Mankato/North Mankato Area Planning Organization
Technical Advisory Committee
Thursday, September 17, 2015 – 1:30PM
Intergovernmental Center,
The Minnesota River Room,
10 Civic Center Plaza, Mankato, MN 56001

I. Call to Order

II. Introductions

III. Approval of Agenda

IV. Approval of Minutes – June 18th, 2015

V. New Business

1. 2016 UPWP
   a. Results from Survey Monkey
   b. Identification of Intersections for Intersection Control Evaluations (ICE) Studies
   c. Discussion of Corridor Studies
   d. 2016 Budget
   e. 2016 & 2017 Proposed Local Studies

2. Long Range Transportation Plan (LRTP) Technical Advisory Committee Meeting #7 Facilitated by SRF
   a. TAC #6 Meeting Minutes
   b. Draft Long Range Transportation Plan Outline
   c. Open House #3 - October 15, 2015
   d. Draft Open House Boards
   e. Next Steps

VI. July 2, 2015 MAPO Policy Board Minutes (Informational)

VII. Other Business

VIII. Adjournment
A meeting of the Technical Advisory Committee (TAC) of the Mankato Area Planning Organization was held on April 16, 2015, at 1:30 p.m. in the Minnesota River Room of the Intergovernmental Center. Present were Michael Fischer – City of North Mankato Community Development, Jeff Johnson – City of Mankato Public Works Director, Paul Vogel – MAPO Executive Director, Ronda Allis – District 7 Minnesota Department of Transportation, Jake Huebsch – MAPO Transportation Planner, Jerry Kolander for Shari Allen – ISD 77, Al Forsberg – Blue Earth County Engineer, Byron Jost – Region Nine Development Commission, Todd Owens for Mark Anderson – City of Mankato Transit, Lisa Bigham – Minnesota Department of Transportation, Seth Greenwood – Nicollet County Engineer, Ron Fields – Minnesota State University, Mankato. Others present were: Craig Vaughn – SRF, BrieAnna Simon – SRF, Bobbi Retzlaff – Minnesota Department of Transportation, Greg Ous – Minnesota Department of Transportation District 7, Gordy Regenscheid – Minnesota Department of Transportation District 7.

I. Call to Order

Chair Johnson called the meeting to order at 1:30 p.m.

II. Introductions

Introductions were made.

III. Approval of Agenda

Mr. Sarff moved and Mr. Vogel seconded a motion to approve the agenda. With all voting in favor, the agenda was approved.
IV. Approval of Minutes, April 16, 2015

Mr. Greenwood moved and Mr. Kolander seconded a motion to approve the minutes. With all voting in favor, the minutes were approved.

V. New Business

1. TAC Bylaws Review & Update
   Staff presented the MAPO TAC bylaws for review and considered update. TAC members reviewed the staff recommended changes and added additional changes to the bylaws. Most of the changes were minor with the most notable allowing the MAPO Executive Director to serve as the TAC chair in the absence of both the regular chair and vice-chair. Mr. Forsberg moved and Mr. Kolander seconded a motion to approve the updated to the TAC bylaws. With all voting in favor, the TAC bylaws and presented changes were approved.

2. STIP Amendment Request – Lifeworks and Mankato Rehabilitation Center Inc.
   The MnDOT Office of Transit has received two applications, one from Lifeworks Services, Inc. and one from Mankato Rehabilitation Center, Inc. The applications are to receive FTA Section 5310 Grant funding to purchase buses to be used for the purpose of providing transportation service to seniors and people with disabilities in Mankato. The two applications have been approved by the Office of Transit as they meet the criteria of the FTA Section 5310 Elderly and Persons with Disabilities Program. The Office of Transit requested that the application be submitted to the Mankato/North Mankato Area Planning Organization for approval. The timeline for project selection under the grant does not align with the Mankato/North Mankato Metropolitan Planning Organization TIP timeline and an amendment is needed in order for the recipients of the grant funding to purchase their vehicles. Mr. Vogel moved and Mr. Greenwood seconded a motion to approve the STIP Amendments for Lifeworks and the Mankato Rehabilitation Center INC. With all voting in favor, the motion was approved.

