



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, August 11, 2026, at 10:30 AM

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

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

1. ROLL CALL

2. MINUTES

2.1. REVIEW AND APPROVAL OF THE JULY 14, 2026 MEETING MINUTES

Suggested Motion: I move to approve the July 14, 2026 minutes as presented.

3. NEW BUSINESS

3.1. 2027-2028 UNIFIED PLANNING WORK PROGRAM

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

4. OTHER BUSINESS

4.1. OTHER BUSINESS, IF ANY

4.2. OPPORTUNITY FOR PUBLIC COMMENT

5. ADJOURNMENT



Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, July 14, 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
Minot City- Doug Diedrichson, Brian Horinka, Lance Meyer
Surrey City- Josh Reiner (V)
Ward County- Dana Larsen (V), Beth Pietsch
NDDOT- Will Hutchings (V), Korby Seward (V)
MPO Director- John Van Dyke

Absent: Tony Francis, Eric Westman

Others Present: Stephen Joerz, Dan Bergerson (V), Kristen Sperry (V), Bailey Bosley, Dan Bergerson (V), Jordan Woroniecki (V), Paul Benning (V), Bill Troe (V), Luke Champa (V), Brandon Siracuse (V)

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE JUNE 9, 2026, MINUTES

Executive Director Van Dyke asked for a motion to approve the minutes of the June 7, 2026 meeting as presented. Lance Meyer moved to approve with a second from Beth Pietsch and favored by all.

3. NEW BUSINESS

3.1 TRANSIT DEVELOPMENT PLAN ADOPTION

Bill Troe with SRF Consulting presented the Transit Development Plan to all committee members. Brian Horinka brought up that there was mention to expand mobility manager to the region, meaning the local transit mobility manager would have more reach outside of the city limit. Brian asked if that is something that would be able to be done because it would be difficult to be put under city governance or something that could be placed under the MPO as a regional position? Bill Troe stated that in other larger locations, that would probably be more beneficial. Executive Director Van Dyke shared that the plan was presented to Minot City Council for adoption as a whole, as well as the coordinated plan component as a separate approval. The TDP was presented to City of Surrey





and Ward County for informational purposes, as those two jurisdictions are part of the UZA. It was asked when some of the route changes would be implemented from the Transit Development Plan and Brian Horinka shared that it would probably be put in place next summer, as there are a lot of moving parts that need to be organized and they tend to avoid any routing changes when school is in session from Fall to Spring. Executive Director Van Dyke asked for a motion to recommend PB approve the TDP as presented. Brian Horinka moved to approve, with a second from Doug Diedrichsen and favored by all.

4. OTHER BUSINESS

4.1 OTHER BUSINESS, IF ANY

Executive Director Van Dyke shared there is a show and tell for the Pavement Condition Data Collection vehicle that will be driving around collecting pavement condition data. The Bike and Ped project had it's kick off meeting and is in-process developing a plan for public engagement at community events in the near future. Van Dyke also shared that a Steering Committee email will be sent shortly for the Bike and Pedestrian Plan. Dana Larsen also shared that the consultant contract has been signed and the consultant is on board for the Southwest Connector Corridor Study, which focuses on preliminary engineering and environmental documentation necessary for the SW connector.

4.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5. ADJOURNMENT

Executive Director Van Dyke asked for a motion to adjourn. Brian Horinka moved to adjourn with a second from Beth Pietsch and favored by all. Meeting adjourned at 11:03am.





CENTRAL DAKOTA

MPO

2027-2028

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: DRAFT - JULY 29, 2026





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DRAFT

MPO Contact:
John Van Dyke, Executive Director
P: (701) 420-4524
E: john.vandyke@centralkotampo.org
10 3rd Ave SW
Minot, ND 58701





INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title (MPO Chair/Vice Chair)
Ward County	John Fjeldahl, Chairman
Ward County	Jim Rostad, Vice Chairman (MPO Chair)
City of Surrey	Michael Thiesen, Mayor
City of Burlington	Jerick Hedges, City Council Vice President (MPO Vice Chair)
City of Minot	<u>Eric Locken, Alderman (Vice Chair)</u> <u>Lisa Olson, City Council Vice President</u>
City of Minot	<u>Mark Jantzer, Mayor</u> <u>Rob Fuller, Alderman</u>
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	<u>Paul Pitner</u> <u>Mike Blessum, Alderman</u>

