



Central Dakota MPO Policy Board Meeting
Thursday, August 27, 2026, at 4:00 PM

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

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

1. ROLL CALL

2. MEETING MINUTES

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

Suggested Motion: I move to approve the minutes of the July 23, 2026 meeting as presented.

2.2. DRAFT AUGUST 11, 2026 TECHNICAL ADVISORY COMMITTEE MINUTES

This item is informational only; no action required.

3. OLD BUSINESS

3.1. 2027-2028 UNIFIED PLANNING WORK PROGRAM

The Technical Advisory Committee recommends Policy Board approve the 2026-2027 Unified Planning Work Program with any necessary changes. (Changes included the addition of the self-certification document and the inclusion of the Burlington Policy Board representative, Jarrod Nelson.)

Suggested Motion: I move to approve the 2027-2028 UPWP as presented and authorize the Policy Board Chair to sign the Transportation Planning Process Self Certification Statement.

4. NEW BUSINESS

4.1. PERFORMANCE REVIEW - EXECUTIVE DIRECTOR

Policy Board Chair Jim Rostad recommends approval of the Executive Director performance review as presented.

4.2. UPDATE MONTHLY ACTIVITIES DOCUMENT

This item is informational only; no action required.

4.3. FINANCE DOCUMENTS

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

5. OTHER BUSINESS

5.1. OTHER BUSINESS, IF ANY

5.2. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT

Central Dakota Metropolitan Planning Organization

Meeting Minutes

Thursday, July 23, 2026, at 4:00 PM

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



Jim Rostad called the meeting to order at 4:00pm

1. ROLL CALL

The following were present:

Burlington City-
Minot City- Tom Joyce, Eric Locken
Surrey City- Mike Thiesen
Ward County- John Fjeldahl, Jim Rostad

Members Absent: Rob Fuller, Burlington representative

Others Present: John Van Dyke, Bailey Bosley, Brittany Shefstad, Will Hutchings (V), Bill Troe (V)

2. MEETING MINUTES

2.1 REVIEW AND APPROVAL OF THE JUNE 25, 2026, POLICY BOARD MINUTES

Chair Jim Rostad asked for a motion to approve the June 25, 2026 minutes as presented. Tom Joyce moved to approve the minutes, with a second from Eric Locken and carried the following vote – ayes: Fjeldahl, Rostad, Locken, Joyce, Thiesen; nays: none.

2.2 DRAFT JULY 14, 2026, TECHNICAL ADVISORY COMMITTEE MINUTES

Chair Jim Rostad asked if anyone had any questions on the minutes from the Technical Advisory Committee. No questions were asked and Chair Jim Rostad asked Executive Director Van Dyke whether he thought there was anything important to share from those minutes. Executive Director Van Dyke shared that the only thing was that the Technical Advisory Committee moved to recommend Policy Board approve the Transit Development Plan and that that will be discussed later in the meeting.





3. NEW BUSINESS

3.1 VICE CHAIR APPOINTMENT

Chair Rostad stated that we need to appoint a new Vice Chair, with the departure of former Vice Chair Hedges. Tom Joyce moved to nominate Eric Locken for Vice Chair. Mike Thiesen seconded that motion. There being no discussion Chair Rostad asked for a motion to approve the appointment of Eric Locken as Vice Chair. Mike Thiesen moved to approve, with a second from John Fjeldahl and carried the following vote – ayes: Fjeldahl, Rostad, Locken, Joyce, Thiesen; nays: none.

3.2 TRANSIT DEVELOPMENT PLAN ADOPTION

Chair Rostad asked Executive Director Van Dyke if there was any additional information or a presentation that he would like to present to the Board. Executive Director Van Dyke shared that everyone present has already been provided a presentation of the plan within the past month, and asked if any members of the Board had any questions on the Transit Development Plan before a motion and vote for approval. He stated that the City of Minot did adopt this as their plan as they are the direct recipient of the FTA funds, and they will be responsible for the implementation and continuing that service through Minot City Transit. A presentation was provided directly to City of Surrey and Ward County. Burlington did not receive a presentation, as they are outside of the urbanized area. Chair Rostad asked for a motion to adopt the Transit Development Plan and direct the Chair to sign the associated Resolution of Adoption as presented. Vice Chair Locken moved to approve, with a second from Mike Thiesen and carried the following vote – ayes: Fjeldahl, Rostad, Locken, Joyce, Thiesen; nays: none.

3.3 MONTHLY ACTIVITIES

Chair Rostad asked Executive Director Van Dyke to share what CDMPO has been working on. Executive Director Van Dyke shared that both him and Transportation Specialist Bosley have predominantly worked on getting the Bike and Pedestrian Plan off the ground. Executive Director Van Dyke has been working with consultants and the member jurisdictions to coordinate data transfer. Finishing up with the Transit Development Plan was another big task, as well as continuous work on the Transportation Improvement Program and moving forward with the Pavement Data Collection project. Transportation Specialist has been assisting with moving things forward on all fronts.





3.4 FINANCE DOCUMENTS

Chair Rostad asked if there were any questions on the finance docs and asked for a motion to approve the financial documents as presented. Mike Thiesen moved to approve with a second from John Fjeldahl. Tom Joyce asked Brittany Shefstad if there were any anomalies that we may be missing, she stated that there were not. The motion carried the following vote – ayes: Fjeldahl, Rostad, Locken, Joyce, Thiesen; nays: none.

4. OTHER BUSINESS

4.1 OTHER BUSINESS, IF ANY

No further business discussed.

5.2 OPPORTUNITY FOR PUBLIC COMMENT

Billi Gunderson was present at the meeting. She shared that she uses the bus service regularly and that there was an incident that resulted in a driver being relieved of their employment with the City of Minot. She voiced her concerns surrounding the incident and support for the driver. She was advised that City of Minot has operational control over Minot City Transit and, while the MPO is limited in its ability to affect operations directly, there was benefit to having other member jurisdictions being edified of some of the day-to-day issues experienced within transit as a mode of transportation in the area.

