



Central Dakota MPO Policy Board Meeting

Thursday, January 25, 2024, at 4:30 PM

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

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

1. REVIEW/APPROVAL OF DECEMBER POLICY BOARD MEETING MINUTES

Documents:

[12-21-2023 MPO MEETING MINUTES.PDF](#)

2. UPWP REVIEW AND POTENTIAL APPROVAL

Documents:

[CENTRAL DAKOTA MPO 2024 UPWP FINAL.PDF](#)

3. DISCUSSION/POTENTIAL APPROVAL - POLICY BOARD AGENDA/MINUTES STAFF

1. **New meeting time impacts the rotation that was in place.**
2. **This will likely fall to the Executive Director once hired.**
3. **Transit has offered to potentially have the new admin split time between transit and MPO.**

4. MPO TO DO LIST UPDATE

Documents:

[MPO TO DO LIST \(UPDATED 1-22-24\).PDF](#)

5. SPR CONTRACT UPDATE WITH CITY OF MINOT

- o **This contract was completed on January 19, 2024 for the CDMPO startup costs.**

6. ADDITIONAL BUSINESS

- o **Mike Thiesen or someone else to sign the bylaws, which were approved at the October Policy Board meeting.**

7. NEXT SCHEDULED MEETING

The next Policy Board meeting is scheduled for February 22, 2024 at 4:30

pm.

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION

MEETING MINUTES

December 21, 2023 at 3:00 PM

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

Present:

Burlington City- Zach Walker

Minot City- Lisa Olson, Mark Jantzer, and Harold Stewart

Surrey City- Michael Theisen

Ward County- Beth Peach (alternate), Bucky Anderson and John Fjeldahl

Also Present: Lance Meyer, Wayne Zacher, Dana Larsen, Paul Benning, Michael Johnson, Stacey Hanson, and Korby Seward,

Chair Theisen called the meeting to order at 3:00 pm, with roll taken, and quorum present. Mr. Fjeldahl and Mr. Stewart not there yet.

Review/Approval of November Policy Board Meeting Minutes

The monthly minutes were presented for review. Mr. Walker moved to approve the November 30, 2023 meeting minutes. Motion 2nd by Mr. Jantzer. Motion passed unanimously on the following vote: Ayes: Walker, Jantzer, Olson, Peach, Anderson, and Thiesen; Nays: None. A suggestion was made that abbreviations be spelled out moving forward so that people requesting minutes have a better understanding of the topics being referenced versus short form when reading. All members agreed to avoid using acronyms within future meeting minutes.

2024 Chair and Vice Chair

Discussion ensued on who will preside over the meetings in the new year. The idea of having rotation between the county and then each city every year was recommended but that would leave Burlington out of the 4-year cycle. Mr. Anderson moved to cast a unanimous ballot and appoint Mr. Fjeldahl as the 2024 Central Dakota MPO Policy Board Chairman. With no other nominations, voice vote. Motion passed unanimously. Having the Vice move into the role of Chair would be nice for the experience. Ms. Olson moved to nominate Mr. Janzter as the 2024 Central Dakota MPO Policy Board Vice-Chairman. Mr. Thiesen moved to nominate Mr. Walker as the 2024 Central Dakota MPO Policy Board Vice-Chairman. Member Fjeldahl and Stewart both joined the meeting. Nominations ceased. Mr. Walker takes role of the 2024 Central Dakota MPO Policy Board Vice-Chairman based on the following cast votes: Walker (6), Jantzer (2).

To Do List

An update of tasks complete and items still pending was provided. The contract awaiting legal review is scheduled to be on the agenda for approval at Minot City Council's January 2. 2024 meeting. With approval this will confirm funding plus enable the administrative position to be posted and filled. Comments were received back on the Unified Planning Work Program commending all for their efforts. The 3C Agreement has been signed along with Boundary Map approved. A list of projects desired to be included within the Transportation Improvement Program will be forthcoming. These will be specified plans that qualify for the federal funding received. Point was made that Jesse Berg from Moore Engineering should avoid signing any firm proposals since he will be representing separately on the

Technical Advisory Committee. Validating the entity through the System for Award Management is in progress and tax identification with the Internal Revenue Service, pending a filed name correction, has been obtained.

