

February 28, 2024

Ms. Kristen Sperry  
Environmental & Planning Specialist  
Federal Highway Administration  
4503 Coleman Street North, Suite 205  
Bismarck, ND 58503

Dear Kristen:

**SUBJECT: CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION 2024  
UNIFIED PLANNING WORK PROGRAM**

The Policy Board of the Central Dakota Metropolitan Planning Organization (CDMPO) approved their 2024 Unified Planning Work Program (UPWP) on January 25, 2024. The UPWP identifies planning activities for the CDMPO area for calendar year 2024. The final UPWP was sent to you and Federal Transit Administration (FTA) by NDDOT LGD for your review. The North Dakota Department of Transportation (NDDOT) worked with CDMPO during the development of the UPWP and had the opportunity to provide comments on the draft document.

CDMPO and NDDOT have been working together to have an approved work program in place for 2024. The North Dakota Department of Transportation hereby recommends approval of the final 2024 UPWP.

NDDOT requests your consideration and approval of the 2024 CDMPO UPWP. Thank you for your continuing efforts to improve transportation infrastructure in North Dakota. If you have questions, please feel free to give Stacey Hanson a call at 701-328-4469 or Wayne Zacher a call at 701-328-4828.

Sincerely,

*Paul M. Benning*

Paul M. Benning, P.E.  
Local Government Division Engineer

38/waz

Attachment(s)

C: Lance Meyer – City of Minot

Ranae Tunison – Federal Transit Administration, Region VIII

# 2024 Work Program

## Central Dakota Metropolitan Planning Organization



Executive Director: Vacant

Phone: 701-857-4100

Email: [engineer@minotnd.gov](mailto:engineer@minotnd.gov)

Mailing Address: PO Box 5006 Minot, ND 58702-5006

Physical Address: 1025 31<sup>st</sup> St SE Minot, ND 58701

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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:

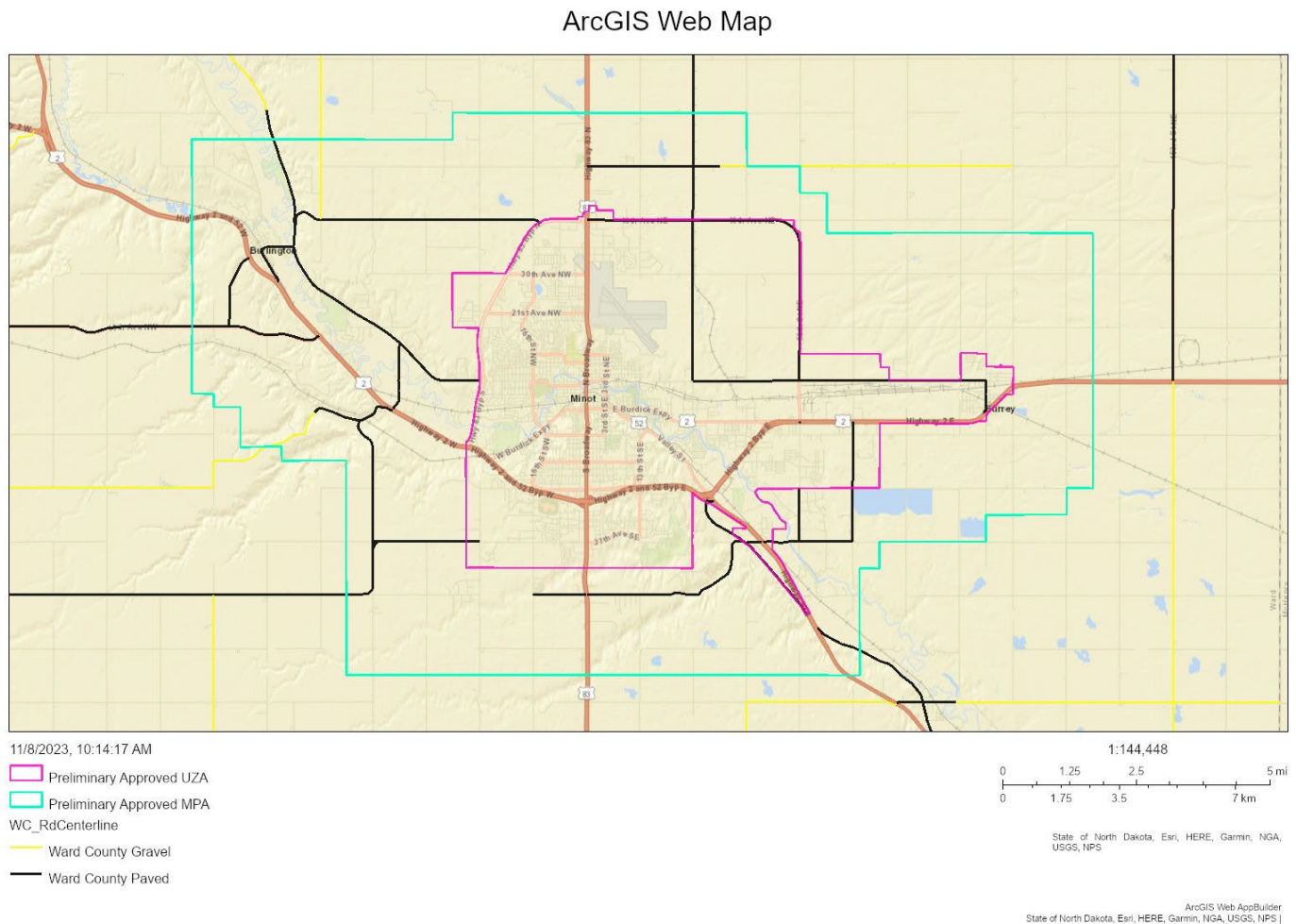
Jerick Hedges – City of Burlington  
Steve Fennewall – City of Surrey  
Carrie Evans – City of Minot  
Shelly Wepler – Ward County

