



Central Dakota MPO Policy Board Meeting

Thursday, June 25, 2026, at 4:00 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. MEETING MINUTES

2.1. REVIEW AND APPROVAL OF THE MAY 28, 2026 POLICY BOARD MINUTES

Suggested Motion: I move to approve the minutes of the May 28, 2026 meeting as presented.

2.2. DRAFT JUNE 9, 2026 TECHNICAL ADVISORY COMMITTEE MINUTES

This item is informational only; no action required

3. NEW BUSINESS

3.1. 2026-2027 UPWP AMENDMENT

Suggested Motion: I move to approve the 2026-2027 UPWP Amendment #1 as presented and to permit the Chair to sign the amended annual UPWP contract.

3.2. 2027-2028 DRAFT UPWP

Suggested Motion: I move to recommend Policy Board approve the draft 2027-2028 UPWP as presented

3.3. GRANT APPLICATION FOR 5339 FUNDING

Suggested Motion: I move to recommend Policy Board approve the 5339 grant application as presented

3.4. UPDATE MONTHLY ACTIVITIES DOCUMENT

This item is informational only; no action required.

3.5. FINANCE DOCUMENTS

Suggested Motion: I move to approve the finance documents as presented.

4. OTHER BUSINESS

4.1. OTHER BUSINESS, IF ANY

4.2. OPPORTUNITY FOR PUBLIC COMMENT

5. ADJOURNMENT

Central Dakota Metropolitan Planning Organization

Meeting Minutes

Thursday, May 28, 2026, at 4:00 PM

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



Jerick Hedges called the meeting to order at 4:01pm

1. ROLL CALL

The following were present:

Burlington City- Jerick Hedges

Minot City- Lisa Olson, Tom Joyce (late arrival), Paul Pitner (alternate)

Surrey City- Mike Thiesen

Ward County- John Fjeldahl (late arrival), Jim Rostad (late arrival)

Members Absent: Mark Jantzer

Others Present: John Van Dyke, Bailey Bosley, Will Hutchings (virtual), Brittany Shefstad, Matthew Huettl, Dan Bergerson

2. MEETING MINUTES

2.1 REVIEW AND APPROVAL OF THE APRIL 23, 2026, POLICY BOARD MINUTES

Mike Thiesen made a motion to approve the minutes of the April 23, 2026 meeting as presented. The motion was seconded by Paul Pitner and carried the following vote – ayes: Hedges,, Olson, Thiesen, Pitner; nays: none.

2.2 DRAFT MAY 12, 2026, TECHNICAL ADVISORY COMMITTEE MINUTES

Vice Chair Hedges stated that the new Burlington Public Works employee will be at the next Technical Advisory Committee meeting. Vice Chair Hedges asked if there were any questions on the meeting minutes for TAC, with no questions presented.

3. OLD BUSINESS

3.1 BIKE AND PEDESTRIAN PLAN – CONSULTANT SELECTION

Vice Chair Hedges asked for a motion to approve Resolution 2026-4 surrounding the selection of HDR Engineering, Inc. to provide professional services for the creation of the 2026-2027 Bicycle and Pedestrian Plan; and direct the Executive Director to execute a contract following review by Central Dakota MPO's legal





contractor. Lisa Olson moved to approve, with a second from Mike Thiesen. Executive Director Van Dyke shared that the selection committee was made up of CDMPO Vice Chair Hedges, City of Minot Traffic Engineer Stephen Joerz, Minot Parks District Director of Finance Calyn Beckman, and Tim Baumann, Minot Planning Commissioner – who has exceptional knowledge with these alternative modes of transportation. These four operated as the scorers, while Executive Director Van Dyke helped facilitate the meetings. Executive Director Van Dyke participated in the scoring but his scores did not contribute to the overall selection. Three firms were interviewed out of the four submitted proposals and HDR ended up being the highest-ranking firm as far as the presentations and interviews went. Executive Director Van Dyke stated that both the selection committee and Technical Advisory Committee recommend selection of HDR Engineering, Inc. to provide the services for the Bike and Pedestrian Plan. A copy of the proposal from HDR Engineering, Inc. is provided as well as their Summary of Projected Costs. The Summary of Projected Costs came in at just under the \$150,000 threshold. Vice Chair Hedges echoed that the scores for all the proposals were all pretty close, and that HDR Engineering set themselves apart in the interview process and stated that they will be a good consultant for CDMPO's first Bike and Pedestrian Plan. Executive Director Van Dyke shared that the next step of the plan is a goal of a kick off date of mid-June and assembling a steering committee as well. The steering committee will have several people from the selection committee and CDMPO has identified roughly nine different people to be a part of the steering committee. Executive Director Van Dyke also shared that there will be a lot of public engagement opportunities that will occur over the summer and the goal is to try to meet people where they are using the infrastructure that is the subject of the plan. The motion carried the following vote – ayes: Hedges, Olson, Thiesen, Pitner; nays: none.

4. NEW BUSINESS

4.1 NORTH DAKOTA MPO'S LETTER OF SUPPORT FOR SURFACE TRANSPORTATION REAUTHORIZATION

Vice Chair Hedges asked for a motion to approve the Policy Board chair sign the letter of support as presented. Lisa Olson moved to approve, with a second from Paul Pitner. Vice Chair Hedges asked if this is something we have done before. Executive Director Van Dyke shared that this is the first time that all four Policy Board chairs from every MPO have signed together in support of an act at the federal level. This started as the Basics Act that was championed with a lot of





specific goals that they wanted to accomplish and has since morphed into the Build America 250 Act that went from a 30-page high level document to a 1001-page Bill. The Bill has gone through the House Transportation and Infrastructure Committee (federal level) and been approved, so the expectation is that the Bill will pass at the house level. It will then move over to the Senate. The goal is to have this passed prior to September 30, 2026, which is when the current transportation bill expires. Executive Director Van Dyke also shared that how the Bill affects us financially would be that there would presumably be additional planning funds, among other changes. The letter is not written to be specific; it's built to be generically supportive of the outcomes, rather than specific language within the bill itself. Vice Chair Hedges asked if there are meetings often with the Directors, in regards to stuff like this. Executive Director Van Dyke shared that the Directors meet weekly with Will Hutchings from NDDOT and that the four directors also meet monthly, to discuss any other issues. This bill would be a broader issue that NDDOT wouldn't necessarily participate in. Chair Rostad and Fjeldahl were filled in and given the opportunity to ask further questions before calling roll on a vote. There being no further discussion the motion carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Thiesen, Pitner; nays: none.

4.2 MONTHLY ACTIVITIES UPDATE

Chair Rostad asked for an overview of the activities from the past month. Executive Director Van Dyke shared that the Bike and Ped plan was just approved with the selection of HDR Engineering, Inc. and that will kick off in June. Executive Director Van Dyke and Transportation Specialist Bosley have spent a big portion of time on that project. Both have also been working on the UPWP amendment for our current budget program, and working to assemble the 27-28 UPWP budget as well. Both the amendment and 27-28 UPWP will be presented next month. Executive Director Van Dyke also shared that both have been working on getting the first draft of the TIP finalized to be submitted, working with several TAC members to secure some additional data.

4.3 FINANCE DOCUMENTS

Chair Rostad asked for a motion to approve the financial statements as presented. Paul Pitner moved to approve, with a second from Mike Thiesen. Opportunity to discuss and ask questions was given. With no further discussion, the motion carried the following vote – ayes: Fjeldahl, Hedges, Rostad, Olson, Joyce, Thiesen, Piter; nays: none.





5. OTHER BUSINESS

5.1 OTHER BUSINESS, IF ANY

Jantzer, Joyce, Rostad, and Fjeldahl as well as several other city and county officials met with Senator John Hoeven to discuss plans to transform the former landfill site to a multi-purpose recreation area, as well as building a corridor that would connect southwest and southeast Minot.

5.2 OPPORTUNITY FOR PUBLIC COMMENT

No public comments made.

6. ADJOURNMENT

There being no further business, meeting was adjourned at 4:32.





Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, June 9, 2026, at 10:30 AM
Public Works Conference Room 3,
Public Works (1025 31st St SE)

John Van Dyke called the meeting to order at 10:30am

1. ROLL CALL

The following were present:

Burlington City- Sarah Karhoff, Eric Westman
Minot City- Doug Diedrichson, Brian Horinka, Lance Meyer
Surrey City- Josh Reiner
Ward County- Tony Francis, Beth Pietsch
NDDOT- Will Hutchings, Korby Seward
MPO Director- John Van Dyke

Absent:

Others Present: Stephen Joerz, Matt Huettl (V), Dan Bergerson (V), Kristen Sperry, Bailey Bosley, Dana Larsen, Scott Harmstead (V), Dan Bergerson (V), Dena Ryan (V), Paul Deutsch (V), Jordan Woroniecki (V), Paul Benning (V)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE MAY 12, 2026, MINUTES

Executive Director Van Dyke asked for a motion to approve the May 12, 2026 minutes as presented. Lance Meyer moved to approve with a second from Beth Pietsch and being no further discussion was favored by all.

3. NEW BUSINESS

3.1 2026-2027 UPWP AMENDMENT

Executive Director Van Dyke provided a summary of changes that are being processed via Amendment #1 of the 2026-2027 UPWP, which were also provided in a memo that will be submitted to oversight along with the amended UPWP. Van Dyke asked for a motion to recommend Policy Board approve the 2026-2027 UPWP Amendment #1 as presented. Brian Horinka moved to approve with a second from Lance Meyer. There being no further discussion, the motion was favored by all.





3.2 2027-2028 DRAFT UPWP

Executive Director Van Dyke presented the 2027-2028 Draft UPWP and noted the document summarizes the discussions held at TAC over the past several months, specifically with regard to projects to be undertaken in 2027 and 2028. It was noted that there is a reference to 2026-2027 timeframe, which will be corrected prior to presentation to Policy Board later this month. There will also inevitably be some changes to Policy Board member names following the election currently underway and all known changes will be made prior to submission to oversight following Policy Board approval.

Available funding in 2027 reflects additional funding stemming from the 2025 redistribution and additional FTA 5304 funds from 2024 that will not be available in 2028. Therefore, 2027 shows higher expenditure levels than what is planned for 2028. A new federal surface transportation reauthorization bill has been introduced at this time and the funding levels in the 2027-2028 DRAFT UPWP are estimates provided by NDDOT based on the current bill. Any official changes in available funding stemming from a new bill would be processed through an amendment when the information becomes available. For now, the NDDOT-provided estimates are the best available information.