Additional Business

The first official Technical Advisory Committee meeting is set for January 9th to be held at the Minot Public Works Building. The working group is aware that some may not be able to attend in person and preparing for a virtual option. Publications, noticing, and taking minutes will be required. All members agreed that any Policy Board and Technical Advisory Committee meetings be recorded as well as minutes notated formally in writing.

Next Meeting & Adjournment

The next meeting is scheduled for January 25, 2024. Whether to set meetings later in the day was questioned. Mr. Stewart moved to hold Policy Board meetings at 4:00 p.m. on the fourth Thursday of each month. Motion 2nd by Ms. Olson. Aside from flexing work schedules, traveling, and then having other meetings in the evenings were all reasons mentioned. Mr. Stewart amended his motion to hold Policy Board meetings at 4:30 p.m. on the fourth Thursday of each month. Ms. Olson 2nd the amended motion. Motion passed unanimously on the following vote: Ayes: Stewart, Olson, Jantzer, Anderson, Peach, Walker, Fjeldahl, and Thiesen; nays: none. Meeting adjourned at 3:25 p.m.

2024 Work Program

Central Dakota Metropolitan Planning Organization



Executive Director: Vacant

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Introduction

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

CDMPO is represented by these political subdivisions:

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

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

Michael Thiesen – City of Surrey
Zach Walker, Vice Chair – City of Burlington
Howard “Bucky” Anderson – Ward County
John Fjeldahl, Chair – Ward County
Lisa Olson – City of Minot
Mark Jantzer – City of Minot
Harold Stewart – City of Minot

Each political subdivision may have one alternate member in the event the appointed member is unable to attend the policy board meeting. The alternate members include:

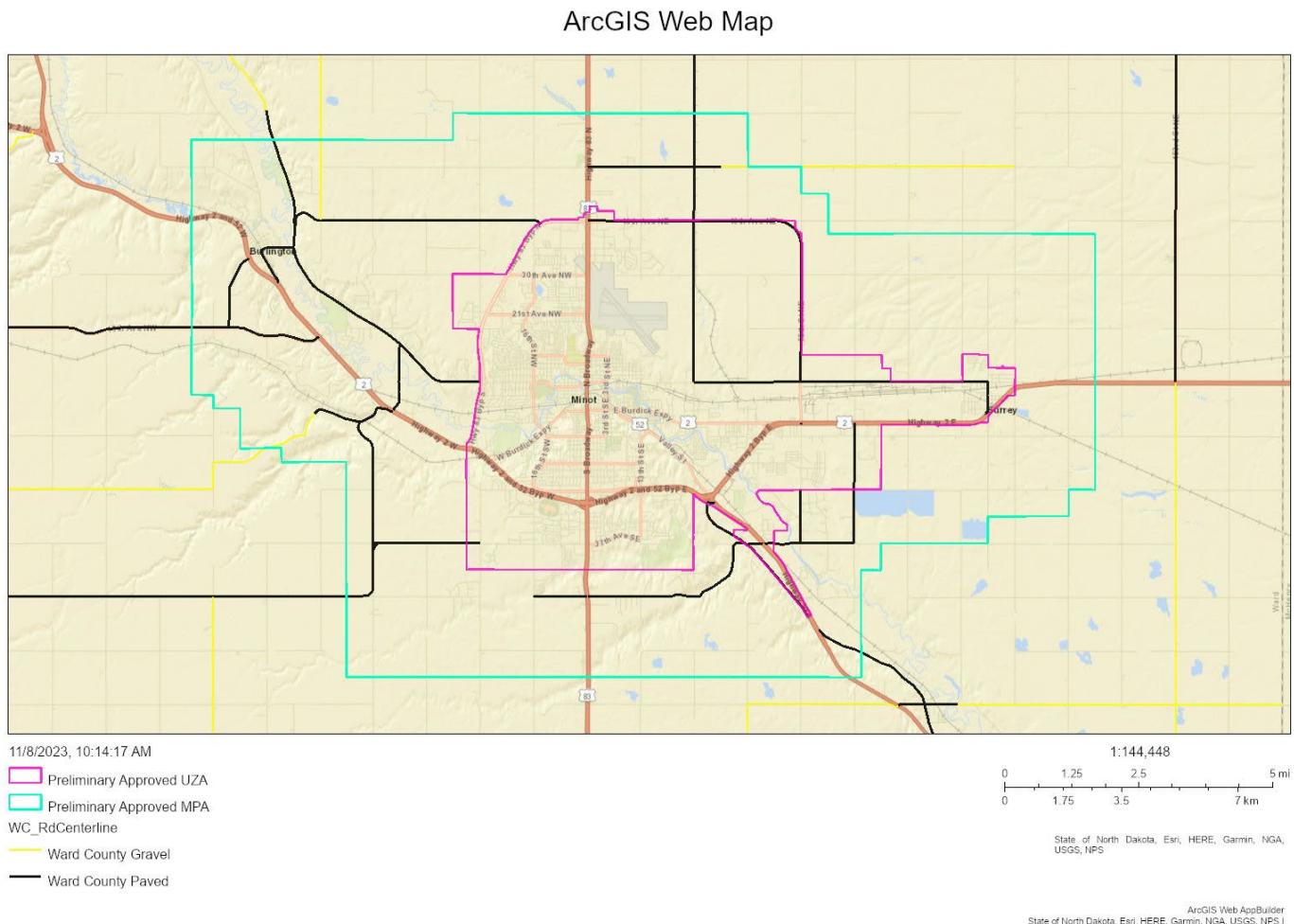
Jerick Hedges – City of Burlington
Steve Fennewall – City of Surrey
Carrie Evans – City of Minot
Shelly Weppler – Ward County