5. ADJOURNMENT

There being no further business, Chair Rostad asked for a motion to adjourn the meeting. John Fjeldahl moved to approve, with a second from Mike Thiesen, and favored by all. The meeting was adjourned at 4:23pm





Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, August 11, 2026, at 10:30 AM
Public Works Conference Room 3,
Public Works (1025 31st St SE)

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

1. ROLL CALL

The following were present:

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

Absent: None

Others Present: Stephen Joerz, Dan Bergerson (V), Kristen Sperry (V), Bailey Bosley, Jordan Woroniecki (V), Paul Benning (V), Paul Deutsch (V), Matthew Huettl (V)

2. APPROVAL OF MINUTES

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

Executive Director asked for a motion to approve the July 14, 2026 minutes as presented. Lance Meyer moved to approve, with a second from Beth Pietsch and approved by all.

3. NEW BUSINESS

3.1 2027-2028 UNIFIED PLANNING WORK PROGRAM

Executive Director Van Dyke provided a copy of the 2027-2028 UPWP, both with and without tracked changes. He stated this is effectively the same version that was presented to the Technical Advisory Committee in June – incorporating clarifying language from comments received from oversight on a few elements. The alternate seat for Burlington on Policy Board still needs to be updated. Executive Director Van Dyke asked for a motion to recommend Policy Board approve the 2027-2028 UPWP with any necessary changes. Doug Diedrichsen moved to approve, with a second from Lance Meyer and favored by all.





4. OTHER BUSINESS

4.1 OTHER BUSINESS, IF ANY

Executive Director Van Dyke shared an update on the Pavement Data Collection. The van was in town and collecting road data. There was also a show and tell at City hall where people could ask questions and hear more about the equipment used in the process. Executive Director Van Dyke and Lance Meyer met with them to also select a sample of both collector/arterials and local roads for them to spot check and make sure that what they are seeing in the data collection matches. The project should be completed by the end of the year, even with the late start.

Executive Director Van Dyke provided an update on the Bike and Pedestrian Plan. There have been several public engagement opportunities in the last week. Executive Director Van Dyke and members of HDR attended the Back to School Bash at the north hill softball complex. Members of HDR, Executive Director Van Dyke and Transportation Specialist Bosley attended the Minot Music Series at Citizens Alley. The group was able to visit with several people and received some feedback on the project. The final engagement was the Souris Valley Animal Shelter 5K in Oak Park over the weekend. Executive Director Van Dyke and Transportation Specialist Bosley attended this event and were able to connect with another 15 to 20 people about the project. The events were noticed via social media by all four member jurisdictions. The feedback has been mostly positive. People are happy that Surrey and Burlington are being included in this study. The first steering committee is schedule for early September and bike audits will also be ongoing during that time.

Executive Director Van Dyke stated the Transit Development Plan will have a project closeout meeting this week and the Traffic Signal Project is moving along.

Brian Horinka shared that Transit has released an RFP for paratransit services, with one response from Souris Basin Transit. Transit has also received a 5339 grant from the state for an additional bus for \$550,000.00.

4.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5. ADJOURNMENT

Executive Director Van Dyke asked for a motion to adjourn the meeting. Dana Larsen moved to adjourn, with a second from Brian Horinka and favored by all. Meeting adjourned at 10:46am.



TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT



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

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

The aforementioned applicable requirements are reflective of 23 CFR 450.336 as of August 18, 2026. The Central Dakota MPO is compliant to the extent all applicable requirements, or portions thereof, are in effect.

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

Central Dakota MPO

**North Dakota
Department of Transportation**

Signature Date

Signature Date

Title

Title





CENTRAL DAKOTA

MPO

2027-2028

**UNIFIED PLANNING
WORK PROGRAM**

ADOPTED DATE: DRAFT - JULY 29, 2026



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INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title (MPO Chair/Vice Chair)
Ward County	John Fjeldahl, Chairman
Ward County	Jim Rostad, Vice Chairman (MPO Chair)
City of Surrey	Michael Thiesen, Mayor
City of Burlington	Jarrold Nelson, Commissioner
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	Vacant, 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