Executive Director Van Dyke asked for a motion to recommend Policy Board approve the 2027-2028 UPWP as presented with the necessary modifications. Brian Horinka moved to approve, with a second from Doug Diedrichsen and approved by all.

3.3 GRANT APPLICATION FOR 5339 FUNDING

Brian Horinka shared that there was a short notice opportunity through the state DOT for Section 5339 funding for capital purchases. Brian Horinka also shared that Minot City Transit is way behind on bus replacements, with the average age of Minot's buses being about 18 years whereas it should be 8. The application for the 5339 grant was approved by City Council, and if approved at TAC, Minot City Transit can move forward with the application asking for \$550,000. Executive Director Van Dyke asked for a motion to recommend Policy Board approve the grant application. Doug Diedrichsen moved to approve, which was seconded by Lance Meyer and favored by all.





4. OTHER BUSINESS

4.1 OTHER BUSINESS, IF ANY

Executive Director Van Dyke shared that the Pavement Condition Data Collection project had its kickoff meeting. Data has been provided to the consultant, and they are getting their routes situated, with no definitive date of when we can expect to see the data collection van driving around the area at this time.

The draft contract for the Bike and Pedestrian Plan has been sent to NDDOT for their initial review, with modifications to be made accordingly. Then the contract will be executed and Qualification Based Selection (QBS) will be submitted next.

Executive Director Van Dyke also shared that the open comment period for the Transit Development Plan has concluded, with the consultant incorporating necessary changes throughout the month of June. Presentations will occur at the July meetings.

4.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5. ADJOURNMENT

Executive Director Van Dyke asked for a motion to adjourn the meeting. So moved by Will Hutchings, seconded by Lance Meyer and favored by all. Meeting adjourned at 10:58.



2026-2027 UPWP AMENDMENT #1



Date: 06/26/2026

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

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

Subject: 2026-2027 UPWP Amendment #1

All,

The Central Dakota MPO submits its first amendment to the 2026-2027 Unified Planning Work Program (UPWP).

The amendment is triggered by the transfer of 2026 North Dakota Section 5303 funds (5303 Funds) to FHWA – ND Division. As an amendment must be processed to accommodate the additional 5303 Funds, it is a prudent use of time to reallocate other funding between sections that reflect additional information not otherwise available when generating the originally adopted 2026-2027 UPWP.

Originally, 5303 Funds were anticipated in the amount of \$89,741.31 for 2026. The actual amount transferred is \$534.63 higher at \$90,275.94. Including the local match, the total increase is \$668.30. The full amount (federal and local share) is being allocated to subsubsection 200.4.1 Consultant Fees for the Bicycle and Pedestrian Plan (Subsection 200.4).

Additionally, funding is being removed from subsection 100.2 Training and Travel in the amount of \$7,500.00 and subsubsection 200.4.2 Bike/Ped Counters in the amount of \$11,000.00. As with the 5303 Funds, these funds are being reallocated to further bolster what may be accomplished in 2026 to subsubsection 200.4.1 Consultant Fees for the Bicycle and Pedestrian Plan (Subsection 200.4).

Further, Subsection 200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP has been updated to reflect two projects that are planned to kick-off in 2027. These are: 1) 200.5 21st Ave NW Corridor Study; and 2) 200.6 Fringe Area Road Master Plan. The funding originally allocated to the unspecified project has been divided almost equally between these two projects. As additional work is planned to be accomplished in 2026 for the Bicycle and Pedestrian Plan that would otherwise have been accomplished in 2027, the reduced consultant fees needed for the Bicycle and Pedestrian Plan in 2027 have also been reallocated near-equally between these two projects.

Finally, minor corrections, such as a \$0.01 increase to the local match for Complete Streets funding in Table 9. 2026 Revenue and Expenditure Detail and amending a Policy Board member title are part of this amendment.





In summary, the aforementioned changes result in \$19,168.30 being added to 200.4 Bicycle and Pedestrian Plan for consultant fees in 2026. In turn, \$19,168.30 is being reduced from 200.4 Bicycle and Pedestrian Plan for consultant fees in 2027 and being added to the former 200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP, which has been almost equally divided between two projects: 1) 200.5 21st Ave NW Corridor Study; and 2) 200.6 Fringe Area Road Master Plan.

Attached is both a "clean" version of the 2026-2027 UPWP Amendment #1 that shows no markup and a version with tracked changes for ease of review.

The 2026-2027 UPWP Amendment #1 was approved by the Policy Board on June 25, 2026 at their regularly scheduled meeting and will be posted to the Central Dakota MPO webpage upon approval by overseeing agencies.

Thank you,

John Van Dyke

Executive Director, Central Dakota MPO

Attachments:

Final_Central Dakota MPO 2026-2027 UPWP_Amendment 1_TCwCover

Final_Central Dakota MPO 2026-2027 UPWP_Amendment 1_CleanwCover





CENTRAL DAKOTA

MPO

2026-2027

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: SEPTEMBER 25, 2025

AMENDMENT #1 DATE: JUNE 25, 2026





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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 (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, 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	Jarrod Nelson, Commissioner
City of Minot	Paul Pitner, Alderman

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





TECHNICAL ADVISORY COMMITTEE

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

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

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

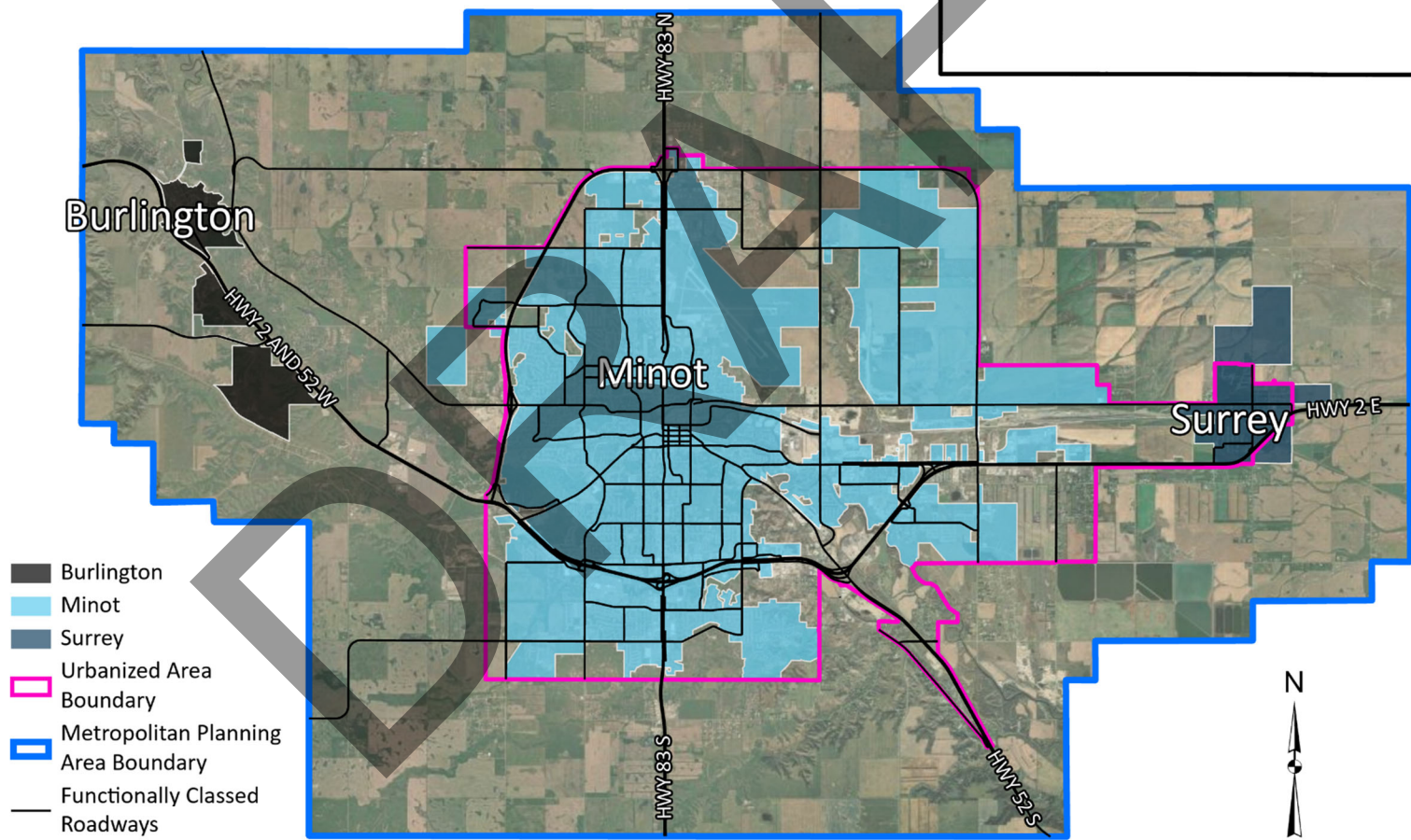
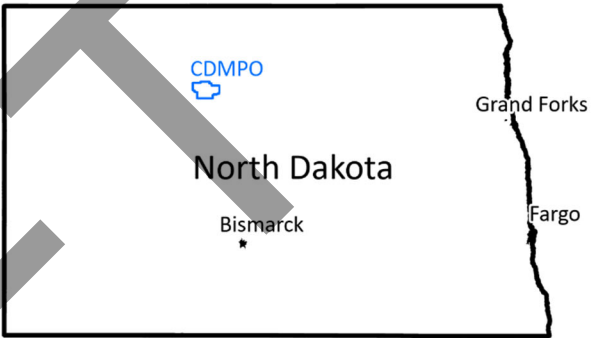
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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





MAP OF CDMPO

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



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

PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board. 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 (2026 & 2027)
TDP	\$105,571.47	\$0.00	\$105,571.47
Bike/Ped Plan	\$77,928.83	\$88,071.17	\$166,000.00
Pavement Data Acquisition	\$107,287.91	\$0.00	\$107,287.91
Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$0.00	\$217,567.11	\$217,567.11
Traffic Signal Setup	\$30,500.00	\$12,000.00	\$42,500.00
Total Cost of Plans, Studies, and Data Acquisitions	\$321,288.21	\$317,638.28	\$638,926.49

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

Another significant change from prior years is the addition of a Transportation Specialist position to begin in 2026. This position will be responsible for a myriad of tasks, one of the most important is overseeing the Transportation Improvement Program (TIP). Once established, the Transportation Specialist will 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 21ST AVE NW CORRIDOR STUDY (2027)

The 21st Ave NW Corridor Study was identified as one of the planning priorities within the 2050 Metropolitan Transportation Plan. The two-mile corridor, stretching between North Broadway (Hwy 83) and the Hwy 83 Bypass, is composed of two-, three-, and four-lane road configurations, urban and rural road segments, and fronted by a mixture of commercial, residential, and civic uses, such as parks facilities and the recently opened Minot North High School. The new high school has resulted in shifting traffic patterns, which has led to additional commercial interest in the area. The corridor facilitates traffic to and from the Hwy 83 Bypass for commuters navigating throughout the region. As the adjoining land along the corridor remains approximately one-third undeveloped, identifying the transportation needs of the corridor at this time is prudent so as to ensure any improvements align with long-term needs.