The policy board meets the fourth Thursday of each month (subject to change).
The policy board is advised by the technical advisory committee. Those members include:

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

The technical advisory committee meets the second Tuesday of each month (subject to change).

Map of CDMPO



Purpose of Unified Planning Work Program

This is the first unified planning work program (UPWP) of CDMPO. The purpose of the UPWP is to:

1. Provide a detailed description of all transportation related planning activities anticipated by the CDMPO within the metropolitan planning area during 2024.
2. Provide detailed work activities and budget information including local, state, and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Government.

Metropolitan Planning Factors

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

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

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

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 100 - Program Support and Administration										
Section 110 - Program Support	X	X	X	X	X	X	X	X	X	X
Section 120 - Planning Work Program	X	X	X	X	X	X	X	X	X	X
Section 130 - Training and Travel	X	X	X	X	X	X	X	X	X	X
Section 140 - Program Expenses	X	X	X	X	X	X	X	X	X	X
Section 200 - Long-Range Transportation Planning										
Section 210 - Metropolitan Transportation Plan Development	X	X	X	X	X	X	X	X	X	X
Section 220 - Public Participation Plan	X				X	X	X	X	X	X
Section 300 - Short-Range Transportation Planning										
Section 310 - Transportation Planning Support and Coordination	X	X	X	X	X	X	X	X	X	X

2024 Planned Work Activities

2024's planned work activities will primarily consist of creating the foundation and structure of the MPO and starting work on planning activities. The primary activities include:

- Complete the 2024 UPWP
- Complete 3C agreement with NDDOT
- Hire an Executive Director
- Remodel and furnish the office space located at City of Minot Public Works
- Adopt Title VI program
- Adopt Public Participation Plan
- Develop website for the MPO
- Begin development of the Metropolitan Transportation plan

Section 100 – Program Support and Administration

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing work programs, Title VI plan, website creation, and quarterly budget reports.

Section 110 – Program Support

Program support activities keep the Policy Board and TAC informed and meeting on a regular basis. Actions include record keeping of board and committee meetings, agendas and minutes, attending MPO activity meetings, Title VI program work, website development, and hiring an Executive Director. This activity will be complete at the end of 2024.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the UPWP and amendments, 3C agreement, coordination with NDDOT, FHWA, FTA, and local sponsoring agencies. Also included are quarterly reports, reimbursement forms, and office accounting. The annual budget is assembled and coordinated with the City of Minot's finance and administration departments. This activity will be complete at the end of 2024.

Section 130 – Training and Travel

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. This activity will be complete at the end of 2024.