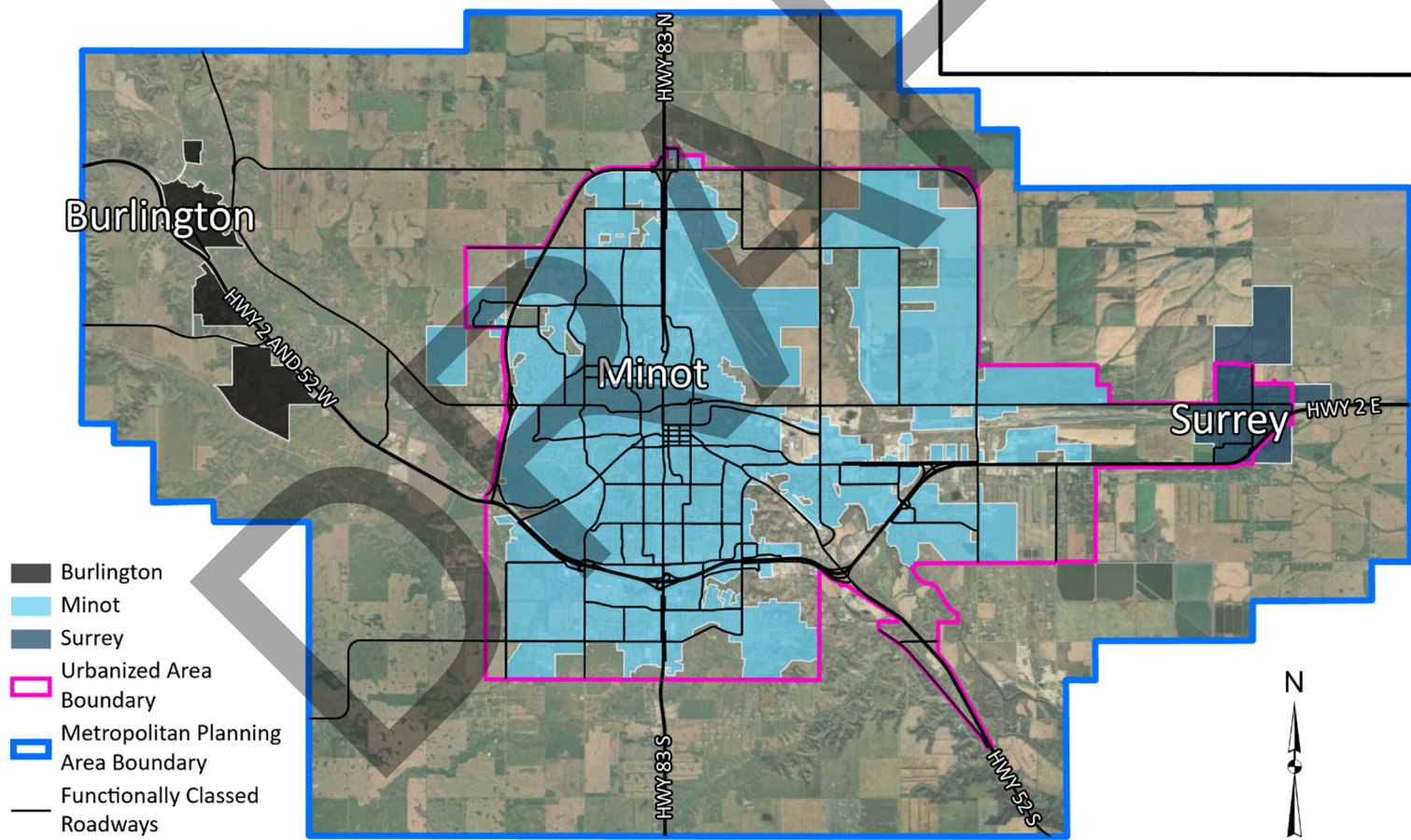
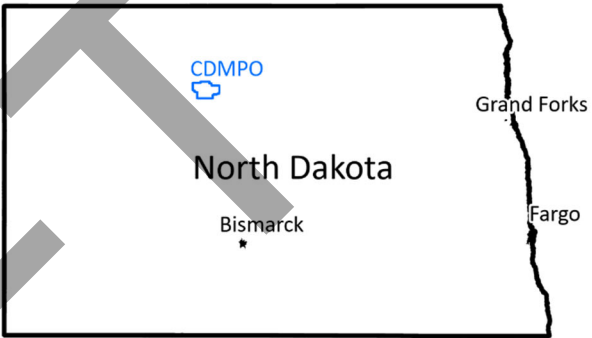
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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



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 - JULY 29, 2026





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DRAFT

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INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

Political Subdivision	Representative Name, Member Jurisdiction Title (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 Jarrod Nelson, Commissioner City Council Vice President (MPO Vice Chair)
City of Minot	Eric Locken, Alderman (Vice Chair) Lisa Olson, City Council Vice President
City of Minot	Mark Jantzer, Mayor 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 Fennwald, Council Member
City of Burlington	Jarrod Nelson Vacant, Commissioner
City of Minot	Paul Pitner 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

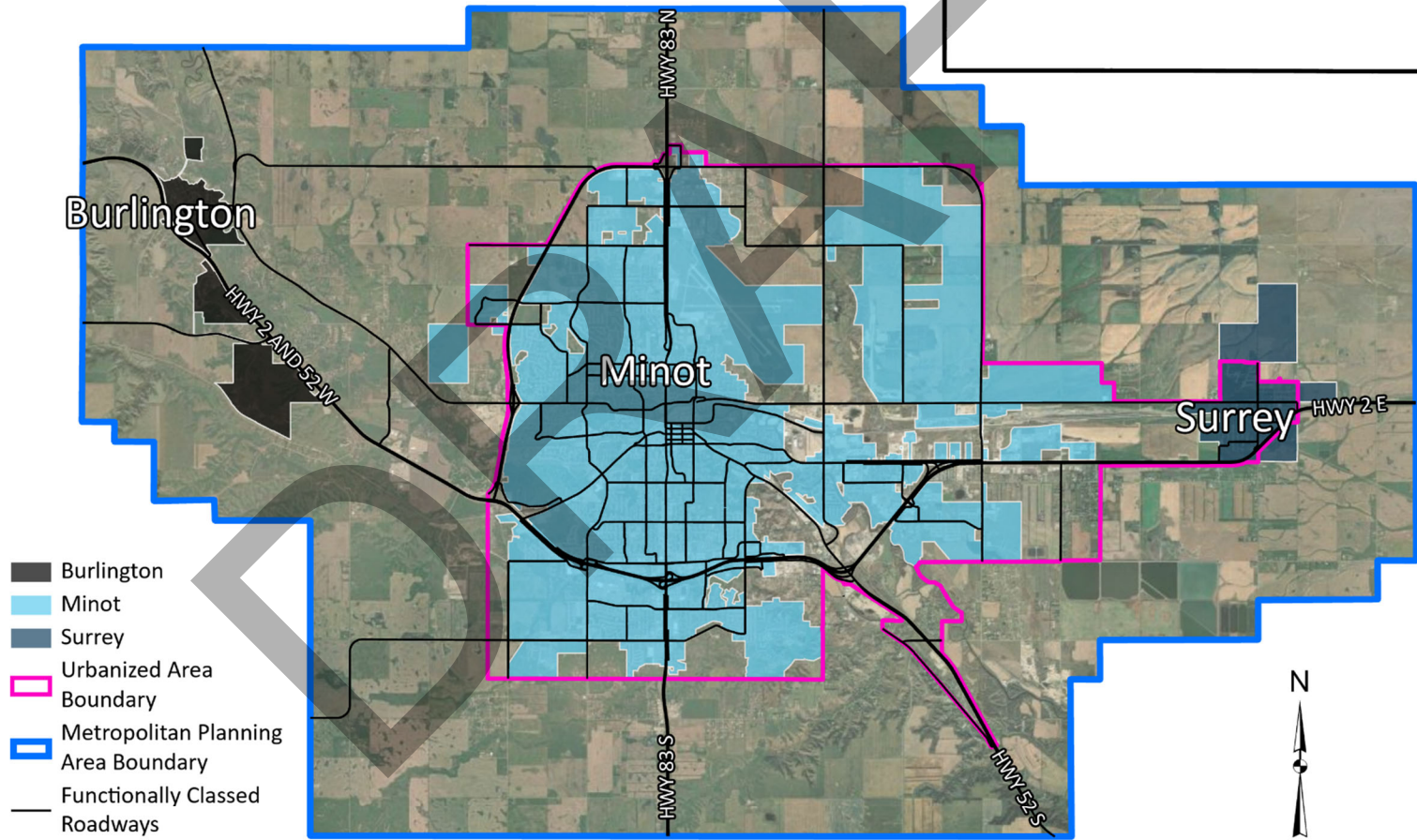
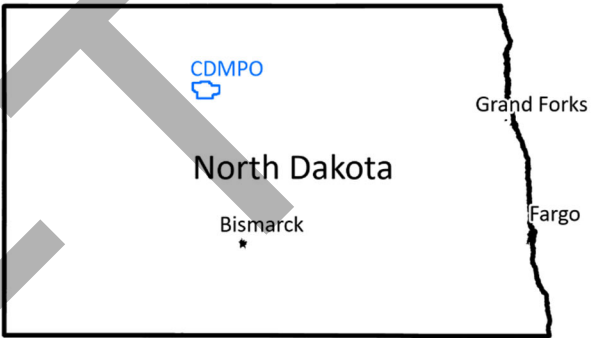
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting at 10:30am in Conference Room #3 of the City of Minot Public Works Building, located at 1025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

