                  |                                      |
| 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                                   | \$ 28,706                       | \$ 28,706                    | 11,291                               | \$ (17,415)                      | 89,323                               |
| Fund balance, January 1                                      |                                 |                              | 44,205                               |                                  | -                                    |
| Fund balance, August 31                                      |                                 |                              | \$ 55,496                            |                                  | \$ 89,323                            |

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

|                                       | <b>August 31,<br/>2025</b> | <b>August 31,<br/>2024</b> |
|---------------------------------------|----------------------------|----------------------------|
| <b>ASSETS</b>                         |                            |                            |
| Cash and cash equivalents             | \$ (21,060)                | \$ 82,742                  |
| Restricted cash and cash equivalents  | -                          | -                          |
| Accounts receivable                   | 90,772                     | 11,251                     |
| Intergovernmental receivable          | -                          | -                          |
| Prepays                               | 529                        | 500                        |
| Total assets                          | <u>\$ 70,241</u>           | <u>\$ 94,493</u>           |
| <b>LIABILITIES</b>                    |                            |                            |
| Accounts payable                      | \$ 4                       | \$ 2,614                   |
| Accrued salaries and benefits payable | 5,676                      | 2,556                      |
| Total liabilities                     | <u>5,680</u>               | <u>5,170</u>               |
| <b>FUND BALANCE</b>                   |                            |                            |
| Nonspendable                          | \$ 529                     | 500                        |
| Restricted                            | -                          | -                          |
| Committed for CDMPO activities        | 64,032                     | 88,823                     |
| Assigned                              | -                          | -                          |
| Total fund balance                    | <u>64,561</u>              | <u>89,323</u>              |
| Total liabilities and fund balance    | <u>\$ 70,241</u>           | <u>\$ 94,493</u>           |