Section 140 – Program Expenses

Program expenses are the costs necessary to maintain the CDMPO office including but not limited to supplies, printing and mailing, utilities, office remodel and furnishing, computer and software, and rent. Also included are the costs of staff PTO and holiday pay. This activity will be complete at the end of 2024.

Section 200 – Long-Range Transportation Planning

The Long-Range Transportation Planning element includes activities that develop, implement, and provide necessary support data for the Metropolitan Transportation Plan (MTP). This section also includes public outreach and environmental justice activities.

Section 210 – Metropolitan Transportation Plan Development

Because CDMPO is new, a MTP does not exist. The City of Minot and Ward County have corridor studies and long-range plans, but not a full encompassing document for the Metropolitan Planning Area.

The Metropolitan Planning Area's model must be developed. The NDDOT partners with the Advanced Traffic Analysis Center (ATAC) through North Dakota State University's Upper Great Plains Transportation Institute. The costs of building this model will be included in the MPO budget for this activity.

In addition, a consultant will be hired to develop the MTP. This process will likely start in 2024 and must be completed by end of year 2026. The costs of developing the plan will be the primary expense the MPO has over the next two years.

Section 220 – Public Participation Plan

The public involvement plan will outline different ways to involve people in transportation planning. It is critical to CDMPO to involve individuals and organizations representing wide variety of experiences and perspectives in regards to transportation planning.

In 2024, the plan's goals and objectives will be developed and will be used for all public involvement activities. This activity will be complete at the end of 2024.

Section 300 – Short-Range Transportation Planning

Activities in this section will focus on providing input and coordination with local agencies inside the MPA. The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives.

Section 310 – Transportation Planning Support and Coordination

The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives. This activity will be complete at the end of 2024.

UPWP Funding

Total Revenue

Revenue for CDMPO comes from a combination of federal and local funds. The total federal funds allocated to the CDMPO is \$489,673.00. The total local funding is a 20% match of the federal funding which equals \$122,418.25. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%. The dollar amounts are shown in the table below.

CDMPO Revenue	
Funding Source	Amount
Federal Funds	\$ 489,673.00
Local Funds	\$ 122,418.25
Local Funding Allocation	
Burlington Local Match	\$ 2,448.37
Minot Local Match	\$ 84,468.59
Surrey Local Match	\$ 2,448.37
Ward County Local Match	\$ 33,052.93
Total Revenue	\$ 612,091.25

Total Expenses

The expenses shown below are based on several assumptions for the 2024 budget since the CDMPO has no historical expense data. Many of the budget line items are modeled after the City of Minot's Engineering Department costs. The salary is an estimated number based on the assistant city engineer's salary with benefits based off a family insurance plan, and other City of Minot benefits.

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

2024 CDMPO Expenses		
Salaries		2024 Budget
All	1 Executive Director	\$ 119,975.00
Sec. 110	Accountant	\$ 15,527.75
Benefits		
Sec. 110	Health Insurance	\$ 24,358.00
Sec. 111	Life Insurance	\$ 59.00
Sec. 112	Medicare	\$ 1,761.00

Sec. 113	NDPERS	\$ 12,374.00
Sec. 114	Short Term Disability	\$ 977.00
Sec. 115	Long Term Disability	\$ 584.00
<i>Professional Services</i>		
Sec. 210	Consultants	\$ 322,800.00
Sec. 140	Other Professional Services	\$ 7,500.00
	Memberships & Associations	\$ 750.00
<i>Repair & Maintenance</i>		
Sec. 140	Structure RPR & MTCE	\$ 750.00
Sec. 140	Pest Control RPR & MTCE	\$ 100.00
Sec. 140	Security System RPR & MTCE	\$ 25.00
Sec. 140	IT MTCE & Repair Agreements	\$ 840.00
Sec. 140	Rentals	\$ 17,364.33
<i>Other Purchased Services</i>		
Sec. 140	General Liability Insurance	\$ 500.00
Sec. 140	Building & Contents Insurance	\$ 550.00
Sec. 140	Inland Marine Insurance	\$ 220.00
Sec. 140	Cyber Security Insurance	\$ 133.00
Sec. 140	Telephone Services	\$ 1,500.00
Sec. 140	Advertising	\$ 7,500.00
Sec. 130	Travel Costs	\$ 4,430.00
Sec. 130	Education & Training	\$ 800.00
Sec. 140	Postage & Shipping	\$ 500.00
<i>Operation Supplies</i>		
Sec. 140	DPMT Materials & Supplies	\$ 800.00
Sec. 140	Furniture & Equipment	\$ 5,190.00
Sec. 140	Copier & Printer Supplies	\$ 500.00
Sec. 140	Books & Subscriptions	\$ 500.00
<i>Utilities</i>		
Sec. 140	Natural Gas	\$ 148.00
Sec. 140	Electricity	\$ 337.00