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
<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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INTRODUCTION

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

CDMPO is represented by the following political subdivisions:

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

POLICY BOARD

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

Table 1. Central Dakota MPO Policy Board Members

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

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

Table 2. Central Dakota MPO Alternate Policy Board Members

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

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of Minot City Hall, located at 10 3rd Ave SW, Minot, ND at 4:00pm.



TECHNICAL ADVISORY COMMITTEE

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

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

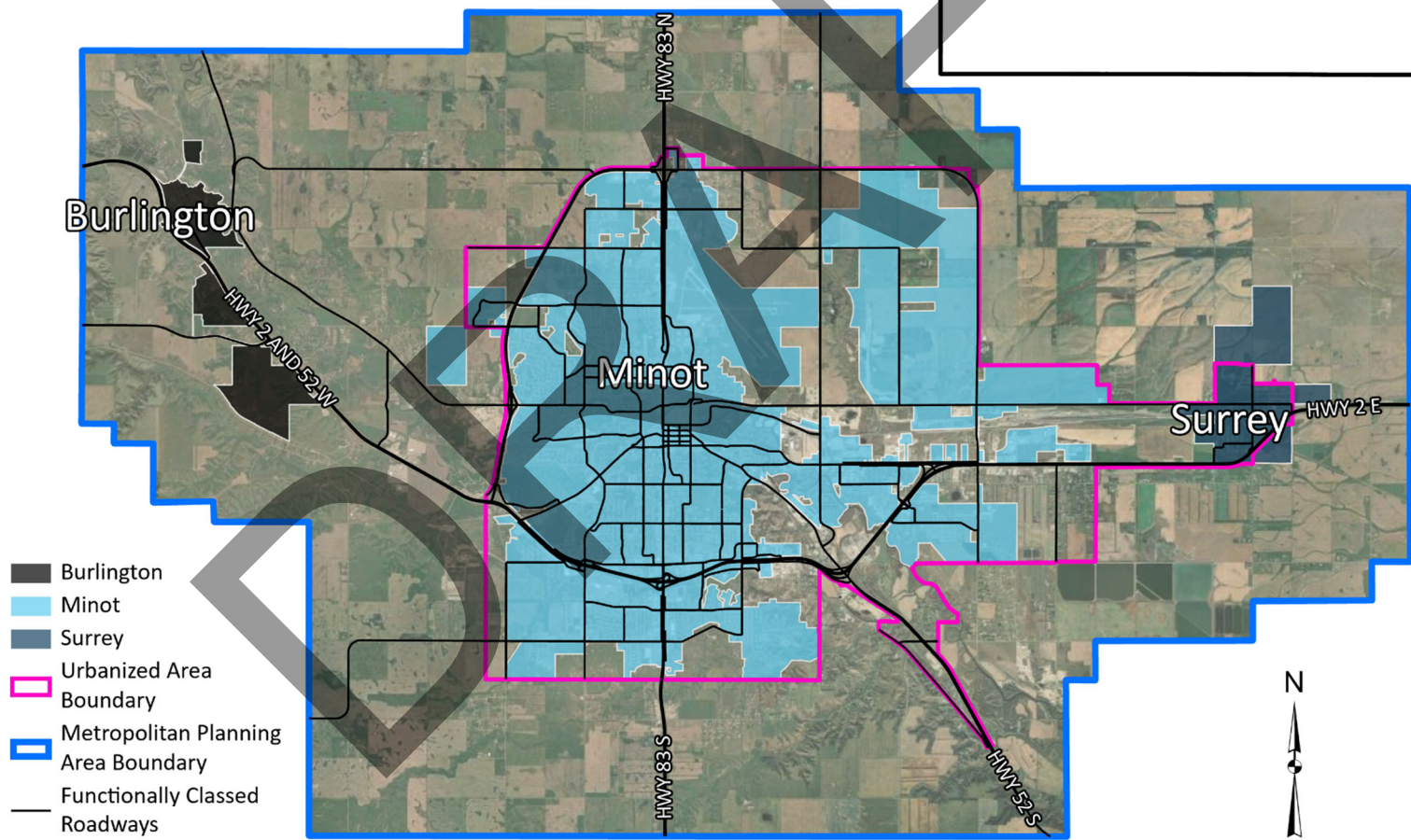
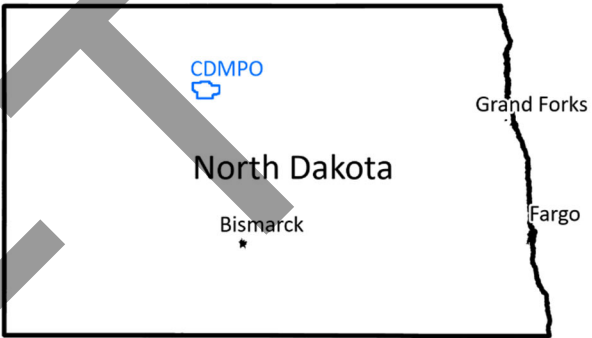
Agency	Title
Central Dakota MPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
Ward County	County Engineer
Ward County	Planning &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