The study will look at all modes of travel along the corridor, evaluate improvement alternatives, and identify transportation projects, including phasing where necessary. The project will include a robust stakeholder engagement process involving stakeholders including but not limited to Minot Public Schools District #1 (students, parents, and District representatives), commercial businesses, residents, Minot Parks District, and the general public.

The project is expected to kick-off in early 2027, with a project completion date set for mid-2028. No consultant fees are expected to be incurred in 2026 and any work performed by Central Dakota MPO staff in the latter half of 2026 will pertain to the development and publication of the RFP, as well as firm selection and steering committee member identification.

200.6 FRINGE AREA ROAD MASTER PLAN

The Fringe Area Road Master Plan (FARMP) was identified as one of the planning priorities within the 2050 Metropolitan Transportation Plan. As development in the area continues on the periphery of each city within the Metropolitan Planning Area, additional collector and minor arterial connections must be identified to ensure that demand does not exceed capacity of existing corridors. In addition, the FARMP will help to establish redundancy in the event of road closures to the existing system and help member jurisdictions collectively ensure that cross-regional corridors are established where possible as development ensues.

The project is expected to kick-off in early 2027, with a project completion date set for early-to-mid-2028. No consultant fees are expected to be incurred in 2026 and any work performed by Central Dakota MPO staff will pertain to the development and publication of the RFP, as well as firm selection and steering committee member identification.



SECTION 300 – OVERHEAD AND ATAC ANNUAL FEE

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

300.1 OVERHEAD

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

Professional Legal Services

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

Department Equipment, Materials, and Supplies

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

Books, Subscriptions, Memberships, and Associations

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

Postage, Shipping, and Public Engagement Expenses

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

Office Rent

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



300.2 ATAC ANNUAL FEE

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

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

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

The contract is effective through December 31, 2027.

UPWP REVENUE AND EXPENDITURE SUMMARY

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

REVENUE SUMMARY

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

Table 7. Summary of Revenues by Funding Source

Funding Source	2026		2027	
	Amount	Percentage of Total	Amount*	Percentage of Total
Authorized Federal Funds (80%)*	\$ 507,269.06	80.0%	\$ 514,356.66	80.0%
ND PL	\$ 408,874.61	64.5%	\$ 414,539.63	64.5%
ND CS	\$ 8,118.51	1.3%	\$ 8,281.23	1.3%
FTA ND	\$ 90,275.94	14.2%	\$ 91,535.80	14.2%
Local Funds (20%)	\$ 126,817.27	20.0%	\$ 128,589.16	20.0%
Burlington Local Match (2%)	\$ 2,536.35	0.4%	\$ 2,571.78	0.4%
Minot Local Match (69%)	\$ 87,503.91	13.8%	\$ 88,726.52	13.8%
Surrey Local Match (2%)	\$ 2,536.35	0.4%	\$ 2,571.78	0.4%
Ward County Local Match (27%)	\$ 34,240.66	5.4%	\$ 34,719.08	5.4%
Total Revenue	\$ 634,086.33	100.0%	\$ 642,945.82	100.0%

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

EXPENDITURE SUMMARY

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

Table 8. Total Expenditures by Section

Expenditure Category	Amount		
	2026	2027	2026/2027 Change
Section 100 - Program Support and Administration	\$270,129.82	\$290,807.54	\$20,677.72
Section 200 - Plans, Studies, and Data Acquisitions	\$329,456.51	\$317,638.28	-\$11,818.23
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$34,500.00	\$0.00
Total	\$634,086.33	\$642,945.82	\$8,859.49



2026 ANNUAL WORK PROGRAM BUDGET

Table 9. 2026 Revenue and Expenditure Detail

Activity	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$270,129.82	\$216,103.86	\$54,025.96	\$1,080.52	\$37,277.91	\$14,587.01	\$1,080.52
100.1 Staff Activities	\$267,629.82	\$214,103.86	\$53,525.96	\$1,070.52	\$36,932.92	\$14,452.01	\$1,070.52
100.2 Training and Travel	\$2,500.00	\$2,000.00	\$500.00	\$10.00	\$345.00	\$135.00	\$10.00
Section 200 - Plans, Studies, and Data Acquisitions	\$329,456.51	\$263,565.20	\$65,891.31	\$1,317.83	\$45,465.00	\$17,790.65	\$1,317.83
200.1 Transit Development Plan*	\$105,571.47	\$84,457.17	\$21,114.30	\$422.29	\$14,568.86	\$5,700.86	\$422.29
<i>Portion Funded via Complete Streets (CS)</i>	<i>\$10,148.14</i>	<i>\$8,118.51</i>	<i>\$2,029.63</i>	<i>\$40.59</i>	<i>\$1,400.45</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	\$86,097.13	\$68,877.70	\$17,219.43	\$344.39	\$11,881.40	\$4,649.25	\$344.39
200.4.1 Consultant Fees	\$81,097.13	\$64,877.70	\$16,219.43	\$324.39	\$11,191.40	\$4,379.25	\$324.39
200.4.2 Bike/Ped Counters	\$5,000.00	\$4,000.00	\$1,000.00	\$20.00	\$690.00	\$270.00	\$20.00
200.5 21st Ave NW Corridor Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.6 Fringe Area Road Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Program Totals	\$634,086.33	\$507,269.06	\$126,817.27	\$2,536.35	\$87,503.91	\$34,240.66	\$2,536.35

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





2027 ANNUAL WORK PROGRAM BUDGET

Table 10. 2027 Revenue and Expenditure Detail

Task	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$290,807.54	\$232,646.03	\$58,161.51	\$1,163.23	\$40,131.44	\$15,703.61	\$1,163.23
100.1 Staff Activities	\$280,807.54	\$224,646.03	\$56,161.51	\$1,123.23	\$38,751.44	\$15,163.61	\$1,123.23
100.2 Training and Travel	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Section 200 - Plans, Studies, and Data Acquisitions	\$317,638.28	\$254,110.63	\$63,527.65	\$1,270.55	\$43,834.08	\$17,152.47	\$1,270.55
200.1 Transit Development Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.2 Signalized Intersections Traffic Data Collection	\$12,000.00	\$9,600.00	\$2,400.00	\$48.00	\$1,656.00	\$648.00	\$48.00
200.3 Pavement Data Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.4 Bicycle and Pedestrian Plan*	\$68,902.87	\$55,122.30	\$13,780.57	\$275.61	\$9,508.60	\$3,720.75	\$275.61
<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	\$68,902.87	\$55,122.30	\$13,780.57	\$275.61	\$9,508.60	\$3,720.75	\$275.61
200.4.2 Bike/Ped Counters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.5 21st Ave NW Corridor Study	\$118,000.00	\$94,400.00	\$23,600.00	\$472.00	\$16,284.00	\$6,372.00	\$472.00
200.6 Fringe Area Road Master Plan	\$118,735.41	\$94,988.33	\$23,747.08	\$474.94	\$16,385.49	\$6,411.71	\$474.94
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Program Totals	\$642,945.82	\$514,356.66	\$128,589.16	\$2,571.78	\$88,726.52	\$34,719.08	\$2,571.78

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





ADOPTION

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

Policy Board Chair

Date

DRAFT





CENTRAL DAKOTA

MPO

2026-2027

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: SEPTEMBER 25, 2025

AMENDMENT #1 DATE: JUNE 25, 2026





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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 (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	Jarrod Nelson 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