<i>Capital Improvements</i>		
Sec. 140	Capital Infrastructure	\$ 5,000.00
	Department Total	\$ 554,353.08

CDMPO Labor Cost

The table below shows the CDMPO labor costs breakdown based on the salary and benefit totals.

CDMPO Labor Cost		
	Executive Director	
2024 Hours		2080
Wage per hour	\$	57.68
Benefits per hour	\$	17.13
Total Hourly Rate	\$	74.81
	Accountant	
2024 Hours		475
Wage per hour	\$	32.69
Benefits per hour	\$	9.42
Total Hourly Rate	\$	42.11

Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP.

Section 110- Program Support and Administration

Section 110 - Program Support and Administration	Executive Director & Accountant (hr)	Total Cost
Total Hours	716	\$ 53,567.47
Total Expenses (Accountant)	475	\$ 20,000.75
Section 110 - Program Support and Administration Total	1191	\$ 73,568.22

	Section 110 - Program Support and Administration	Executive Director (hr)	Total Cost
	Hours		
Program Support	1. Prepare agendas and minutes for CDMPO PB meetings	60	\$ 4,488.89
	2. Prepare agendas and minutes for CDMPO TAC meetings	60	\$ 4,488.89
	3. Attending CDMPO related meetings throughout the state	68	\$ 5,087.41
	4. MPO By-laws, Website Development, Hire Exec. Director, Title VI, Administrative Policy Development	528	\$ 39,502.27
	Total Hours	716	\$ 53,567.47
	Expenses		
	Accounting - Extra Help	475	\$ 20,000.75
	See Section 130 Training and Travel		
	Total Expense		\$ 20,000.75

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$ 58,854.58	
Burlington	\$ 294.27		
Surrey	\$ 294.27		
Minot	\$ 10,152.41		
Ward County	\$ 3,972.68		
Other			
Total	\$ 14,713.64	\$ 58,854.58	\$ 73,568.22

Section 120- Planning Work Program

Section 120 - Planning Work Program	Executive Director (hr)	Total Cost
Total Hours	428	\$ 32,020.78
Total Expenses		\$ -
Section 120 - Planning Work Program	428	\$ 32,020.78

	Section 120 - Planning Work Program	Executive Director (hr)	Total Cost
	Hours		
Planning Work Program	1. Prepare UPWP and Amendments, 3C Agreement	168	\$ 12,568.90
	2. CDMPO Reporting	260	\$ 19,451.88
	Total Hours	428	\$ 32,020.78
	Expenses		
	N/A		

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$ 25,616.62	
Burlington	\$ 128.08		
Surrey	\$ 128.08		
Minot	\$ 4,418.87		
Ward County	\$ 1,729.12		
Other			
Total	\$ 6,404.16	\$ 25,616.62	\$ 32,020.78

Section 130- Training and Travel

Section 130 - Training and Travel	Executive Director (hr)	Total Cost
Total Hours	72	\$ 5,386.67
Total Expenses		\$ 5,230.00
Section 130 - Training and Travel	72	\$ 10,616.67

Section 130 - Training and Travel	Executive Director (hr)	Total Cost
Hours		
Training and Travel	1. Attend trainings and conferences	72 \$ 5,386.67
	Total Hours	72 \$ 5,386.67
	Expenses	
	Training	\$ 800.00
	Travel	\$ 4,430.00
Total Expense		\$ 5,230.00