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



MAP OF CDMPO

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



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

PURPOSE OF UNIFIED PLANNING WORK PROGRAM

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

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

METROPOLITAN PLANNING FACTORS

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

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

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

Table 4. Work Program Sections and Associated Planning Factors

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Task 100 - Program Support and Administration										
100.1 Staff Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
100.2 Training and Travel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 200 - Plans, Studies, and Data Acquisitions										
200.1 Signalized Intersections Traffic Data Collection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.2 Bicycle and Pedestrian Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.3 21st Ave NW Corridor Study		✓	✓	✓	✓		✓	✓		
200.4 Fringe Area Road Master Plan				✓	✓	✓	✓			
200.5 2055 Metropolitan Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.6 Socioeconomic Data Purchase	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.7 Origin-Destination Data Purchase	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200.8 Travel Demand Model by ATAC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 300 - Overhead and ATAC Annual Fee										
300.1 Overhead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
300.2 ATAC Annual Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

2026 ACCOMPLISHMENTS

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

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

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

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

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

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

2027/2028 PLANNED WORK ACTIVITY SUMMARY

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

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

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

Table 5. 2027-2028 Plans, Studies, and Data Acquisition Expenses

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

2027/2028 PLANNED WORK ACTIVITY DETAIL

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

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

Table 6. Central Dakota MPO Staffing and Associated Hours

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

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

SECTION 100 – PROGRAM SUPPORT AND ADMINISTRATION

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

100.1 STAFF ACTIVITIES

GENERAL ADMINISTRATION

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

Data Collection and GIS Mapping

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

Reimbursement Requests

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

Holidays and Paid-Time-Off (PTO)

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

Other Administrative Duties that May Arise

There are other duties performed by the Executive Director and Transportation Specialist to keep the Central Dakota MPO up-to-date. These include the creation of new, or modification of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. This may include updates to the lease agreement or memorandum of understanding between the City of Minot and Central Dakota MPO, and updates to the legal services contract or creation or amendment of contracts to provide professional services.

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

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

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

TAC, POLICY BOARD, AND OTHER MPO COORDINATION MEETINGS

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

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

This activity will be completed at the end of 2028.

CENTRAL DAKOTA WEBSITE AND SOCIAL MEDIA

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

At the time of writing, the Central Dakota MPO continues to rely on member jurisdiction social media accounts to push pertinent information related to projects and public engagement opportunities. Work, primarily conducted by the Transportation Specialist, will focus on establishing a social media presence, with the goal to bring awareness to the organization, reach the public, and generate its own following related to transportation issues and activities in the region.

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

PLANS, STUDIES, AND DATA ACQUISITION PROJECT SUPPORT

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

The Executive Director will be primarily responsible for managing consultants across all plan, study, and data acquisition projects. However, the Transportation Specialist will provide needed assistance with all projects and may play a leading role in data acquisition projects.

MEMBER JURISDICTION TRANSPORTATION PLANNING SUPPORT AND COORDINATION

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

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



CENTRAL DAKOTA MPO
PERFORMANCE REVIEW SYSTEM
FOR
EXECUTIVE DIRECTOR



Name:	John Van Dyke
Position Title:	Executive Director
Performance Review Dates:	Review Period Began: 05 / 20 / 2025 Review Period Ended: 05 / 19 / 2026 Date Performance Review Conducted: 08 / 17 / 2026

PERFORMANCE REVIEW RATING SCALE

E	Exceptional – Performance expectations are exceeded on a consistent basis. Makes significant contribution well beyond normal job responsibilities.
S	Successful – Performance expectations are met on a consistent basis. Employee consistently makes a valuable contribution to Central Dakota MPO.
N	Needs Improvement – Performance expectations are often not met on a consistent basis and need improvement. The employee has demonstrated a willingness to improve performance. Performance is below average.
U	Unsatisfactory - Performance clearly and consistently fails to meet work requirements. Little or no willingness on the part of the employee or an inability to improve. Performance is well below average.

REVIEW SIGNATURES

Policy Board Chairman Signature:	<i>Jim Rostad</i>	Date: 8-17-2026
Executive Director Signature:	<i>John Van Dyke</i>	Date: 08 / 17 / 2026



PERFORMANCE REVIEW

Quality and Quantity of Work



- Does the employee's work quality meet the expectations set forth in the job description? Does the employee demonstrate flexibility and adaptability?
- Does the quantity of work demonstrate the employee is managing their time, prioritizing when necessary and meeting the expectations set forth in the job description?
- Does the employee show initiative by suggesting new approaches to enhance efficiencies, cost-savings, service, etc?