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

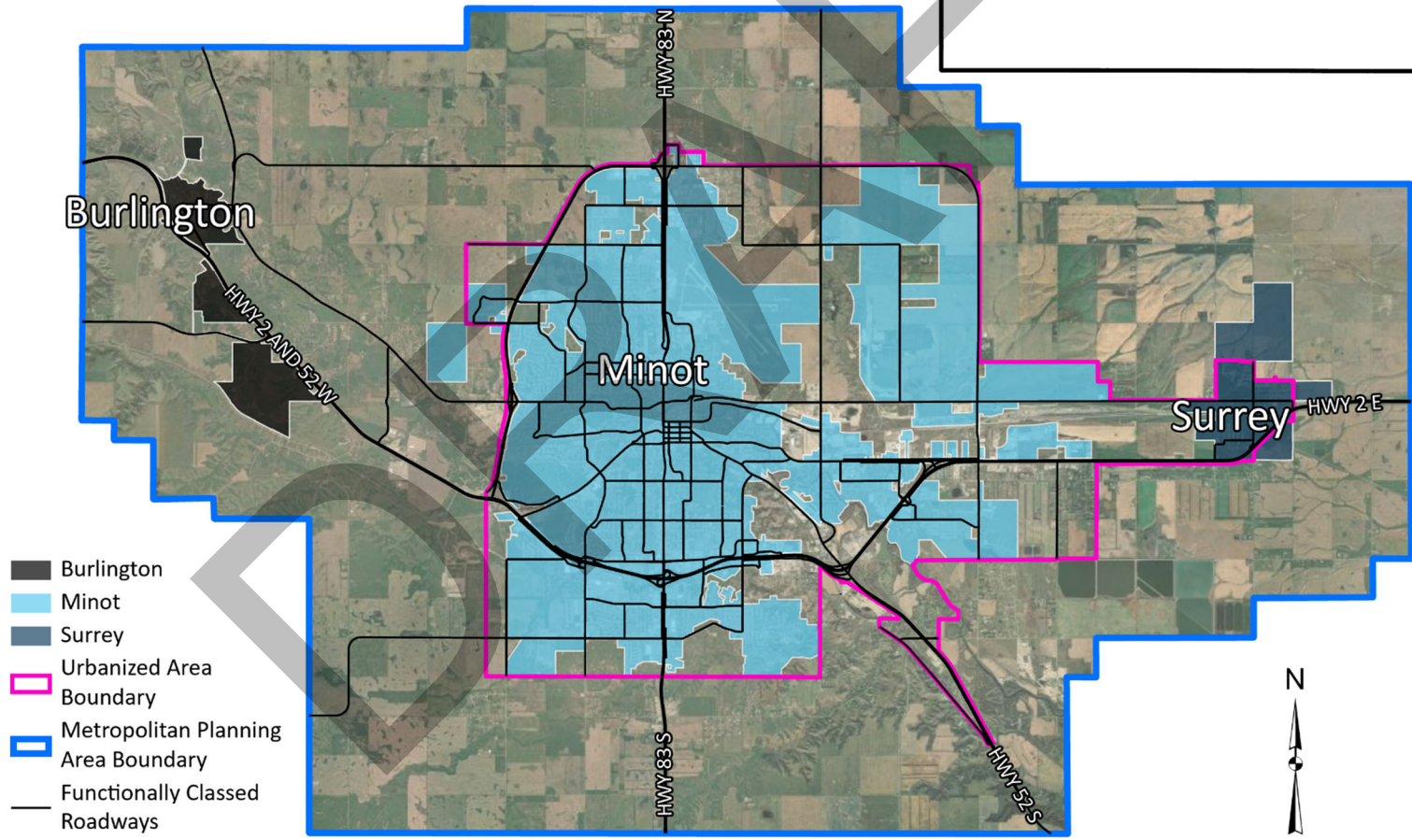
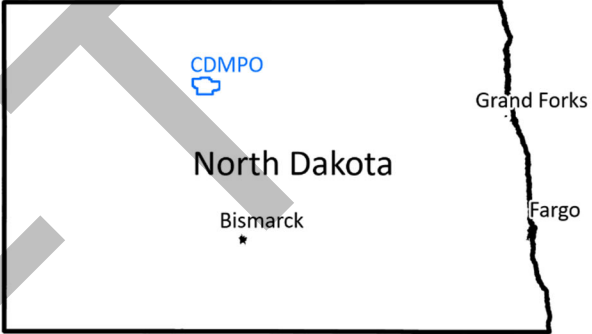
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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



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 as required by 23 CFR 450.306(b):

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 includes assistance in development of the inaugural Transportation Improvement Program (TIP), which was 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 NDDOT's State's Transportation Improvement Program (STIP). The new staff was critical in establishing a strong base document for the Executive Director to refine and complete.

