

CDMPO To Do List				
Task	Start Date	Due Date	Complete date	Comments
Bylaws			10/28/2023	Approved at Oct PB Mtg.
MPO ED Job Posting	1/31/2024	Open until filled		Reposted and approval was given to hire a recruiter. NDDOT believes current contract covers this work without work program or contract amendments (Zacher memo 4/8)
UPWP			3/11/2024	
3C Agreement		11/30/2023	12/20/2023	
Title VI Process				Started looking at during TAC, but was not in a position to adopt
Boundaries		12/29/2023	11/9/2023	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. This is tied to agenda item #2
SPR Contract with City of Minot			1/19/2024	Intended to get MPO up and running.
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		Agenda Item #5 is looking for PB approval to send RFP out (should get contract squared away before we send, but can still get this step done)
Website				Agendas can currently be found on City of Minot Website
Sam.gov registration				This may not be needed if MPO contract is signed with Minot (discussion item #2)
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
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