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John Van Dyke continues to move the organization forward toward maturity by overseeing the adoption of critical planning documents, such as the Central Dakota MPO's 2050 Metropolitan Transportation Plan adopted on December 18, 2025 and the Transit Development Plan on July 23, 2026.

The Central Dakota MPO continues to be the leanest MPO in North Dakota with regard to total employees despite accomplishing a very similar number of planning and data acquisition projects. This fact is evidence of the adequate quantity of work being completed by both employees.

Commentary from oversight agencies (NDDOT, FHWA, FTA) continues to be very positive with regard to their reviews of submitted work, with John maintaining a strong working relationship with each.

John demonstrates he is capable of pivoting quickly by effecting new approaches toward various organizational efforts. For example, each month, John provides the Policy Board with monthly activities completed since the last meeting. The document was originally provided in a weekly checklist outlining completed tasks. Following adding the Transportation Specialist position, this method would have been too convoluted to be valuable and therefore it was changed to be a one-page write-up with an accompanying table with visual elements to easily see how work was being allocated amongst each employee.

Further, John helped facilitate changes to the administrative policy manual related to when requests for proposals are required to be approved by the Policy Board prior to posting through NDDOT. This small change provides marked time-savings for some projects that must be completed within the calendar year. It is these types of incremental improvements that help the organization accomplish its goals while adhering to an already heavily regulatory environment.





Organizational Direction & Management

- Effectively provides leadership and direction to all Central Dakota MPO staff including managing staffing levels while providing opportunities for employee professional growth.
- Fosters a positive work environment and effective performance management through feedback, coaching, mentoring, soliciting input and conducting timely performance reviews.
- Effectively communicates Central Dakota MPO policies, procedures, and initiatives.
- Ensures that Central Dakota MPO policies are followed. Serves as an example for employees in terms of conduct and ethics.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John helped to establish and fill the Central Dakota MPO's first Transportation Specialist position in early 2026. No performance evaluations have been conducted at this time, although one will be completed later this year. The position is ever evolving, with the organization being comprised of only two employees, flexibility in work tasks to be completed is necessary. John continues to work with the Transportation Specialist to build skills in geographic information systems, invoice and other financial document reviews, document template creation, and other important administrative assistance to ensure the Executive Director can focus his efforts on project management tasks.

John ensures necessary trainings are conducted by the Transportation Specialist to fulfill contractual obligations as well as provide beneficial context and understanding to the purpose of the organization. John assigned the National Highway Institute course Integrating Transportation and Land Use to the Transportation Specialist, who has a background primarily in Finance. This helped provide a background in the environment for which the Central Dakota MPO operates.

John meets one-on-one with the Transportation Specialist at least once per week to go over necessary tasks, answer questions, provide training, and keep the organization moving forward with necessary submittal obligations.





Fiscal Responsibility

- Effectively develops and manages Central Dakota MPO's budget including operations and capital budgets by analyzing expenditures, expected needs, future cost/revenue projections and sources of funding.
- Effective management includes ability to efficiently use time, money, human resources and other resources to accomplish Central Dakota MPO goals.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John continually evaluates the fiscal environment and perspectives of the member jurisdictions and is primed to make adjustments accordingly as needed. Conversations have been had with overseeing agencies regarding limiting acceptance of funding, where possible, in the event the Policy Board determines this is the best approach to fulfilling local priorities within the context of state and federal performance obligations.

John has successfully transitioned the organization from a one-year to a two-year Unified Planning Work Program (UPWP), while simultaneously restructuring the document to be less subject to time consuming amendments and administrative modifications.

With the aforementioned transition to a two-year UPWP, John has expanded tracking hours to more than 14 categories to continue to establish an understanding of where and how time is spent. This is critical in ensuring the organization has the necessary staff required to perform the required tasks and ensure that those tasks are conducted at the appropriate time throughout the year.

John works closely with member organizations through the Technical Advisory Committee to establish organizational needs beyond the two-year UPWP. This means evaluating organizational needs upwards of five years into the future, as the Central Dakota MPO is too small and receives too little funding to fulfill some obligations, such as the Metropolitan Transportation Plan, within a two-year window. This ensures that current tasks and activities not only contribute to near-term goals, but also assist in accomplishing more mid-to-long-term accomplishments.





Strategic Planning

- Establishes Central Dakota MPO goals and objectives in compliance with Federal, state, and local government directives.
- Champions new ideas and initiatives.
- Creates an environment that supports continuous improvement.
- Participates in and supports strategic planning to support Central Dakota MPO role in the community.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John is continuously building the organization to ensure it is compliant with directives at all levels of government, respected by peer MPOs throughout the State, and evolve at a measured and reasonable rate to accomplish the tasks to establish itself as the authority in planning throughout the region.

John understands the work performed within/by the organization will be ever-advancing through incremental changes; that the work is never done completely and that everything can be improved through each iteration as time allows.

John has worked closely with member jurisdictional staff to support their land use and transportation efforts. He does this by reviewing development review team applications for relevance to Central Dakota MPO efforts, as well as assisting in reviewing various consultant proposals. John has spent over forty (40) hours toward the Member Jurisdiction Transportation Planning Support and Coordination category at the time of this review.





Communication and Relationship Building

- Internal Communications & Relationships: Works collaboratively with Central Dakota MPO staff and Policy Board including local units of government while fostering strong communications and an environment of collaboration.
- External Communications & Relationships: Develops and maintains strong, positive working relationships with state and Federal partners, local units of government, community organizations, and with the general public.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

John continues to build relationships with Central Dakota MPO and member jurisdictional staff. Member jurisdictional staff and Policy Board members are frequently invited to participate in consultant selection processes and project steering committees. John periodically meets with individual Policy Board members to further establish rapport given the limited monthly interaction at Policy Board meetings.

John has expanded building other organizational relationships through their inclusion on various project steering committees. These include MAC-EDC, Minot Parks District, Community Action Partnership, and Minot Public Schools to name a few.