The Transportation Specialist also provided substantial assistance with agendas, minutes, reimbursement requests, and help coordinating project meetings and outreach with stakeholders. The Transportation Specialist also learned ArcGIS Pro and ArcGIS Online to help with various aspects of several projects. This all was critical in ensuring the Executive Director could focus on higher complexity tasks.

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. The TDP was adopted by City of Minot on July 6, with informational presentations being provided to the City of Surrey and Ward County elected officials on July 6 and 7 respectively. The Policy Board adopted the TDP on July 23.

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. This was also the CDMPO's first project that included a three-way contract, where the City of Minot obtained additional pavement condition data for its local roadways at it's sole cost, providing efficiencies for both organizations related to consultant mobilization.

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	<u>Full-time, (typically 2,080 hours per year; 40 hours per week)</u>
Transportation Specialist	<u>Full-time, (typically 2,080 hours per year; 40 hours per week)</u>
Accountant (part-time/City of Minot Support)	<u>Part-time (240 hours per year; varies monthly)</u>

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 annually~~ through December 31, 2028~~7~~.

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, ~~whereas this includes Central Dakota MPO staff hours utilized toward travel and training. Subsection 100.2 Travel and Training includes all expenses associated with travel and training, such as airfare, hotel, and conference or training fees, the staff hours associated with conducting such travel and training is included in this subsection. This subsection also includes any training that does not include an expense, such as 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 in-office trainings, or transportation-related cross-training that may occur between Central Dakota MPO staff ~~or~~ and 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 annually through at the end of December 31, 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 web site page 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.

Alternatively, Web Content Accessibility Guidelines (WCAG) have created additional requirements that may warrant continued use of City of Minot's website interface. At the time of writing, City of Minot is exploring tools and/or website add-ons that automatically update documents to meet accessibility requirements. This would be significantly useful, if true, and reduce a lot of backend effort to meeting WCAG for existing published documents.

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 completed ongoing annually through 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.

This work will be ongoing throughout 2027 and 2028. Some studies will be completed by December 31, 2027; others by December 31, 2028; and others will be partially completed by the end of December 2028. Each study included in this UPWP includes a more specific completion date within its respective narrative.

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 MPO will be involved as-needed to assist in these activities.

This activity will be completed annually through 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. This activity will be completed annually through December 31, 2028. 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.

Further, staff will work to create the request for proposals, review proposals and conduct interviews, satisfy qualification based selection processes, and support the consultant as-needed in kicking-off the 2055 MTP in mid-2028.

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~~ all staff. 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 completed annually through -at the end of December 31, 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.

Work will be completed annually through December 31, 2028.

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 International Airport](#), 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 completed annually through-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. 2027 amounts are estimates based on what is reasonably expected to be received following a continuing resolution of IIJA as outlined in the 2027/2028 Planned Work Activity Summary section. 2027 estimates are provided by NDDOT. 2028 amounts are determined by applying same percentage increases from 2026 to 2027 for typical annual each funding sources.



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
<u>Portion Funded via Complete Streets (CS)</u>	<u>\$10,558.56</u>	<u>\$8,446.85</u>	<u>\$2,111.71</u>	<u>\$42.23</u>	<u>\$1,457.08</u>	<u>\$570.16</u>	<u>\$42.23</u>
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)





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ADOPTION

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

Policy Board Chair

Date

DRAFT





CENTRAL DAKOTA

MPO

2027-2028

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: DRAFT - JULY 29, 2026





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MPO Contact:
John Van Dyke, Executive Director
P: (701) 420-4524
E: john.vandyke@centralkotampo.org
10 3rd Ave SW
Minot, ND 58701





INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title (MPO Chair/Vice Chair)
Ward County	John Fjeldahl, Chairman
Ward County	Jim Rostad, Vice Chairman (MPO Chair)
City of Surrey	Michael Thiesen, Mayor
City of Burlington	Jerick Hedges, City Council Vice President (MPO Vice Chair)
City of Minot	Eric Locken, Alderman (Vice Chair)
City of Minot	Rob Fuller, Alderman
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	Mike Blessum, 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

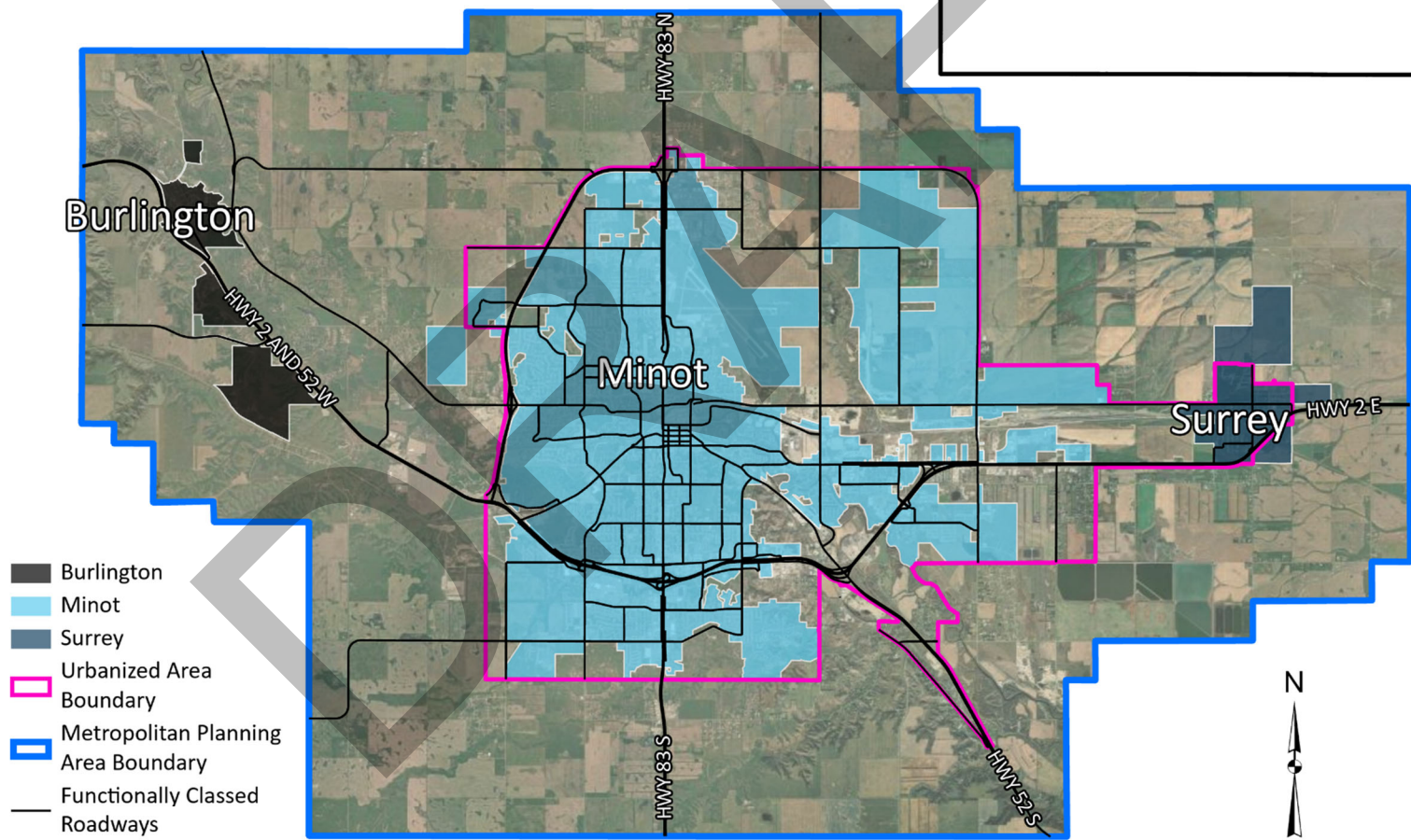
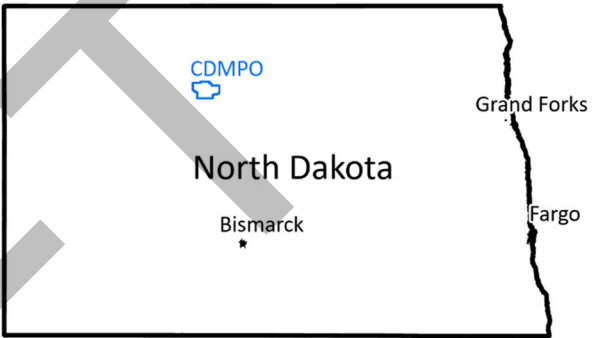
Agency	Title
Central Dakota MPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
Ward County	County Engineer
Ward County	Planning &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