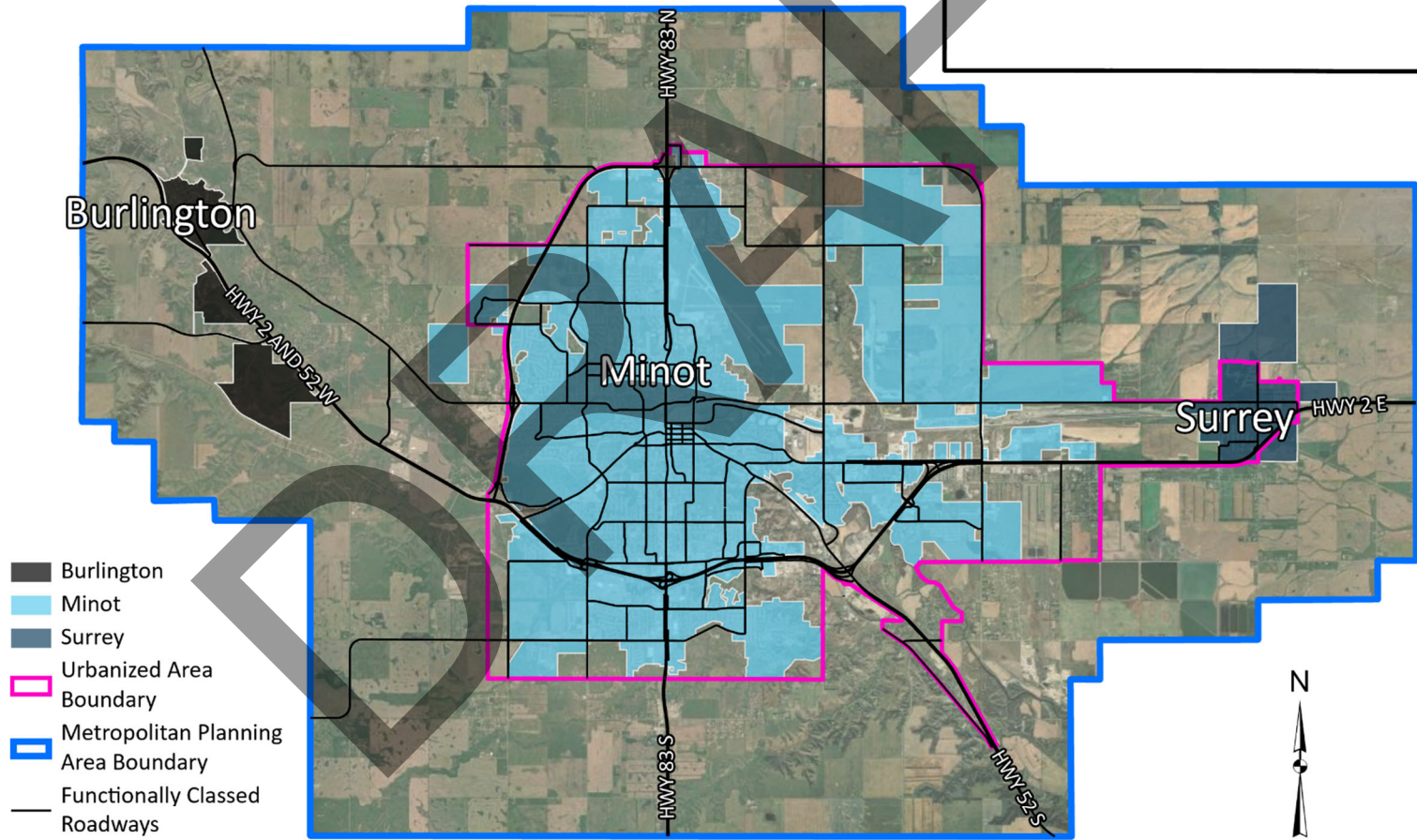
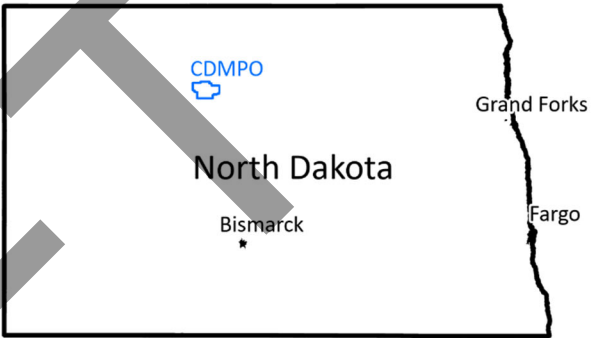
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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





MAP OF CDMPO

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



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

PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board. 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 (2026 & 2027)
TDP	\$105,571.47	\$0.00	\$105,571.47
Bike/Ped Plan	\$77,928.83	\$88,071.17	\$166,000.00
Pavement Data Acquisition	\$107,287.91	\$0.00	\$107,287.91
Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$0.00	\$217,567.11	\$217,567.11
Traffic Signal Setup	\$30,500.00	\$12,000.00	\$42,500.00
Total Cost of Plans, Studies, and Data Acquisitions	\$321,288.21	\$317,638.28	\$638,926.49

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

Another significant change from prior years is the addition of a Transportation Specialist position to begin in 2026. This position will be responsible for a myriad of tasks, one of the most important is overseeing the Transportation Improvement Program (TIP). Once established, the Transportation Specialist will 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 21ST AVE NW CORRIDOR STUDY (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. The 21st Ave NW Corridor Study was identified as one of the planning priorities within the 2050 Metropolitan Transportation Plan. The two-mile corridor, stretching between North Broadway (Hwy 83) and the Hwy 83 Bypass, is composed of two-, three-, and four-lane road configurations, urban and rural road segments, and fronted by a mixture of commercial, residential, and civic uses, such as parks facilities and the recently opened Minot North High School. The new high school has resulted in shifting traffic patterns, which has led to additional commercial interest in the area. The corridor facilitates traffic to and from the Hwy 83 Bypass for commuters navigating throughout the region. As the adjoining land along the corridor remains approximately one-third undeveloped, identifying the transportation needs of the corridor at this time is prudent so as to ensure any improvements align with long-term needs.

The study will look at all modes of travel along the corridor, evaluate improvement alternatives, and identify transportation projects, including phasing where necessary. The project will include a robust stakeholder engagement process involving stakeholders including but not limited to Minot Public Schools District #1 (students, parents, and District representatives), commercial businesses, residents, Minot Parks District, and the general public.

The project is expected to kick-off in early 2027, with a project completion date set for mid-2028. No consultant fees are expected to be incurred in 2026 and any work performed by Central Dakota MPO staff in the latter half of 2026 will pertain to the development and publication of the RFP, as well as firm selection and steering committee member identification.

200.6 FRINGE AREA ROAD MASTER PLAN

The Fringe Area Road Master Plan (FARMP) was identified as one of the planning priorities within the 2050 Metropolitan Transportation Plan. As development in the area continues on the periphery of each city within the Metropolitan Planning Area, additional collector and minor arterial connections must be identified to ensure that demand does not exceed capacity of existing corridors. In addition, the FARMP will help to establish redundancy in the event of road closures to the existing system and help member jurisdictions collectively ensure that cross-regional corridors are established where possible as development ensues.

The project is expected to kick-off in early 2027, with a project completion date set for early-to-mid-2028. No consultant fees are expected to be incurred in 2026 and any work performed by Central Dakota MPO staff will pertain to the development and publication of the RFP, as well as firm selection and steering committee member identification.

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.

DRAFT

300.2 ATAC ANNUAL FEE

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

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

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

The contract is effective through December 31, 2027.

UPWP REVENUE AND EXPENDITURE SUMMARY

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

REVENUE SUMMARY

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

Table 7. Summary of Revenues by Funding Source

Funding Source	2026		2027	
	Amount	Percentage of Total	Amount*	Percentage of Total
Authorized Federal Funds (80%)*	\$ <u>507,269.06</u> <u>506,734.43</u>	80.0%	\$ <u>514,356.66</u> <u>514,356.65</u>	80.0%
ND PL	\$ 408,874.61	64.5%	\$ 414,539.63	64.5%
ND CS	\$ 8,118.51	1.3%	\$ <u>8,281.23</u> <u>8,281.22</u>	1.3%
FTA ND	\$ <u>90,275.94</u> <u>89,741.31</u>	14.2%	\$ 91,535.80	14.2%
Local Funds (20%)	\$ <u>126,817.27</u> <u>126,683.60</u>	20.0%	\$ <u>128,589.16</u> <u>128,589.16</u>	20.0%
Burlington Local Match (2%)	\$ <u>2,536.35</u> <u>2,533.67</u>	0.4%	\$ 2,571.78	0.4%
Minot Local Match (69%)	\$ <u>87,503.91</u> <u>87,411.69</u>	13.8%	\$ <u>88,726.52</u> <u>88,726.52</u>	13.8%
Surrey Local Match (2%)	\$ <u>2,536.35</u> <u>2,533.67</u>	0.4%	\$ 2,571.78	0.4%
Ward County Local Match (27%)	\$ <u>34,240.66</u> <u>34,204.57</u>	5.4%	\$ <u>34,719.08</u> <u>34,719.07</u>	5.4%
Total Revenue	\$ <u>634,086.33</u> <u>633,418.03</u>	100.0%	\$ <u>642,945.82</u> <u>642,945.81</u>	100.0%

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

EXPENDITURE SUMMARY

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

Table 8. Total Expenditures by Section

Expenditure Category	Amount		
	2026	2027	2026/2027 Change
Section 100 - Program Support and Administration	\$270,129.82 277,629.82	\$290,807.54	\$20,677.72 13,177.72
Section 200 - Plans, Studies, and Data Acquisitions	\$329,456.51 321,288.21	\$317,638.28	-\$11,818.23 3,649.93
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$34,500.00	\$0.00
Total	\$634,086.33 633,418.03	\$642,945.82	\$8,859.49 9,527.79



2026 ANNUAL WORK PROGRAM BUDGET

Table 9. 2026 Revenue and Expenditure Detail

Activity	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$270,129 277,629.82	\$216,103 222,103.86	\$54,025 55,525.96	\$1,080 1,110.52	\$37,277.91 38,312.92	\$14,587 14,992.01	\$1,080 1,110.52
100.1 Staff Activities	\$267,629.82	\$214,103.86	\$53,525.96	\$1,070.52	\$36,932.92	\$14,452.01	\$1,070.52
100.2 Training and Travel	\$2,500 10,000.00	\$2,000 8,000.00	\$500 2,000.00	\$10 40.00	\$345 1,380.00	\$135 540.00	\$10 40.00
Section 200 - Plans, Studies, and Data Acquisitions	\$329,456.51 321,288.21	\$263,565.20 257,030.57	\$65,891.31 64,257.64	\$1,317.83 1,285.15	\$45,465.00 44,337.77	\$17,790.65 17,349.56	\$1,317.83 1,285.15
200.1 Transit Development Plan*	\$105,571.47	\$84,457.18 17	\$21,114.29 30	\$422.29	\$14,568.86	\$5,700.86	\$422.29
<i>Portion Funded via Complete Streets (CS)</i>	\$10,148.14 10,148.13	\$8,118.51	\$2,029.63 2,029.62	\$40.59	\$1,400.45 1,400.44	\$548.00	\$40.59
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	\$86,097.13 77,928.83	\$68,877.70 62,343.06	\$17,219.43 15,585.77	\$344.39 311.72	\$11,881.40 10,754.18	\$4,649.25 4,208.16	\$344.39 311.72
200.4.1 Consultant Fees	\$81,097.13 61,928.83	\$64,877.70 49,543.06	\$16,219.43 12,385.77	\$324.39 247.72	\$11,191.40 8,546.18	\$4,379.25 3,344.16	\$324.39 247.72
200.4.2 Bike/Ped Counters	\$5,000 16,000.00	\$4,000 12,800.00	\$1,000 3,200.00	\$20 64.00	\$690 2,208.00	\$270 864.00	\$20 64.00
200.5 21st Ave NW Corridor Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.6 Fringe Area Road Master Plan—200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Program Totals	\$634,086.33 633,418.03	\$507,269.06 506,734.42	\$126,817.27 126,683.60	\$2,536.35 2,533.67	\$87,503.91 87,411.69	\$34,240.66 34,204.57	\$2,536.35 2,533.67