John has worked to purchase materials and supplies that allow direct and independent public engagement at community events for active projects. This has allowed more direct public facing interactions, such as attending the Souris Valley Animal Shelter 5k to obtain public input on the Bike and Pedestrian plan currently underway. Prior to this, Central Dakota MPO was entirely dependent on consultants to solicit public input. Now, the Central Dakota MPO can help to accentuate consultant-planned public engagement activities, playing a more direct role in securing public input, and do so at a fraction of the cost of the contracted consultant.





Professional Development Goal Attainment

- Achievement of previously established **professional development** goal(s). These vary by year and are agreed to by the Executive Director and Employee. These vary by year and are agreed to between the Executive Director and the Policy Board.

Exceptional (5)

Successful (3)

Needs Improvement (1)

Unsatisfactory (0)

Comments:

Professional Development Goal(s) (May/June 2026):

The following are professional development goals for John Van Dyke to achieve over the next year.

1. Maintain American Institute of Certified Planners (AICP) certification, obtaining a minimum of 16 Certification Maintenance (CM) credits.
2. Attend the 2025 Association of Metropolitan Planning Organization (AMPO) Conference.
3. Develop a comprehensive understanding of local, residential street typologies to facilitate continued policy discussions with the goal of reducing upfront installation and long-term maintenance costs, and outlining other secondary and tertiary impacts.

John has met the professional development goals laid out in 2025 with limited exception applied to goal one. For goal one, John completed the 16 credits necessary to maintain the AICP accreditation. However, in discussions with several other late career planners (15-20+ years of experience) over the course of his career, many individual planners opt to let go of the accreditation. This is because the accreditation is expensive (nearing \$1,000 per year) and requires continuing education that often provides little applicable value to the actual work that is being conducted by the individual. Executive Director level work is more about administration and project management. An understanding in planning provides a tremendous benefit to understanding the context of the work being conducted; however, this is achieved by John's Master of Community and Regional Planning degree and 15+ years of experience in economic development, transportation, and land use planning. To save organizational time and money, it's more fiscally prudent to carry on without requiring the expense and necessary time to maintain the credential.

Professional Development Goal(s) (May/June 2027):

The following are professional development goals for John Van Dyke to achieve over the next year.

1. Identify and complete management coursework, webinar(s), or certification.
2. Identify and complete project management coursework, webinar(s), or certification.





PERFORMANCE SUMMARY

Performance Area	Score
Quality and Quantity of Work	4
Organizational Direction & Management	4
Fiscal Responsibility	4
Strategic Planning	4
Communication and Relationship Building	4
Professional Development Goal Attainment	4
Total	24
Average Score (Total / 6)	4.0

An average overall score below 1.9 warrants placement on a personnel improvement program (PIP).

An average overall score between 2 and 3.9 is considered satisfactory.

An average overall score between 4 and 5 is considered exceptional.





To: Policy Board
From: John Van Dyke, Executive Director
Date: August 27, 2026
Subject: August 2026 Monthly Activities Report

Policy Board Members,

Since the last Policy Board meeting on July 23, 2026, Executive Director Van Dyke has spent time predominantly among four tasks – MPO Meetings, Bike and Ped Plan, Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP).

Besides preparation and actual attendance to the TAC, Policy Board, and weekly NDDOT/MPO Director coordination meetings, the MPO Meetings hours include work on generating the Executive Director performance review document and meeting with the Chair to discuss the same. It also includes some contractually required trainings related to IT security and fraud. These two atypical tasks bolstered the hours beyond what is normal for the month.

The Bike and Pedestrian Plan is well underway, with the majority of hours spent reviewing and providing feedback on documentation prepared by the consultant in preparation for public engagement activities. It also includes participation in three public events to solicit public input for the project. These include the Back to School Bash held at the north hill softball complex, the Minot Music Series at Citizens Alley, and the Souris Valley Animal Shelter 5K in Oak Park. The latter event was attended solely by Executive Director and Transportation Specialist Bosley, following purchase of some basic items that will allow CDMPO staff to bolster public engagement efforts for future plans without having to rely on the contracted consultant.

Several more hours were spent finalizing the Transportation Improvement Program (TIP). The TIP should be or very much nearing the open comment period by the date of this memo. TIP creation has been something that has taken a relatively substantial amount of time, as the document needed to be built from the ground up. Future years should require less staff time overall, but will still be an undertaking and become one of the primary responsibilities of the Transportation Specialist position.

Finally, the 2027-2028 Unified Planning Work Program (UPWP) was been finalized, incorporating necessary clarifying language per comments received from oversight (NDDOT, FHWA, & FTA).

Transportation Specialist Bosley dedicated her time to numerous supportive activities, such as coordination of Technical Advisory Committee, Policy Board, and the first Bike and Pedestrian Steering Committee meeting. She also developed a story map that acts as the project webpage for the Bike and Pedestrian Plan. Bosley also purchased necessary items for ongoing public engagement events, worked on ongoing financials, and worked on various elements of the Transportation Improvement Program. Bosley also completed contractually required trainings, as well as branding items for CDMPO.





Total hours and corresponding percentages of hours for each major task are provided in Table 1. below.