0 1.5 3 6 Miles

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

PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board. 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 as required by 23 CFR 450.306(b):

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.

Responsibilities of the position include assistance in development of the inaugural Transportation Improvement Program (TIP), which was developed in conjunction with those developed by the other North Dakota MPOs and the NDDOT's State Transportation Improvement Program (STIP). The new staff was critical in establishing a strong base document for the Executive Director to refine and complete.

The Transportation Specialist also provided substantial assistance with agendas, minutes, reimbursement requests, and help coordinating project meetings and outreach with stakeholders. The Transportation Specialist also learned ArcGIS Pro and ArcGIS Online to help with various aspects of several projects. This all was critical in ensuring the Executive Director could focus on higher complexity tasks.

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. The TDP was adopted by City of Minot on July 6, with informational presentations being provided to the City of Surrey and Ward County elected officials on July 6 and 7 respectively. The Policy Board adopted the TDP on July 23.

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. This was also the CDMPO's first project that included a three-way contract, where the City of Minot obtained additional pavement condition data for its local roadways at its sole cost, providing efficiencies for both organizations related to consultant mobilization.

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
Executive Director	Full-time, (typically 2,080 hours per year; 40 hours per week)
Transportation Specialist	Full-time, (typically 2,080 hours per year; 40 hours per week)
Accountant (part-time/City of Minot Support)	Part-time (240 hours per year; varies monthly)

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 annually through December 31, 2028.

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, whereas Subsection 100.2 Travel and Training includes all expenses associated with travel and training, such as airfare, hotel, and conference or training fees, the staff hours associated with conducting such travel and training is included in this subsection. This subsection also includes any training that does not include an expense, such as no-cost webinars, onsite/in-office trainings, or transportation-related cross-training that may occur between Central Dakota MPO staff and 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 annually through December 31, 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 website 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.

Alternatively, Web Content Accessibility Guidelines (WCAG) have created additional requirements that may warrant continued use of City of Minot's website interface. At the time of writing, City of Minot is exploring tools and/or website add-ons that automatically update documents to meet accessibility requirements. This would be significantly useful, if true, and reduce a lot of backend effort to meeting WCAG for existing published documents.

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 completed annually through 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.

This work will be ongoing throughout 2027 and 2028. Some studies will be completed by December 31, 2027; others by December 31, 2028; and others will be partially completed by the end of December 2028. Each study included in this UPWP includes a more specific completion date within its respective narrative.

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 MPO will be involved as-needed to assist in these activities.

This activity will be completed annually through 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. This activity will be completed annually through 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.

Further, staff will work to create the request for proposals, review proposals and conduct interviews, satisfy qualification based selection processes, and support the consultant as-needed in kicking-off the 2055 MTP in mid-2028.

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 all staff. 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 completed annually through December 31, 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.

Work will be completed annually through December 31, 2028.

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 International Airport, 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 completed annually through 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. 2027 amounts are estimates based on what is reasonably expected to be received following a continuing resolution of IIJA as outlined in the 2027/2028 Planned Work Activity Summary section. 2027 estimates are provided by NDDOT. 2028 amounts are determined by applying same percentage increases from 2026 to 2027 for typical annual funding sources.

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





CENTRAL DAKOTA

MPO

2027-2028

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: DRAFT - JUNE 9, 2026





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MPO Contact:
John Van Dyke, Executive Director
P: (701) 420-4524
E: john.vandyke@centralkotampo.org
10 3rd Ave SW
Minot, ND 58701



INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title (MPO Chair/Vice Chair)
Ward County	John Fjeldahl, Chairman
Ward County	Jim Rostad, Vice Chairman (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	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 4:00pm.