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 8,493.34	
Burlington	\$ 42.47		
Surrey	\$ 42.47		
Minot	\$ 1,465.10		
Ward County	\$ 573.30		
Other			
Total	\$ 2,123.33	\$ 8,493.34	\$ 10,616.67

Section 140- Program Expenses

Section 140 - Program Expenses	Executive Director (hr)	Total Cost
Total Hours	120	\$ 8,977.79
Total Expenses		\$ 50,707.33
Section 140 - Program Expenses	120	\$ 59,685.12

Section 140 - Program Expenses	Executive Director (hr)	Total Cost
Hours		
1. PTO and Holidays	120	\$ 8,977.79
Total Hours	120	\$ 8,977.79
Expenses		
Professional Services - Legal		\$ 7,500.00
Memberships & Associations		\$ 750.00
Structure RPR & MTCE		\$ 750.00
Pest Control RPR & MTCE		\$ 100.00
Security System RPR & MTCE		\$ 25.00
IT MTCE & Repair Agreements		\$ 840.00
Rentals		\$ 17,364.33
General Liability Insurance		\$ 500.00
Building & Contents Insurance		\$ 550.00
Inland Marine Insurance		\$ 220.00
Cyber Security Insurance		\$ 133.00
Telephone Services		\$ 1,500.00

Advertising	\$ 7,500.00
Postage & Shipping	\$ 500.00
Department Materials & Supplies	\$ 800.00
Furniture & Equipment	\$5,190.00
Copier & Printer Supplies	\$ 500.00
Books & Subscriptions	\$ 500.00
Natural Gas	\$ 148.00
Natural Gas	\$ 337.00
Capital Infrastructure	\$ 5,000.00
Total Expense	\$ 50,707.33

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 47,748.10	
Burlington	\$ 238.74		
Surrey	\$ 238.74		
Minot	\$ 8,236.55		
Ward County	\$ 3,223.00		
Other			
Total	\$ 11,937.02	\$ 47,748.10	\$ 59,685.12

Section 210- Metropolitan Transportation Plan Development

Section 210 - Metropolitan Transportation Plan Development	Executive Director (hr)	Total Cost
Total Hours	520	\$ 38,903.75
Total Expenses		\$ 322,800.00
Section 210 - Metropolitan Transportation Plan Development	520	\$ 361,703.75

Section 210 - Metropolitan Transportation Plan Development	Executive Director (hr)	Total Cost
Hours		
1. Staff Work Hours	520	\$ 38,903.75
Total Hours	520	\$ 38,903.75
Expenses		
Contract with ATAC for MTP model setup		\$ 65,000.00
MTP Consultant Contract		\$ 250,000.00
Complete Streets		\$ 7,800.00
Total Expenses		\$ 322,800.00

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$ 289,363.00	
Burlington	\$ 1,446.82		
Surrey	\$ 1,446.82		
Minot	\$ 49,915.12		
Ward County	\$ 19,532.00		
Other			
Total	\$ 72,340.75	\$ 289,363.00	\$ 361,703.75

Section 220- Public Participation Plan

Section 220 - Public Participation Plan	Executive Director (hr)	Total Cost
Total Hours	120	\$ 8,977.79
Total Expenses		\$ -
Section 220 - Public Participation Plan	120	\$ 8,977.79

	Section 220 Public Participation Plan	Executive Director (hr)	Total Cost
	Hours		
Public Participation Plan	1. Prepare Public Participation Plan	120	\$ 8,977.79
	Total Hours	120	\$ 8,977.79
	Expenses		
	N/A		

Section 220 - Public Participation Plan			
Entity	Local	Federal	Total
Federal		\$ 7,182.23	
Burlington	\$ 35.91		
Surrey	\$ 35.91		
Minot	\$ 1,238.93		
Ward County	\$ 484.80		
Other			
Total	\$ 1,795.56	\$ 7,182.23	\$ 8,977.79

Section 310- Transportation Planning Support and Coordination

Section 310 - Transportation Planning Support and Coordination	Executive Director (hr)	Total Cost
Total Hours	104	\$ 7,780.75
Total Expenses		\$ -
Section 310 - Transportation Planning Support and Coordination	104	\$ 7,780.75

Section 310 - Transportation Planning Support and Coordination	Executive Director (hr)	Total Cost
Hours		
1. Planning support and coordination with other agencies	104	\$ 7,780.75
Total Hours	104	\$ 7,780.75
Expenses		
N/A		

Section 310 - Transportation Planning Support and Coordination			
Entity	Local	Federal	Total
Federal		\$ 6,224.60	
Burlington	\$ 31.12		
Surrey	\$ 31.12		
Minot	\$ 1,073.74		
Ward County	\$ 420.16		
Other			
Total	\$ 1,556.15	\$ 6,224.60	\$ 7,780.75

Program Funding Summary

The tables below show a total summary of all program hours and expenses.