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





2027 ANNUAL WORK PROGRAM BUDGET

Table 10. 2027 Revenue and Expenditure Detail

Task	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$290,807.54	\$232,646.03	\$58,161.51	\$1,163.23	\$40,131.44	\$15,703.61	\$1,163.23
100.1 Staff Activities	\$280,807.54	\$224,646.03	\$56,161.51	\$1,123.23	\$38,751.44	\$15,163.61	\$1,123.23
100.2 Training and Travel	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Section 200 - Plans, Studies, and Data Acquisitions	\$317,638.28	\$254,110.63 \$254,110.62	\$63,527.65 \$63,527.66	\$1,270.55	\$43,834.08	\$17,152.47	\$1,270.55
200.1 Transit Development Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.2 Signalized Intersections Traffic Data Collection	\$12,000.00	\$9,600.00	\$2,400.00	\$48.00	\$1,656.00	\$648.00	\$48.00
200.3 Pavement Data Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.4 Bicycle and Pedestrian Plan*	\$68,902.87 88,071.17	\$55,122.30 70,456.94	\$13,780.57 17,614.23	\$275.61 352.28	\$9,508.60 12,153.82	\$3,720.75 4,755.84	\$275.61 352.28
<i>Portion Funded via Complete Streets (CS)</i>	<u>\$10,351.52</u>	<u>\$8,281.22</u>	<u>\$2,070.30</u>	<u>\$41.41</u>	<u>\$1,428.51</u>	<u>\$558.98</u>	<u>\$41.41</u>
200.4.1 Consultant Fees	\$68,902.87 88,071.17	\$55,122.30 70,456.94	\$13,780.57 17,614.23	\$275.61 352.28	\$9,508.60 12,153.82	\$3,720.75 4,755.84	\$275.61 352.28
200.4.2 Bike/Ped Counters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>200.5 21st Ave NW Corridor Study</u>	<u>\$118,000.00</u>	<u>\$94,400.00</u>	<u>\$23,600.00</u>	<u>\$472.00</u>	<u>\$16,284.00</u>	<u>\$6,372.00</u>	<u>\$472.00</u>
200.6 Fringe Area Road Master Plan—200.5 Unspecified Corridor Study/Plan/Data Acquisition Resulting from MTP	\$118,735.41 \$217,567.11	\$94,988.33 \$174,053.69	\$23,747.08 \$43,513.42	\$474.94 \$870.27	\$16,385.49 \$30,024.26	\$6,411.71 \$11,748.62	\$474.94 \$870.27
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
Program Totals	\$642,945.82	\$514,356.66	\$128,589.16	\$2,571.78	\$88,726.52	\$34,719.08	\$2,571.78





		514,356.65			88,726.53	34,719.07	
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*Complete Streets funding will be utilized to accomplish this plan (See Section 200.4 for Complete Streets planning activity detail)

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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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CENTRAL DAKOTA

MPO

2027-2028

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: DRAFT - JUNE 9, 2026





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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 (MPO Chair/Vice Chair)
Ward County	John Fjeldahl, Chairman
Ward County	Jim Rostad, Vice Chairman (MPO Chair)
City of Surrey	Michael Thiesen, Mayor
City of Burlington	Jerick Hedges, City Council Vice President (MPO Vice Chair)
City of Minot	Lisa Olson, City Council Vice President
City of Minot	Mark Jantzer, Mayor
City of Minot	Tom Joyce, 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	Jarrold Nelson, 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 4:00pm.





TECHNICAL ADVISORY COMMITTEE

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

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

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

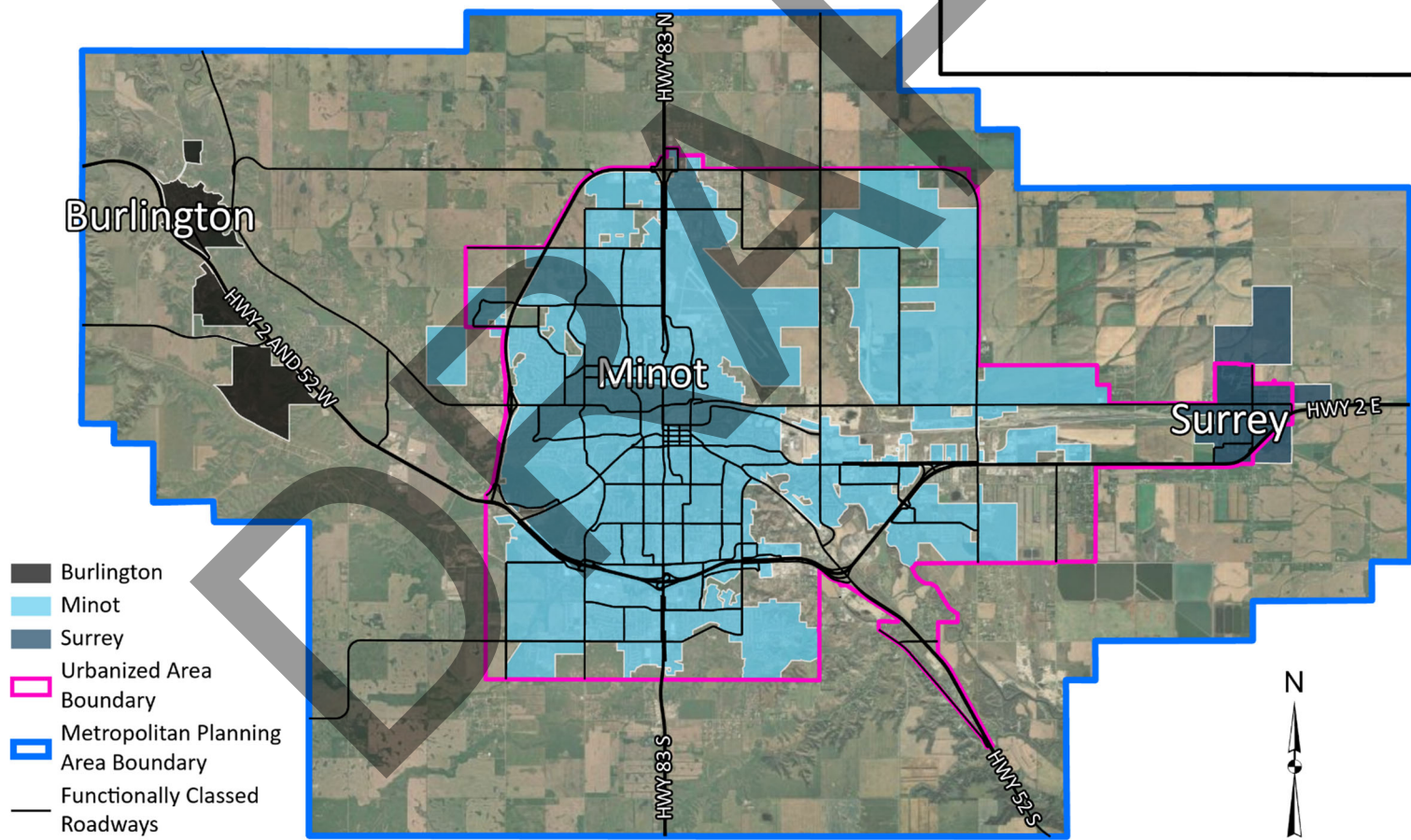
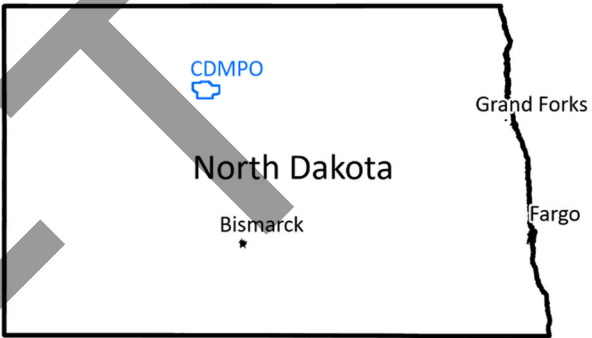
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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





MAP OF CDMPO

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



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

PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board. 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 Signalized Intersections Traffic Data Collection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.2 Bicycle and Pedestrian Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.3 21st Ave NW Corridor Study		✓	✓	✓	✓		✓	✓		
200.4 Fringe Area Road Master Plan				✓	✓	✓	✓			
200.5 2055 Metropolitan Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.6 Socioeconomic Data Purchase	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.7 Origin-Destination Data Purchase	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.8 Travel Demand Model by ATAC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 300 - Overhead and ATAC Annual Fee										
300.1 Overhead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
300.2 ATAC Annual Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

2026 ACCOMPLISHMENTS

Following adoption of the Central Dakota MPO's inaugural Metropolitan Transportation Plan (MTP) in late 2025, the new year started with the hiring of a Transportation Specialist to provide support for the organization.

One of the primary responsibilities of the position is development of the inaugural Transportation Improvement Program (TIP) under the guidance and direction of the Executive Director. The inaugural TIP was developed in conjunction with those developed by the other North Dakota MPOs and the State's Transportation Improvement Program (STIP).

2026 saw the Transit Development Plan (TDP) finalized mid-year. The TDP provides area decision-makers with sufficient information and guidance to ensure long-term operational viability of the transit system.

Another notable accomplishment was the completion of the first region-wide pavement condition data collection effort. The majority of the federal-aid system pavement condition was gathered and evaluated, resulting in a report that will be used to better understand system needs and prioritize/optimize future operations and maintenance investments over the next several years.

The area's first bike and pedestrian plan was kicked-off mid-year. The bike and pedestrian plan will identify gaps, areas for expansion, and improve overall connectivity and mobility for these modes of transportation.

Other efforts include further solidifying the foundation of the organization, which involves fine-tuning the individual responsibilities of the Executive Director and Transportation Specialist, continuing to work with member-jurisdictional staff on reporting and other procedural requirements, and helping the community and decision-makers understand the purpose of the organization within the broader fabric of the local and regional governance structure.

2027/2028 PLANNED WORK ACTIVITY SUMMARY

While Consolidated Planning Grant (CPG) funding estimates have been provided for 2027 by NDDOT, it is recognized that the current surface transportation bill (Infrastructure Investment and Jobs Act (IIJA)) is scheduled to expire on September 30, 2026. At the time of writing, a new surface transportation reauthorization bill has been introduced in the U.S. House of Representatives, but it is too early in the process to rely on estimates that might be derived assuming bill passage prior to the expiration of IIJA. Therefore, it is prudent to assume similar funding as might be expected through a continuing resolution of IIJA. CPG estimates for 2028 are calculated assuming a similar year-over-year rate of increase received from past years under IIJA. An amendment to this UPWP will be processed as soon as additional information becomes available, if needed.