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

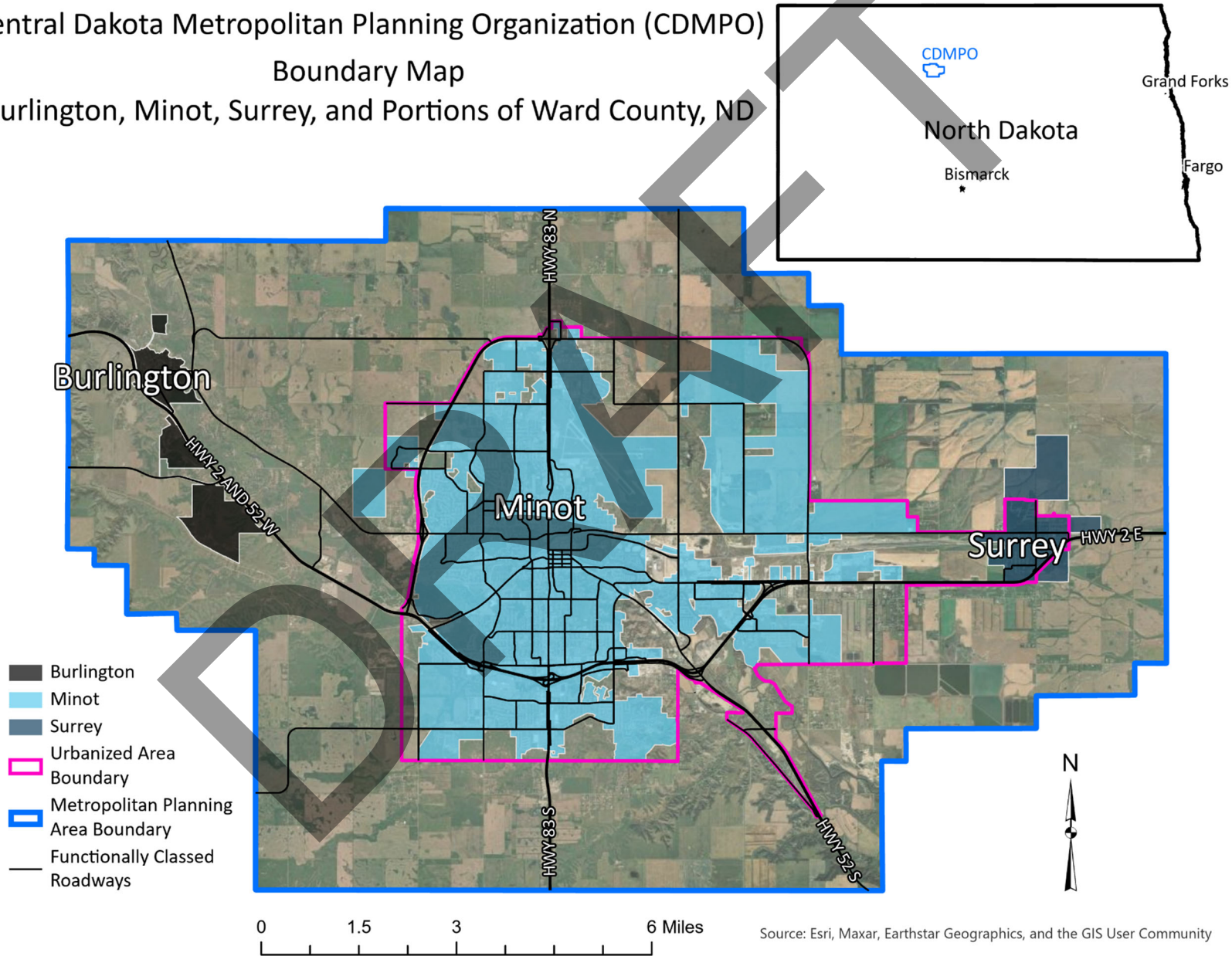
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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



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 MPO 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
<i>Portion Funded via Complete Streets (CS)</i>	<i>\$10,351.10</i>	<i>\$8,280.88</i>	<i>\$2,070.22</i>	<i>\$41.40</i>	<i>\$1,428.45</i>	<i>\$558.96</i>	<i>\$41.40</i>
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