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
Sec. 140	Memberships & Associations	\$ 750.00
<i>Repair &amp; 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		
Program Expenses	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		
MTP Development	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		
Transportation Planning Support and Coordination	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 January 25, 2024.

  
\_\_\_\_\_  
John Fjeldahl, Chairman

Feb 20, 2024  
Date

## Appendix 1 – 3C Agreement

**MEMO TO:** Ron Henke  
Director

**FROM:** Zacher, Wayne A.

**DATE:** 12/01/2023

**SUBJECT:** 38231446: Central Dakota MPO Memorandum of Agreement

The MPO memorandum of agreement (MOA) outlines the roles and responsibilities for the different types of MPO transportation planning activities . The MOA is between NDDOT, Central Dakota MPO, Pubic Transit Operator (city of Minot).

This is not a standard contract or agreement. Legal did review and approve prior to sending around for signatures.

I there are questions, contact Wayne Zacher at (701)328-4828.

38/waz

Contract Routing:  
Stacey Hanson;  
Paul Benning;  
Shannon Sauer;  
Lance Meyer, City of Minot (Specify recipients)  
Minot Signer;  
Minot Attestor;  
Metropolitan Planning Organization Chairperson;  
Wayne Zacher;  
Clint Mongenstern;  
Chad Orn



## **Memorandum of Agreement Covering Metropolitan Planning within the Minot Metropolitan Area**

This Memorandum of Agreement (MOA) is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter NDDOT, and the Central Dakota Metropolitan Planning Organization, hereinafter MPO, and the city of Minot, hereinafter Public Transportation Operator.

WHEREAS, joint responsibilities for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process is defined and required by the United States Department of Transportation (USDOT) in regulations at *23 CFR 450 Subpart A – Transportation Planning and Programming Definitions; 23 CFR 450 Subpart C – Metropolitan Transportation Planning and Programming*, 23 U.S.C. 134; and 49 U.S.C. 5303; and

WHEREAS, the regulations at *23 CFR 450.314 – Metropolitan Planning Agreements* and *49 CFR 613 – Metropolitan Transportation Planning and Programming* direct that the Metropolitan Planning Organization (MPO), States, and Public Transportation Operator shall cooperatively determine their mutual responsibilities for carrying out the 3-C process and clearly identify them in a written agreement; and

WHEREAS, the Public Transportation Operators is the public entity which participates in the continuing, cooperative, and comprehensive transportation planning process in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303, and is the designated recipient of Federal funds under title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation; and

WHEREAS, nothing in this MOA shall be construed to limit or affect the legal authorities of the parties or require the parties to perform beyond their respective authority,