Table 1. Employee Hours by Task – July 19 – August 22, 2026

PROJECT TASK	John Van Dyke		Bailey Bosley	
	HOURS	PERCENTAGE OF TOTAL HOURS	HOURS	PERCENTAGE OF TOTAL HOURS
New/Modification of Existing Agreements/Contracts & Document Branding	0	0.0%	0	0.0%
Mid-year Review	0	0.0%	0	0.0%
Data Collection and GIS Mapping	0	0.0%	0	0.0%
Reimbursement Requests	9	4.5%	11.5	5.8%
Holidays and PTO	21.5	10.8%	32.5	16.3%
TAC, Policy Board, and Other MPO Coordination Meetings	52	26.0%	61.75	30.9%
Central Dakota Website and Social Media	0.5	0.3%	9	4.5%
200.1 - Transit Development Plan (TDP)	8	4.0%	0.5	0.3%
200.2 - Signalized Intersections Traffic Data Collection	0	0.0%	0	0.0%
200.3 - Pavement Data Acquisition	3	1.5%	0	0.0%
200.4 - Bicycle and Pedestrian Plan	50	25.0%	42.25	21.1%
200.5 Unspecified (DO NOT USE)	0	0.0%	0	0.0%
Member Jurisdiction Transportation Planning Support and Coordination	2	1.0%	0	0.0%
Metropolitan Transportation Plan	0	0.0%	0	0.0%
Transportation Improvement Program	26.5	13.3%	34	17.0%
Unified Planning Work Program	27.5	13.8%	8.5	4.3%
Public Participation Plan	0	0.0%	0	0.0%
Total	200	100.0%	200	100.0%





EXPENDITURE DETAIL

Implementing Agency

Central Dakota MPO

38251324: Central Dakota MPO 2026 UPWP

Budget Categories												
Item	Invoice	Payee	Task 100.1 -	Task 100.2 -	Task 200.1 -	Task 200.2 -	Task 200.3 -	Task 200.4 - Bicycle	Task 200.5 - Unspecified	Task 300.1 -	Task 300.2 - ATAC	Total
			Staff Activities	Training & Travel	Transit Development Plan	Signalized Intersections Traffic Data Collection	Pavement Data Acquisition	& Pedestrian Plan	Corridor Study/Plan/Data Acquisition	Overhead	Annual Fee	
1	270233	7/2/26Director Payroll	6,094.10									6,094.10
2	270232	7/2/26 Transportation Specialist Payroll	3,011.77									3,011.77
3	290234	7/17/26 Director Payroll	5,976.87									5,976.87
4	290233	7/17/26 Transportation Specialist Payroll	2,955.95									2,955.95
5	310237	7/31/26 Director Payroll	5,297.04									5,297.04
6	310236	7/31/26 Transportation Specialist Payroll	2,026.83									2,026.83
7	270100	7/2/2026 Accountant Payroll	105.46									105.46
8	290102	7/17/2026 Accountant Payroll	155.43									155.43
9	310100	7/31/2026 Accountant Payroll	42.96									42.96
10	18988.00-11	SRF Consulting Group			16,601.88							16,601.88
11	FAR-00000111051	NDSU				9,731.20						9,731.20
12	50419e82	Ebeltoft Sickler Lawyers								461.50		461.50
13	DP062026.951.0	NDIT								13.20		13.20
14	1201	Office lease								2,225.00		2,225.00
15	287342481817X06122026	AT&T								46.57		46.57
16	111-1614048-5030643	Amazon								110.61		110.61
17	111-8874390-0302602	Amazon								84.01		84.01
18	088655	Menards								65.97		65.97
19												-
20												-
21												-
22												-
23												-
24												-
25												-
Total Current Expenditures			25,666.41	-	16,601.88	9,731.20	-	-	-	3,006.86	-	55,006.35
Total Previously Reported			104,186.54	-	85,238.30	-	-	4,417.43	-	4,823.61	10,000.00	208,665.88
Total Expenditures To Date			\$ 129,852.95	\$ -	\$ 101,840.18	\$ 9,731.20	\$ -	\$ 4,417.43	\$ -	\$ 7,830.47	\$ 10,000.00	\$ 263,672.23

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

Central Dakota Metropolitan Planning Organization					
	Original Budgeted Amounts	Final Budgeted Amounts	July 31, 2026 Actual Amounts	Variance with Final Budget	July 31, 2025 Actual Amounts
REVENUES					
Federal revenues	\$ 295,595	\$ 295,595	\$ 166,872	\$ (128,723)	\$ 166,183
Local operating revenues	\$ 22,909	\$ 22,909	39,272	16,363	38,690
Interest income	\$ -	\$ -	1,224	1,224	1,235
Miscellaneous	-	-	150	150	-
Total revenues	318,504	318,504	207,518	(110,986)	206,108
EXPENDITURES					
Current					
Salaries	168,387	168,387	103,443	64,944	73,163
Employee benefits	16,380	16,380	30,201	(13,821)	18,764
Professional services	243,783	243,783	127,273	116,510	174,657
Property services	4,608	4,608	5,411	(803)	2,872
Purchased services	7,933	7,933	491	7,443	3,026
Supplies	2,042	2,042	643	1,399	-
Total expenditures	443,133	443,133	267,461	175,673	272,482
Excess (deficiency) of revenues over (under) expenditures	(124,630)	(124,630)	(59,943)	64,687	(66,374)
OTHER FINANCING SOURCES (USES)					
Transfers in	87,412	87,412	87,412	-	86,117
Total other financing sources (uses)	87,412	87,412	87,412	-	86,117
Net change in fund balance	\$ (37,218)	\$ (37,218)	27,469	\$ 64,687	19,743
Fund balance, January 1			55,195		44,205
Fund balance, July 31			<u>\$ 82,664</u>		<u>\$ 63,948</u>

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

	July 31, 2026	July 31, 2025
ASSETS		
Cash and cash equivalents	\$ 59,874	\$ (17,321)
Accounts receivable	28,875	87,845
Prepays	42	529
Total assets	<u>\$ 88,791</u>	<u>\$ 71,053</u>
LIABILITIES		
Accounts payable	\$ -	\$ 2,339
Accrued salaries and benefits payable	6,128	4,763
Total liabilities	<u>6,128</u>	<u>7,102</u>
FUND BALANCE		
Nonspendable	\$ 42	529
Committed for CDMPO activities	82,622	63,422
Total fund balance	<u>82,663</u>	<u>63,951</u>
Total liabilities and fund balance	<u>\$ 88,791</u>	<u>\$ 71,053</u>