A rolling two-year UPWP 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 member-jurisdictions 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. 2027-2028 Plans, Studies, and Data Acquisition Expenses

Project	2027	2028	Total (2027 & 2028)
Signalized Intersections Traffic Data Collection	\$12,000.00	\$12,480.00	\$24,480.00
Bicycle and Pedestrian Plan	\$68,902.87	\$0.00	\$68,902.87
21st Ave NW Corridor Study	\$145,321.84	\$79,678.16	\$225,000.00
Fringe Area Road Master Plan	\$164,864.39	\$25,135.61	\$190,000.00
2055 Metropolitan Transportation Plan	\$0.00	\$102,272.59	\$102,272.59
Socioeconomic Data Purchase	\$0.00	\$8,000.00	\$8,000.00
Origin-Destination Data Purchase	\$0.00	\$45,000.00	\$45,000.00
Travel Demand Model by ATAC	\$0.00	\$60,000.00	\$60,000.00
Total Cost of Plans, Studies, and Data Acquisitions	\$391,089.10	\$332,566.36	\$723,655.46

2027/2028 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. 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.

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.

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.

Other Administrative Duties that May Arise

There are other duties performed by the Executive Director and Transportation Specialist to keep the Central Dakota MPO up-to-date. These include 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.

Similarly, 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.

Another example is the Central Dakota MPO 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.

Finally, this includes Central Dakota MPO staff hours utilized toward travel and training. These include all the staff time that is dedicated toward activities identified in Subsection 100.2 Travel and Training, as well as no-cost webinars, onsite training, or cross-training that may occur between Central Dakota MPO staff or others that benefit the Central Dakota MPO.

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 2028.

CENTRAL DAKOTA WEBSITE AND SOCIAL MEDIA

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 continue to establish the standalone Central Dakota MPO website, with the goal to make it useful to consultants, member jurisdictions, and the general public.

At the time of writing, the Central Dakota MPO continues to rely 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 focus on establishing a social media presence, with the goal to bring awareness to the organization, reach the public, and generate its own following related to transportation issues and activities in the region.

This work will be ongoing throughout 2027 and 2028 and completed on December 31, 2028.

PLANS, STUDIES, AND DATA ACQUISITION PROJECT SUPPORT

Central Dakota MPO staff will support each plan, study, and data acquisition project 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 provide needed assistance with all projects and may play a leading role in data acquisition projects.

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.

Additional coordination may come in the form of the establishment of subcommittees or another form of group oversight related to implementation of adopted plans. Two such plans that may result in formation of a subcommittee or other group are the Transit Development Plan (adopted in 2026) and the Pedestrian and Bicycle Plan expected to be adopted in Fall 2027. These subcommittees or other groups will provide organizational direction, help provide input on project prioritization, and overall assist with plan implementation. The Central Dakota PO will be involved as-needed to assist in these activities.

This activity will be completed on December 31, 2028.

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 maintain each of these four (4) core products. Work will occur throughout 2027 and 2028, completing on December 31, 2028.

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.

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 revisions are included in this effort and will be processed, as necessary.

Work will include continual improvement of the inaugural TIP that was adopted in late 2026. This includes 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 2027-2028 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 the expenses incurred to attend MPO director's meetings, workshops, conferences, and other professional development activities.

Training and travel will be identified to support both the Executive Director and Transportation Specialist positions. Specific needs will be dependent on existing skillsets and the work that is being completed annually as outlined in the UPWP. These may include trainings related to specific

programs, such as ArcGIS or Microsoft Office, or more generalized education, such as is provided at a transportation-related conference.

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 where there is an identified relevant nexus to transportation planning.

This subsection also covers the associated travel costs of other meetings provided in-person, such as North Dakota Traffic Operations Roundtable or North Dakota MPO Directors' Meeting.

Training and travel will occur throughout each respective year. This activity will be complete at the end of 2028.

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 SIGNALIZED INTERSECTIONS TRAFFIC DATA COLLECTION (2027-2028)

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. In 2026, an additional 13 signals were added. For 2027 and 2028, five signals are planned to be added each year.

This project allows for the 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 mid-2028.

The work is conducted offsite by the Advanced Traffic Analysis Center (ATAC), which will occur throughout the respective calendar year.

200.2 BICYCLE AND PEDESTRIAN PLAN (2026-2027)

A bicycle and pedestrian plan kicked-off mid-2026 and is expected to be completed 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.

Complete Streets funding for 2027 in the amount of \$10,351.10 (\$2,070.22 local/\$8,280.88 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.

The below ones are from the TDP for quick reference in case the MTP needs a specific eligibility statement(s):

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

200.3 21ST AVE NW CORRIDOR STUDY

The 21st Ave NW Corridor Study was identified as one of the planning priorities within the 2050 Metropolitan Transportation Plan. The two-mile corridor, stretching between North Broadway (Hwy 83) and the Hwy 83 Bypass, is composed of two-, three-, and four-lane road configurations, urban and rural road segments, and fronted by a mixture of commercial, residential, and civic uses, such as parks facilities and the recently opened Minot North High School. The new high school has resulted in shifting traffic patterns, which has led to additional commercial interest in the area. The corridor facilitates traffic to and from the Hwy 83 Bypass for commuters navigating throughout the region. As the adjoining land along the corridor remains approximately one-third undeveloped, identifying the transportation needs of the corridor at this time is prudent so as to ensure any improvements align with long-term needs.

The study will look at all modes of travel along the corridor, evaluate improvement alternatives, and identify transportation projects, including phasing where necessary. The project will include a robust stakeholder engagement process involving stakeholders including but not limited to Minot Public Schools District #1 (students, parents, and District representatives), commercial businesses, residents, Minot Parks District, and the general public.

The project is expected to kick-off in early 2027, with a project completion date set for mid-2028. No consultant fees are expected to be incurred in 2026 and any work performed by Central Dakota MPO staff in the latter half of 2026 will pertain to the development and publication of the RFP, as well as firm selection and steering committee member identification.

200.4 FRINGE AREA ROAD MASTER PLAN

The Fringe Area Road Master Plan (FARMP) was identified as one of the planning priorities within the 2050 Metropolitan Transportation Plan. As development in the area continues on the periphery of each city within the Metropolitan Planning Area, additional collector and minor arterial connections must be identified to ensure that demand does not exceed capacity of existing corridors. In addition, the FARMP will help to establish redundancy in the event of road closures to the existing system and help member jurisdictions collectively ensure that cross-regional corridors are established where possible as development ensues.

The project is expected to kick-off in early 2027, with a project completion date set for early-to-mid-2028. No consultant fees are expected to be incurred in 2026 and any work performed by Central Dakota MPO staff will pertain to the development and publication of the RFP, as well as firm selection and steering committee member identification.

200.5 2055 METROPOLITAN TRANSPORTATION PLAN (2028)

The next iteration of the Metropolitan Transportation Plan (MTP) will kick off in mid-2028 with a planning horizon through 2055. Work on the 2055 MTP will occur in 2028, 2029, and be completed prior to December 18, 2030, which is five years from the date of the 2050 MTP was adopted. Work in 2028 will largely revolve around compiling data on existing conditions, public engagement, and identifying goals, objectives, and policies. Other work may include identification of projects following completion of the update to the travel demand model.

200.6 SOCIOECONOMIC DATA PURCHASE (2028)

Socio-economic data surrounding population, households, employment, and other metrics is needed to help support completion of 200.8 Travel Demand Model by ATAC project. Central Dakota MPO will work with ATAC to evaluate options and identify a suitable dataset that will support an update to the TDM. Estimates are based on similar datasets purchased by other North Dakota MPOs and will be refined as-needed. The purchase will occur in early 2028.

200.7 ORIGIN-DESTINATION DATA PURCHASE (2028)

Origin-destination data is a necessary input to update the travel demand model (See Subsection 200.8 Travel Demand Model by ATAC (2028)). There are several options available and the estimate provided in Table 10. 2028 Revenue and Expenditure Detail is on the higher end of those available to ensure that 2028 is not inadvertently overprogrammed. As time moves forward, coordination with ATAC on acceptable datasets will be completed and refined estimates will be obtained. The purchase will occur in early 2028.

200.8 TRAVEL DEMAND MODEL BY ATAC (2028)

ATAC generates and maintains the Central Dakota MPO Travel Demand Model (TDM). The latest version of the model was developed to support completion of the 2050 Metropolitan Transportation Plan. The TDM can be a bottleneck for MTP development and requires approximately nine months to be completed. Work is expected to kick-off in early 2028, with an anticipated completion later that same year.

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, 2028.

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 may also include memberships to professional organizations, such as Association of Metropolitan Planning Organizations (AMPO) or American Planning Association (APA), or other organizations that provide benefit to Central Dakota MPO operations, such as Minot Area Chamber-Economic Development Corporation (MAC-EDC), which provides general access, information, and representation from the local business community for a variety of planning activities.

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. This agreement was modified in late 2025 to accommodate office space needs stemming from the addition of the Transportation Specialist. The lease agreement will be reviewed annually and updated as-needed. 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 200.1).

The contract is effective through December 31, 2027 and an updated three-year contract is expected to be executed prior to the end of the current effective date that will run through the end of 2030.

UPWP REVENUE AND EXPENDITURE SUMMARY

The following section provides a summary of revenues by funding source and expenditure by Section for 2027 and 2028. Funding levels for 2028 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	2027		2028	
	Amount	Percentage of Total	Amount*	Percentage of Total
Authorized Federal Funds (80%)	\$ 558,754.76	80.0%	\$ 522,722.03	80.0%
ND PL	\$ 414,573.82	59.3%	\$ 420,352.47	64.3%
ND CS	\$ 8,280.88	1.2%	\$ 8,446.50	1.3%
FTA ND	\$ 92,081.45	13.2%	\$ 93,923.06	14.4%
2024 ND FTA 5304	\$ 18,818.61	2.7%	-	-
2025 Redistribution	\$ 25,000.00	3.6%	-	-
Local Funds (20%)	\$ 139,688.69	20.0%	\$ 130,680.50	20.0%
Burlington Local Match (2%)	\$ 2,793.77	0.4%	\$ 2,613.61	0.4%
Minot Local Match (69%)	\$ 96,385.20	13.8%	\$ 90,169.54	13.8%
Surrey Local Match (2%)	\$ 2,793.77	0.4%	\$ 2,613.61	0.4%
Ward County Local Match (27%)	\$ 37,715.95	5.4%	\$ 35,283.74	5.4%
Total Revenue	\$ 698,443.45	100.0%	\$ 653,402.53	100.0%

*Estimated. 2028 amounts determined by applying same percentage increases from 2026 to 2027 for each funding source.