NOW, THEREFORE, NDDOT, MPO, and Public Transportation Operator agree to cooperatively undertake a continuing and comprehensive transportation planning and programming process for the defined metropolitan planning area. The process will be completed in accordance with state and local goals for urban planning, the provisions of 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450, as amended, and the provisions of this Memorandum of Agreement, in which it is mutually agreed that each agency has the following responsibilities:

### ***I. Statewide Transportation Plan and Modal Plans***

#### **A. NDDOT**

- Solicit input from the MPO and Public Transportation Operator early in the development of the Statewide Transportation and Modal Plans.
- Provide an opportunity for the MPO and Public Transportation Operator to review and comment on the draft and final Statewide Transportation and Modal Plans.
- Periodically update the Statewide Transportation and Modal Plans after soliciting input from the MPO and Public Transportation Operator and providing an opportunity for the MPO and Public Transportation Operator to review and comment on such updates.

- Conduct periodic regional meetings on the Statewide Transportation and Modal Plans seeking assistance from the MPO and Public Transportation Operator in accordance with NDDOT Public Participation Procedures.
- Coordinate all public meetings with NDDOT Public Participation Procedures and the MPO Public Participation Plan.
- Coordinate the Statewide Transportation and Modal Plans with the MPO's Metropolitan Transportation Plan (MTP).

**B. Metropolitan Planning Organization and Public Transportation Operator**

- Provide input into the development of the Statewide Transportation and Modal Plans and any subsequent updates.
- Review and comment on the draft Statewide Transportation and Modal Plans and subsequent updates.
- Assist and participate in periodic regional meetings.
- Coordinate with NDDOT in all public meetings in accordance with NDDOT Public Participation Procedures and the MPO's Public Participation Plan.
- Review coordination of the Statewide Transportation and Modal Plans with the MTP.

**II. *Metropolitan Transportation Plan and Modal Plans***

**A. NDDOT**

- Provide input into the development of MPO's MTP and Modal Plans.
- Cooperatively develop estimates of reasonable funding for the MTP period.
- Review and comment on MPO's draft MTP and Modal Plans.
- Provide assistance and available necessary data for MPO's surveillance and monitoring report; review findings and provide comment.
- Provide input into the periodic update of the MPO's MTP and Modal Plans.
- Participate in public meetings during the development of the MPO's MTP and Modal Plans.
- Coordinate to provide final acceptance of the MPO's MTP and notify the MPO of their next update deadline.

**B. Metropolitan Planning Organization**

- Develop and adopt an MTP in accordance with federal and state regulations in cooperation with the NDDOT and the Public Transportation Operator.
- Develop and adopt Modal Plans to support and further define the MTP.

- Provide NDDOT and the Public Transportation Operator the opportunity to review and comment on the draft, any revisions or amendments of the MTP and Modal Plans.
- Annually survey and monitor transportation system trends; prepare report of significant findings.
- Provide opportunity for NDDOT and the Public Transportation Operator to review the findings report.
- Update the MTP at least every five years in cooperation with NDDOT and the Public Transportation Operator.
- Provide an opportunity for NDDOT and the Public Transportation Operator to review and comment on the updated MTP.
- Solicit, in coordination with NDDOT and the Public Transportation Operator, public input in accordance with the MPO's Public Participation Plan.

**C. Public Transportation Operator**

- Provide input into the development of the MPO's MTP and Modal Plans.
- Review and comment on the MPO's draft MTP.
- Cooperatively develop estimates of reasonable funding for the MTP planning period.
- Provide assistance and data for the MPO's surveillance and monitoring report; review findings and provide comment.
- Assist and participate in obtaining public input in the development of the MPO's MTP in accordance with the MPO's Public Participation Plan.

**III. Unified Planning Work Program (UPWP)**

**A. NDDOT**

- Provide input into the MPO's UPWP.
- Provide an estimate of reasonable funding for the UPWP in accordance with the approved CPG distribution formula.
- Review and comment on the MPO's draft UPWP.
- Review MPO semi-annual progress reports.
- Approve the MPO's final UPWP and interim amendments.
- Submit to FHWA and FTA requesting approval of the UPWP.
- Prepare and execute agreement with MPO for distribution of FHWA and FTA planning funds.