3. MnDOT 10-year plan, specifically potential projects within the MAPO’s planning area.
   MnDOT staff presented its 2016-2025 draft 10-Year work plan. The plan details MnDOT’s proposed capital highway investments for the next ten years. MnDOT staff specifically discussed potential projects within the MAPO Planning Area in the next 10 years.

4. Blue Earth County Road 90 Trunk Highway 22 Intersection Discussion
   Mr. Forsberg presented on the Blue Earth County Road 90 Trunk Highway 22 Intersection and the overall safety of the intersection. In order to move consideration of a safety project forward, Blue Earth County is contracting with Stonebrooke Engineering to develop a Technical Memo reviewing the potential for future Highway Safety Improvement Program (HSIP) funding to improve the intersection.
5. Proposed Local Planning Studies for 2016/2017 UPWP
MAPO staff presented the input that was received from area partners on specific
local planning studies and opportunities for inclusion in MAPO 2016 & 2017
UPWP. The following were the submitted and discussed local studies and
projects for inclusion/discussion in the UPWP:

- MAPO Aerial Imagery
- ICE Study TH22/Augusta Drive
- ICE Study Howard/ Lor Ray Drive
- Warren Street Corridor Study
- Riverfront Drive Corridor Study
- Trunk Highway 22 Corridor Study
- Pavement Management Plan
- North Mankato Complete Streets Plan and Policy
- MAPO Area traffic Modeling
- MSU area from Warren Street / Balcerzak Drive study area

Staff will be working with the MnDOT, FHWA, TAC and the Policy to establish
priorities for inclusion on the UPWP. The UPWP is due in early November 2015.

6. Long Range Transportation Plan (LRTP) Technical Advisory Committee
Meeting #6 Facilitated by SRF
Staff and SRF presented an update on the Long Range Transportation Plan and
facilitated discussions / presented information on: the May 14th, 2015 public open
house, the process and fiscal constraint by Jurisdiction, updated range of
alternatives project list including the project scope/cost/prioritization. Finally SRF
walked through the future system plan which included the future functional
classification and future roadway jurisdiction. MAPO Staff, SRF, MNDOT and
FHWA will be meeting July 23rd to continue discussions and coordination
regarding the LRTP.

VI. Technical Advisory Comments

Mr. Vogel discussed the need to continue discussions regarding the TH14 and
Riverfront Drive intersection.

Mr. Johnson discussed new product and process that is being applied to
resurface the Glenwood trail.

VII. Adjournment

Mr. Vogel moved and Mr. Forsberg seconded a motion to adjourn the meeting.
With all voting in favor, the motion carried unanimously.

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Chair, Mr. Johnson
Meeting Date: September 17, 2015

AGENDA RECOMMENDATION

Agenda Heading: 2016 Unified Planning Work Program (UPWP) No: 5.1

Agenda Item: 2016 Unified Planning Work Program (UPWP)

Recommendation Action(s): Review the draft 2016 UPWP. Also, incorporate recommendations from TAC to include in final 2016 UPWP. The 2016 UPWP will be reviewed by the Policy Board at their October 1, 2015 meeting.

In addition to the Lor Ray/Howard Drive intersection, recommend two additional intersections have an Intersection Control Evaluations (ICE) study performed.

Summary: The purpose of this work program is to provide a detailed description of all transportation related planning activities anticipated by the MAPO within the metropolitan planning area during 2016. In addition, the work program 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 Transit Administration (FTA). During the TAC meeting we will be discussing the results from the online Survey Monkey and will ultimately make recommendations to the Policy Board on local planning studies that will be included in the 2016 & 2017 UPWP’s.

2016 Proposed Budget $344,238

Federal Shares: $280,000
State Shares: $32,698
Proposed Local Shares: $31,540

Local Share Breakdown & History:

2013 – Covered by the City of Mankato

2014 – BEC $17,316, Mankato $16,824, N. Mankato $5,715, Nicollet $5,223

2015 – BEC $8,443 Mankato $8,207, N. Mankato $2,787, Nicollet $2,545

2016 – BEC $11,985 Mankato $11,670, N. Mankato $4,100, Nicollet $3,785
Results from online Survey Monkey for local studies:

Attachments:
1) Draft 2016 UPWP
Technical Advisory Committee: September 17, 2015

Policy Board: October 1, 2015

Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001

Executive Director: Paul Vogel
Office: 507-387-8613
Email: pvogel@mankatomn.gov
Mankato/North Mankato Area Planning Organization
Background and Transportation Planning History

The Mankato/North Mankato Area Planning Organization (MAPO) was established in 2012 in response to the 2010 U.S. Census which designated the Mankato/North Mankato area as an urbanized area requiring the formation of a metropolitan planning agency. The purpose of the MAPO is to meet and maintain a continuing, cooperative and comprehensive metropolitan transportation planning process.