EXPENDITURE SUMMARY

Total expenditures are expected to decline in 2028, as it is not anticipated that an annual redistribution of CPG and ND FTA 5304 funding will occur. Additional work will be completed in 2027 that will put Central Dakota MPO in a comfortable position to accomplish the necessary work in following years. Should this reality change, the Policy Board will evaluate opportunities for additional funding and take action accordingly. The primary change between 2027 and 2028 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		
	2027	2028	2027/2028 Change
Section 100 - Program Support and Administration	\$272,854.35	\$284,956.18	\$12,101.83
Section 200 - Plans, Studies, and Data Acquisitions	\$391,089.10	\$332,566.36	-\$58,522.74
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$35,880.00	\$1,380.00
Total	\$698,443.45	\$653,402.54	-\$45,040.91



PROGRAM FUNDING

Shown in the tables below are the funding allocations for each program within the UPWP. Sections and line items within each section are estimates and funds may need to be moved between sections or individual line items within each section as needed through an amendment or administrative modification.

An Administrative Modification is required for: 1) adjustments totaling no more than ten (10) percent of funding allocated within one section to another section; or 2) adjustments totaling no more than ten (10) percent of funding allocated for an individual line item within a section to another individual line item within the same section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment. Administrative modifications are effected by the Executive Director and the Technical Advisory Committee and Policy Board are informed thereafter of the changes. Adjustments exceeding ten (10) percent are considered amendments. Administrative modifications and amendments must follow the respective procedures as outlined in the Public Participation Plan.



2027 ANNUAL WORK PROGRAM BUDGET

Table 9. 2027 Revenue and Expenditure Detail

Task	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$272,854.35	\$218,283.48	\$54,570.87	\$1,091.42	\$37,653.90	\$14,734.13	\$1,091.42
100.1 Staff Activities	\$270,354.35	\$216,283.48	\$54,070.87	\$1,081.42	\$37,308.90	\$14,599.13	\$1,081.42
100.2 Training and Travel	\$2,500.00	\$2,000.00	\$500.00	\$10.00	\$345.00	\$135.00	\$10.00
Section 200 - Plans, Studies, and Data Acquisitions	\$391,089.10	\$312,871.28	\$78,217.82	\$1,564.36	\$53,970.30	\$21,118.81	\$1,564.36
200.1 Signalized Intersections Traffic Data Collection	\$12,000.00	\$9,600.00	\$2,400.00	\$48.00	\$1,656.00	\$648.00	\$48.00
200.2 Bicycle and Pedestrian Plan*	\$68,902.87	\$55,122.30	\$13,780.57	\$275.61	\$9,508.60	\$3,720.75	\$275.61
<u>Portion Funded via Complete Streets (CS)</u>	<u>\$10,351.10</u>	<u>\$8,280.88</u>	<u>\$2,070.22</u>	<u>\$41.40</u>	<u>\$1,428.45</u>	<u>\$558.96</u>	<u>\$41.40</u>
200.3 21st Ave NW Corridor Study	\$145,321.84	\$116,257.47	\$29,064.37	\$581.29	\$20,054.41	\$7,847.38	\$581.29
200.4 Fringe Area Road Master Plan	\$164,864.39	\$131,891.51	\$32,972.88	\$659.46	\$22,751.29	\$8,902.68	\$659.46
200.5 2055 Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.6 Socioeconomic Data Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.7 Origin-Destination Data Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.8 Travel Demand Model by ATAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Section 300 - Overhead and ATAC Annual Fee	\$34,500.00	\$27,600.00	\$6,900.00	\$138.00	\$4,761.00	\$1,863.00	\$138.00
300.1 Overhead	\$24,500.00	\$19,600.00	\$4,900.00	\$98.00	\$3,381.00	\$1,323.00	\$98.00
300.2 ATAC Annual Fee	\$10,000.00	\$8,000.00	\$2,000.00	\$40.00	\$1,380.00	\$540.00	\$40.00
CPG Program Totals	\$698,443.45	\$558,754.76	\$139,688.69	\$2,793.77	\$96,385.20	\$37,715.95	\$2,793.77

*Complete Streets funding will be utilized to accomplish this plan (See Section 200.2 for Complete Streets planning activity detail)





2028 ANNUAL WORK PROGRAM BUDGET

Table 10. 2028 Revenue and Expenditure Detail

Task	Funding Source						
	Total Budgeted	Federal Share	Local Share	Burlington	Minot	Ward County	Surrey
Section 100 - Program Support and Administration	\$284,956.18	\$227,964.94	\$56,991.24	\$1,139.82	\$39,323.95	\$15,387.63	\$1,139.82
100.1 Staff Activities	\$282,456.18	\$225,964.94	\$56,491.24	\$1,129.82	\$38,978.95	\$15,252.63	\$1,129.82
100.2 Training and Travel	\$2,500.00	\$2,000.00	\$500.00	\$10.00	\$345.00	\$135.00	\$10.00
Section 200 - Plans, Studies, and Data Acquisitions	\$332,566.36	\$266,053.09	\$66,513.27	\$1,330.27	\$45,894.16	\$17,958.58	\$1,330.27
200.1 Signalized Intersections Traffic Data Collection	\$12,480.00	\$9,984.00	\$2,496.00	\$49.92	\$1,722.24	\$673.92	\$49.92
200.2 Bicycle and Pedestrian Plan*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200.3 21st Ave NW Corridor Study	\$79,678.16	\$63,742.53	\$15,935.63	\$318.71	\$10,995.59	\$4,302.62	\$318.71
200.4 Fringe Area Road Master Plan	\$25,135.61	\$20,108.49	\$5,027.12	\$100.54	\$3,468.71	\$1,357.32	\$100.54
200.5 2055 Metropolitan Transportation Plan	\$102,272.59	\$81,818.07	\$20,454.52	\$409.09	\$14,113.62	\$5,522.72	\$409.09
<i>Portion Funded via Complete Streets (CS)</i>	<i>\$10,558.56</i>	<i>\$8,446.85</i>	<i>\$2,111.71</i>	<i>\$42.23</i>	<i>\$1,457.08</i>	<i>\$570.16</i>	<i>\$42.23</i>
200.6 Socioeconomic Data Purchase	\$8,000.00	\$6,400.00	\$1,600.00	\$32.00	\$1,104.00	\$432.00	\$32.00
200.7 Origin-Destination Data Purchase	\$45,000.00	\$36,000.00	\$9,000.00	\$180.00	\$6,210.00	\$2,430.00	\$180.00
200.8 Travel Demand Model by ATAC	\$60,000.00	\$48,000.00	\$12,000.00	\$240.00	\$8,280.00	\$3,240.00	\$240.00
Section 300 - Overhead and ATAC Annual Fee	\$35,880.00	\$28,704.00	\$7,176.00	\$143.52	\$4,951.44	\$1,937.52	\$143.52
300.1 Overhead	\$25,880.00	\$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
CPG Program Totals	\$653,402.54	\$522,722.03	\$130,680.50	\$2,613.61	\$90,169.55	\$35,283.74	\$2,613.61

*Complete Streets funding will be utilized to accomplish this plan (See Section 200.5 for Complete Streets planning activity detail)





ADOPTION

The Central Dakota Metropolitan Planning Organization has adopted the 2027-2028 Unified Planning Work Program on _____, 2026.

Policy Board Chair

Date

DRAFT



FY2027 - Section 5339 Bus & Bus Facilities Program MID-YEAR Application

Agency Name	Minot City Transit	
Agency Contact	Brian Horinka	
Unique Entity ID #	D33RGAW88JU9	Sam.gov expiration date: 10/27/2026

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment and to construct or rehab bus-related facilities.

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in <https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-10/C9040.1H-Circular-11-01-2024.pdf>

- All applications are due **June 30, 2026, 5:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff are available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, sming@nd.gov, jamsayler@nd.gov or ryasonetti@nd.gov.

GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Minot City Transit provides fixed route; flag stop service for the City of Minot. Our service runs Monday through Friday from 7:00 am until 7:00 pm. This service uses four buses to run six 25 minute routes. We add three buses to our routes during peak periods of 7:00 am until 8:00 am and 3:00 pm until 4:00 pm to accommodate for the extra ridership before and after school. Passengers may be dropped off or picked up at any corner on any route and we serve all of the major shopping, medical, and senior service destinations. All routes are open to the general public.

Our cash fare for all rides is \$1.50 and we offer a \$5.00 day pass. We provide discounted rides in the

form of multi-ride passes. We offer 10-ride passes for adults for \$10.00, and for senior citizens, disabled passengers, and students the 10-ride pass is \$8.00. We also offer 31-day period passes for \$28.00 for adults and \$36.00 for senior citizens, disabled passengers, and students. These period passes allow for as many rides as needed during that 31 day time frame. Children under the age of 6 that are accompanied by an adult ride for free.

We currently operate 7 buses during peak periods and have 4X spares for a total fleet of 11 buses.

2. Provide a detailed explanation of each project and how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

Purchasing a refurbished heavy duty low floor transit bus is a critical investment for Minot City Transit, as it addresses a pressing need to replace an aging bus that has surpassed its life expectancy. The current bus, which has been in service for over 15 years, is showing significant wear and tear, resulting in increased maintenance costs and reduced reliability. In comparison, the refurbished bus represents a more economical option with extended functionality and reliability, allowing us to enhance our service delivery and ensure safety for our passengers.

1. Reliability and Safety: The replacement bus will enhance the reliability of our fleet, reducing instances of service interruptions due to breakdowns or mechanical failures. A reliable service is essential to maintaining the trust and satisfaction of our riders, particularly as we expand our service offerings. Additionally, a refurbished bus is equipped with updated safety features and ADA-compliant features that are essential for our diverse community, including senior citizens and persons with disabilities.