Total Program Hours and Expenses	Executive Director (hr)	Total Cost
Total Hours	2555	\$ 155,615.00
Total Expenses		\$ 398,738.08
Total Program Hours and Expenses	2555	\$ 554,353.08

Total Program Cost Share	Total Cost
Total Local Cost	\$ 110,870.62
Total Federal Cost	\$ 443,482.47
Total Program Hours and Expenses	\$ 554,353.08

Total Program Local Share	Total Cost
Burlington	\$ 2,217.41
Surrey	\$ 2,217.41
Minot	\$ 76,500.73
Ward County	\$ 29,935.07
Total Program Hours and Expenses	\$ 110,870.62

Adoption

The Central Dakota Metropolitan Planning Organization has adopted the 2024 Unified Planning Work Program on _____, ____.

John Fjeldahl, Chairman

Date

Appendix 1 – 3C Agreement

CDMPO To Do List				
Task	Start Date	Due Date	Complete date	Comments
Bylaws			10/28/2023	Approved at Oct PB Mtg. Need to sign because we didn't get signed during the mtg when approved.
MPO ED Job Posting		ASAP		NDDOT working on SPR contract with Minot to make reimbursable. 1/19/24 I let the City know that the contract had been signed, but wasn't sure if the board wanted to see the posting again prior to getting out. I have not heard if the posting went live yet.
UPWP	ASAP			Federal comments have been addressed and in an action item for Jan PB meeting
3C Agreement		11/30/2023	12/20/2023	
Title VI Process				
Boundaries		12/29/2023	11/9/2023	FHWA completed initial review of UZA; MPA is at Governor with designation request letter for approval/designation. Sent week of 10/30. Letter sent from Governor 11/9/23 the letter to the Governor included the Map. UZA approved by FHWA 12/5
Designation by Governor		12/29/2023	11/9/2023	
MPO Contract		12/31/2023		this is needed to provide CPG funds to MPO, but we will have some time as we will enter an SPR contract with Minot to get started. Will need to have Tax ID before we can get Vendor ID set up, which is needed prior to reimbursements.
SPR Contract with City of Minot			1/19/2024	Intended to get MPO up and running. Contract was completed 1/19.
Rdwy Functional Class Update		12/29/2025		Roadway functional class updates for Census defined urban boundaries. Letter will be sent to jurisdictions requesting they update functional class after UZA approval. Goal to have completed by 12/29/24
Public Participation Plan				Will need to have in place sooner than later
TIP		12/29/2026		Goal is to have official TIP by 7/2026 to get projects in the STIP. Need to have MTP completed before we can have TIP because MTP feeds the TIP
Internal policies & procedures	on going			This will be ongoing for the ED once on board
MTP	1/1/2024	12/29/2026		Will likely need to work with Lance and Dana to get an RFP developed, so can get a consultant on board. Example MTP RFPs sent to LM and DL on 11/7
Website				Could work this into MTP to have the consultant develop a branding plan for the MPO if so desired

Sam.gov registration				DLak questioned if this couldn't just be City of Minot registration. WZ will dig into. NDDOT has internal (LGD and Finance) discussion scheduled for 11/28 to discuss. Mike T., PB Chair, is looking into Sam.gov registration.
Tax ID			12/5/2023	Mike T., PB Chair, got EIN set up as of 12/5/23 and is 93-4698426. Follow up paper work is needed because name was set up as "Central Dakotas MPO" not "Central Dakota MPO"
MPO Insurance				Will need to have insurance for MPO Contract. Minimum \$2,000,000/occurrence and \$500,000/person