**B. Metropolitan Planning Organization**

- Prepare a UPWP after soliciting input from NDDOT and the Public Transportation Operator.
- Provide an opportunity to NDDOT and Public Transportation Operator for review and comment on the draft UPWP.
- Submit final UPWP to NDDOT for approval.
- Review and sign agreement with NDDOT for distribution of FHWA and FTA planning funds.
- Prepare semi-annual progress reports and submit to FHWA, FTA, NDDOT and the Public Transportation Operator.

**C. Public Transportation Operator**

- Provide input and review/comment on the MPO semi-annual progress reports.
- Prepare and submit Urbanized Area Formula Program and/or any other direct allocation programs to FTA for approval; notify NDDOT and MPO when grant has been approved.

**IV. Technical Studies**

This section applies to all technical activities, such as corridor studies and sub-area planning studies.

**A. NDDOT**

- Provide prepared scope of work for review and comment by MPO and Public Transportation Operator, if requested, for DOT initiated studies.
- Review, comment, and approve the scope of work prepared by MPO and Public Transportation Operator.
- Review and comment on draft study reports prepared by MPO and Public Transportation Operator.

**B. Metropolitan Planning Organization**

- Provide prepared scope of work for review and comment by NDDOT and Public Transportation Operator for MPO initiated studies.
- Review and comment on scope of work prepared by NDDOT and Public Transportation Operator.
- Review and comment on draft study reports prepared by NDDOT and Public Transportation Operator.

**C. Public Transportation Operator**

- Provide prepared scope of work for review and comment by NDDOT and MPO, if requested, for Public Transportation Operator initiated studies.
- Review and comment on scope of work prepared by NDDOT and MPO.
- Review and comment on draft study reports prepared by NDDOT and MPO.

**V. *Transportation Improvement Programs (TIP)*****A. NDDOT**

- Provide an opportunity for the MPO and Public Transportation Operator to review and comment on the draft Statewide Transportation Improvement Program (STIP).
- Obtain early public participation on the STIP development with the assistance of the MPO and the Public Transportation Operator.
- Cooperatively develop annual estimates of available funding for each TIP/STIP cycle.
- Cooperate and participate in the annual solicitation of projects conducted by the MPO.
- Submit to MPO a DOT generated list of cooperatively developed federally funded projects which are consistent with the MPO's MTP for development of the draft TIP.
- Review and comment on MPO list of prioritized projects.
- Review and comment on draft MPO TIP.
- Approve final TIP; incorporate MPO TIP into STIP and submit to FHWA and FTA.

**B. Metropolitan Planning Organization**

- Solicit projects from all implementing agencies which are consistent with the MPO's MTP.
- Review and comment on the draft STIP.
- Develop TIP utilizing input from NDDOT and the Public Transportation Operator.
- Obtain public input on the TIP in accordance with the MPO's Public Participation Plan.
- Submit TIP to NDDOT for approval.

**C. Public Transportation Operator**

- Submit to MPO candidate projects which are consistent with the MPO's MTP.
- Review and comment on MPO list of prioritized projects.
- Participate in the early public participation process.

- Review and comment on the draft STIP.
- Utilize the MPO Public Participation Plan's public notification procedures in the development of the annual Program of Projects.
- Review and comment on draft and final MPO TIP.

**VI. *Committees***

**A. NDDOT**

- Attend and participate in MPO Technical Advisory Committee meetings as a voting member.
- Serve as ex-officio member of the MPO Policy Board, as requested.
- Establish study committees / sub-committees as needed and include MPO and Public Transportation Operator representatives as appropriate.
- Participate in MPO and Public Transportation Operator study committees and sub-committees as appropriate.

**B. Metropolitan Planning Organization**

- Establish a Technical Advisory Committee which includes NDDOT and Public Transportation Operator as voting members.
- Establish study committees / sub-committees as needed and include NDDOT and Public Transportation Operator as appropriate.
- Participate in NDDOT and Public Transportation Operator study committees / sub-committees as appropriate.

**C. Public Transportation Operator**

- Attend and participate in all MPO Technical Advisory Committee meetings as a voting member.
- Establish study committees / sub-committees as needed and include MPO and NDDOT representatives as appropriate.
- Participate in MPO and NDDOT study committees and sub-committees as appropriate.

**VII. *MPO Certification***

**A. NDDOT**

- Monitor federal and state legislation and inform the MPO and Public Transportation Operator of new or changed requirements.
- Conduct mid-year program review with MPO and Public Transportation Operator.