2. Increased Capacity and Accessibility: The low floor design of the refurbished bus will improve accessibility for all passengers, particularly those who may have mobility challenges. This is in line with our commitment to inclusivity and providing equal access to public transportation services. The bus will also offer increased capacity, allowing us to accommodate more passengers during peak hours, thereby reducing wait times and improving overall service efficiency.

3. Cost-Effectiveness: The decision to pursue a refurbished bus stems from a thorough analysis of our financial resources. By opting for refurbishment rather than purchasing a brand-new vehicle, we can obtain high-quality transit service at a lower cost. This financial stewardship allows us to allocate funds to other critical areas of service development and community outreach, maximizing the impact of our budget.

4. The incorporation of a refurbished heavy duty low floor transit bus into our fleet directly aligns with our strategic goals for service enhancement and expansion. As we have introduced two new fixed routes in recent years, it is essential that our fleet is equipped to handle the increase in ridership, revenue miles, and revenue hours operated yearly. Additionally, this investment is integral to our 3-5 Year Plan, which emphasizes upgrading our fleet to maintain a modern and efficient transportation network. Having state-of-the-art vehicles facilitates better service recovery and supports our marketing efforts to attract new riders, further increasing overall ridership.

In summary, the decision to request funding through the Section 5339 grant for a refurbished heavy duty low floor transit bus is a strategic move that will significantly enhance our operational capabilities. It ensures our transit agency can deliver reliable, safe, and accessible transportation to the community, ultimately contributing to a stronger, more connected Minot.

3. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

☒ Increase 11%

☐ Decrease

Description of change: Since our last Section 5339 application submitted in 2023, we have experienced an 11% increase in ridership. This growth can be attributed to the ongoing recovery from the COVID-19 pandemic and the successful introduction of two new transit routes, as well as the opening of our new transit transfer center in downtown Minot in 2024.

4. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into the application documents.

Page 6 – Service Improvement Plan

Section 5339 Application Checklist and Signature Page

Applicants must submit the following (check when complete):

X	Completed 5339 Application;
X	Upload your completed Project Request Form(s);
X	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts. FY2026 State Aid Contract or award letter. mill levy, city funds, etc.;
X	Update vehicle/facility/equipment information, mileage, condition, maintenance, etc. in BlackCat Inventory;
N A	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
N A	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);

I hereby certify that as a person authorized to sign as:

____Minot City Transit_____.

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.



Signature of Authorized Representative

____06/02/2026_____

Date



To: Policy Board
From: John Van Dyke, Executive Director
Date: June 25, 2026
Subject: June 2026 Monthly Activities Report

Policy Board Members,

Since the last Policy Board meeting on May 28, 2026, Executive Director Van Dyke has allocated his time between several tasks, with refining the draft Transportation Improvement Program (TIP) being the most time consuming. The TIP continues to evolve into a satisfactory document and maintains the basic elements to satisfy federal requirements. Each jurisdiction has been responsive to additional information needs in order to continue to refine the document as-needed. This process will continue through the end of June and into early July, as Central Dakota MPO is still awaiting information from North Dakota DOT to ensure that the State Transportation Improvement Program (STIP) aligns with the draft TIP.

In addition, Van Dyke has distributed and received input surrounding the contract to be entered into with HDR Engineering, Inc. on the Bike and Pedestrian Plan. It is expected that this will be near-complete at the time of the June Policy Board meeting or shortly thereafter. Project kick-off should occur in the following weeks and will be very close to the established and aggressive timeframe outlined in the Request for Proposal.

The Pavement Condition Data Collection project continues to move forward. Most of the effort involves sharing existing data available from the member jurisdictions, which helps the firm to establish routing for data collection component of the project.

Central Dakota MPO also conducted its mid-year review with North Dakota DOT, Federal Highway Administration, and Federal Transit Administration in early June. The annually required meeting was positive, with a focus on continued cooperation between all levels of government.

Transportation Specialist Bosley continues to put time toward the TIP, working on reviewing sections of the document and is building her skills in ArcGIS Pro by beginning to map known projects for the area.

Bosley also helped with preparing the Qualification Based Selection (QBS) for submission for the Bike and Pedestrian Plan. Each project requires a significant amount of time to demonstrate a fair selection process and Bosley has been critical in completing this task.

She continues to work on coordination for Policy Board and Technical Advisory Committee meetings as well as any meetings for Bike and Ped and public engagement for the Transit Development Plan.

Total hours and corresponding percentages of hours for each major task are provided in Table 1. on the subsequent page.





Table 1. Employee Hours by Task – May 24 – June 20, 2026

PROJECT TASK	John Van Dyke		Bailey Bosley	
	HOURS	PERCENTAGE OF TOTAL HOURS	HOURS	PERCENTAGE OF TOTAL HOURS
New/Modification of Existing Agreements/Contracts & Document Branding	0	0.0%	0	0.0%
Mid-year Review	5	3.1%	0	0.0%
Data Collection and GIS Mapping	0	0.0%	0	0.0%
Reimbursement Requests	3.5	2.2%	4	2.5%
Holidays and PTO	32.5	20.3%	24.5	15.3%
TAC, Policy Board, and Other MPO Coordination Meetings	18.5	11.6%	53.75	33.6%
Central Dakota Website and Social Media	0	0.0%	0.5	0.3%
200.1 - Transit Development Plan (TDP)	11.5	7.2%	5.5	3.4%
200.2 - Signalized Intersections Traffic Data Collection	0	0.0%	0	0.0%
200.3 - Pavement Data Acquisition	2	1.3%	1	0.6%
200.4 - Bicycle and Pedestrian Plan	24.5	15.3%	13.25	8.3%
200.5 Unspecified (DO NOT USE)	0	0.0%	0	0.0%
Member Jurisdiction Transportation Planning Support and Coordination	10	6.3%	0	0.0%
Metropolitan Transportation Plan	0	0.0%	0	0.0%
Transportation Improvement Program	40.5	25.3%	44	27.5%
Unified Planning Work Program	12	7.5%	13.5	8.4%
Public Participation Plan	0	0.0%	0	0.0%
Total	160	100.0%	160	100.0%



City of Minot, North Dakota
Balance Sheet
Central Dakota Metropolitan Planning Organization
May 31, 2026
With Comparative Totals for May 31, 2025
(Unaudited)

	May 31, 2026	May 31, 2025
ASSETS		
Cash and cash equivalents	\$ 88,331	\$ 77,288
Accounts receivable	15,047	22,246
Prepays	42	14
Total assets	<u>\$ 103,420</u>	<u>\$ 99,548</u>
LIABILITIES		
Accounts payable	\$ 26	\$ -
Accrued salaries and benefits payable	10,658	7,683
Total liabilities	<u>10,684</u>	<u>7,683</u>
FUND BALANCE		
Nonspendable	\$ 42	14
Committed for CDMPO activities	92,694	91,851
Total fund balance	<u>92,736</u>	<u>91,865</u>
Total liabilities and fund balance	<u>\$ 103,420</u>	<u>\$ 99,548</u>



EXPENDITURE DETAIL

Implementing Agency

Central Dakota MPO

38251324: Central Dakota MPO 2026 UPWP

Budget Catagories												
			Task 100.1 -	Task 100.2 -	Task 200.1 -	Task 200.2 -	Task 200.3 -	Task 200.4 -	Task 200.5 - Unspecified	Task 300.1 -	Task 300.2 - ATAC	
Item	Invoice	Payee	Staff Activities	Training & Travel	Transit Development Plan	Signalized Intersections Traffic Data Collection	Pavement Data Acquisition	Bicycle & Pedestrian Plan	Corridor Study/Plan/Data Acquisition	Overhead	Annual Fee	Total
1	190234	5/8/26 Director Payroll	6,097.60									6,097.60
2	190233	5/8/26 Transportation Specialist Payroll	3,014.10									3,014.10
3	210237	5/22/26 Director Payroll	6,003.00									6,003.00
4	210236	5/22/26 Transportation Specialist Payro	2,955.95									2,955.95
5	190099	5/8/2026 Accountant Payroll	105.49									105.49
6	18988.00-8	SRF Consulting Group			16,119.56							16,119.56
7	18988.00-9	SRF Consulting Group			17,708.63							17,708.63
8	DP042026.951.0	NDIT								283.14		283.14
9	287342481817X05122026	AT&T								46.53		46.53
10	H0P5TIUO-0001	Minot Daily News								99.84		99.84
11												-
12												-
13												-
14												-
15												-
16												-
17												-
18												-
19												-
20												-
21												-
22												-
23												-
24												-
25												-
Total Current Expenditures			18,176.14	-	33,828.19	-	-	-	-	429.51	-	52,433.84
Total Previously Reported			67,771.75	-	38,315.99	-	-	-	-	4,050.36	10,000.00	120,138.10
Total Expenditures To Date			\$ 85,947.89	\$ -	\$ 72,144.18	\$ -	\$ -	\$ -	\$ -	\$ 4,479.87	\$ 10,000.00	\$ 172,571.94

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
May 31, 2026
With Comparative Totals for May 31, 2025
(Unaudited)

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	May 31, 2026 Actual Amounts	Variance with Final Budget	May 31, 2025 Actual Amounts
REVENUES					
Federal revenues	\$ 168,911	\$ 168,911	\$ 96,110	\$ (72,801)	\$ 78,339
Local operating revenues	\$ 13,091	\$ 13,091	39,272	26,181	38,690
Interest income	\$ -	\$ -	433	433	451
Miscellaneous	-	-	150	150	-
Total revenues	182,002	182,002	135,965	(46,037)	117,480
EXPENDITURES					
Current					
Salaries	96,221	96,221	72,572	23,649	52,394
Employee benefits	9,360	9,360	22,391	(13,031)	13,199
Professional services	139,305	139,305	87,100	52,204	86,401
Property services	2,633	2,633	3,160	(526)	2,084
Purchased services	4,533	4,533	398	4,136	1,858
Supplies	1,167	1,167	216	950	-
Total expenditures	253,219	253,219	185,836	67,383	155,936
Excess (deficiency) of revenues over (under) expenditures	(71,217)	(71,217)	(49,871)	21,346	(38,456)
OTHER FINANCING SOURCES (USES)					
Transfers in	87,412	87,412	87,412	-	86,117
Total other financing sources (uses)	87,412	87,412	87,412	-	86,117
Net change in fund balance	\$ 16,195	\$ 16,195	37,541	\$ 21,346	47,661
Fund balance, January 1			55,195		-
Fund balance, May 31			\$ 92,736		\$ 47,661