- Review and accept MPO's self-certification documentation and submit to FHWA and FTA as part of the TIP submittal.

**B. Metropolitan Planning Organization**

- Prepare and include in annual TIP an adopted self-certification statement.
- Every three (3) years develop a more detailed self-certification report.
- Participate in mid-year program review with NDDOT and Public Transportation Operator.

**C. Public Transportation Operator**

- Review MPO's self-certification documentation.
- Participate in mid-year program review with NDDOT and MPO.

**VIII. *Performance Based Planning***

The parties to this agreement will work cooperatively to develop, identify and implement a performance based planning approach to address federal performance measures. This coordination effort is outlined in a separate agreement between the parties.

**IX. *Period of Agreement***

- This Memorandum of Agreement shall be effective once all signatures have been obtained and may be terminated by any one of the parties by giving 90 days written notice to each of the other parties. This Memorandum of Agreement will remain in effect until terminated as provided in this clause, or until replaced by a new Memorandum of Agreement.
- Any amendments to this Memorandum of Agreement must be mutually agreed to in writing.
- It is mutually agreed that this Memorandum of Agreement will be reviewed (and amended as determined necessary) following the reauthorization of the current surface transportation authorization act.

**X. *Authorized Representatives***

The NDDOT authorized representative is Wayne A. Zacher, MPO Coordinator & Transportation Engineer, 608 E Boulevard Ave, Bismarck, ND 58505, 701-328-4828, [wzacher@nd.gov](mailto:wzacher@nd.gov), or his successor.

The Central Dakota Metropolitan Planning Organization authorized representative is the Policy Board Chairperson or Executive Director, 1025 31<sup>st</sup> St SE, Minot, ND 58701, 701-857-4100, or their successor.

The Public Transportation Operator's authorized representative is Brian Horinka, Minot Superintendent of Vehicle Maintenance and Transit, PO Box 5006, Minot, ND 58702-5006, 701-857-4148, [brian.horinka@minotnd.gov](mailto:brian.horinka@minotnd.gov), or his successor.



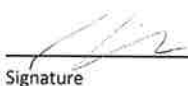
IT IS FURTHER UNDERSTOOD, that this MOA will be effective once all signatures are obtained and remain in effect until such time as any party gives to the affected parties a 90-day written notice of its intent to withdraw from the MOA.

IT IS FURTHER UNDERSTOOD, that this MOA is not a legally binding agreement and creates no legally binding obligations for any party. Because of a mutual desire to proceed, each party fully intends to make a good faith effort to achieve the goals described above including working together to find mutually beneficial solutions when problems arise.

NDDOT Contract # 38231446


The parties hereto execute this Memorandum of Agreement through their authorized representatives:

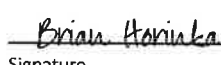
**CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION**

Mike Thiesen  
\_\_\_\_\_  
Name (Type or Print)  
  
  
\_\_\_\_\_  
Signature  
  
Mayor CDMPO Policy Board Chairperson  
\_\_\_\_\_  
Title  
  
12/11/23  
\_\_\_\_\_  
Date

**PUBLIC TRANSPORTATION OPERATOR: City of Minot, ND**

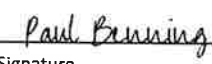
ATTEST by:


Mikayla McWilliams  
\_\_\_\_\_  
Name (Type or Print)  
  
  
\_\_\_\_\_  
Signature  
  
City Clerk  
\_\_\_\_\_  
Title  
  
12/11/23  
\_\_\_\_\_  
Date

Brian Horinka  
\_\_\_\_\_  
Name (Type or Print)  
  
  
\_\_\_\_\_  
Signature  
  
Superintendent of Vehicle Maintenance and Transit  
\_\_\_\_\_  
Title  
  
12/11/23  
\_\_\_\_\_  
Date

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

APPROVED as to substance by:

SH  
WE  
Paul Benning  
\_\_\_\_\_  
Local Government Engineer (Type or Print)  
  
  
\_\_\_\_\_  
Signature  
  
12/01/23  
\_\_\_\_\_  
Date

for the  
Chad Orn  
\_\_\_\_\_  
Director (Type or Print)  
  
  
\_\_\_\_\_  
Signature  
  
12/19/23  
\_\_\_\_\_  
Date

SS

ATTORNEY GENERAL  
APPROVED as to Execution

  
12/12/23  
Special Asst Attorney General