Prior to the establishment of the Mankato/North Mankato Area Planning Organization, the Mankato/North Mankato area has cooperatively and comprehensively worked on transportation planning by creating the Mankato Area Transportation and Planning Study (MATAPS). MATAPS was the result of an ongoing partnership between government and agencies in the Mankato/North Mankato area, each having influence over the region’s transportation system. The partnership was created to provide a forum to discuss and develop long-range regional transportation policies and objectives. Planning partners have implemented a number of previous MATAPS recommendations, which reflects the efforts made to encourage interagency and regional cooperation and coordination. The MATAPS partnership included: Minnesota Department of Transportation District 7, Region Nine Development Commission, cities of Mankato and North Mankato, Blue Earth, Nicollet and LeSueur counties and Minnesota State University, Mankato.

The Mankato Area Transportation and Planning Study (MATAPS), which was first drafted in 1970 and updated in 1996, 2003, 2006, and 2010, fostered a spirit of cooperation and provided a vehicle for dialogue that facilitated the smooth transition of the partners into a MPO. The partners previously agreed to a vision statement under the MATAPS partnership and this provides a foundation for moving forward under the MAPO partnership.

The Joint Powers Agreement was signed by the local units of Government in the fourth quarter of 2012. MAPO was officially designated as the metropolitan planning organization on January 11, 2013. The first Mankato/North Mankato MPO Policy Board Meeting was March 7, 2013 and the first MPO Technical Advisory Committee (TAC) meeting was held April 17, 2013.
Mankato/North Mankato Area Planning Organization

Representation

The MAPO is represented by the following units of government:

- City of Mankato
- City of North Mankato
- City of Eagle Lake
- City of Skyline
- Blue Earth County
- Nicollet County
- Belgrade Township
- Lime Township
- South Bend Township
- LeRay Township
- Mankato Township

The MAPO is directed by a six (6) member policy board. The MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan, Long-Range Transportation Plan, Transportation Improvement Plan, and other plans and studies prepared by the MAPO.

Mankato/North Mankato Area Planning Organization
Policy Board

Mark Piepho, Chair, Blue Earth County Board of Commissioners
Christopher Frederick, Vice Chair, City of Mankato
Robert Freyberg, City of North Mankato
Jack Kolars, Nicollet County Board of Commissioners
Daniel Rotchadl, Mankato Township
Ryan Short, City of Eagle Lake
Mankato/North Mankato Area Planning Organization
Technical Advisory Committee

Sheri Allen, Superintendent of Schools, Independent School District #77

Mark Anderson, Transit Superintendent, City of Mankato

Lisa Bigham, District 7, Minnesota Department of Transportation

Scott Fichtner, Director of Environmental Services, Blue Earth County

Ronald Fields, Assistant Vice President for Facilities Management, MSU - Mankato

Michael Fisher, Director of Community Development, City of North Mankato

Al Forsberg, Director of Public Works, Blue Earth County

Jeff Johnson, Director of Public Works / City Engineer, City of Mankato

Karl Friedrichs, Lime Township

Seth Greenwood, County Engineer, Nicollet County

Travis Javens, City Council, City of Skyline

Curt Kloss, Leray Township

Mandy Landkamer, Director of Environmental Services, Nicollet County

Loren Lindsay, Belgrade Township

Dave Wentzel, Region 9 Development Commission

Brad Potter, City Administrator, City of Eagle Lake

Ed Pankratz, Mankato Township

Dan Sarff, North Mankato Engineer

Open, South Bend Township

Paul Vogel, Director of Community Development, City of Mankato
Introduction and Vision Statement

The 2016 Planning Work Program for the Mankato/North Mankato Area Planning Organization (MAPO) outlines work activities that the MAPO will undertake as the designated Metropolitan Planning Organization (MPO) for the Mankato/North Mankato Metropolitan Planning Area.

This document represents the Unified Planning Work Program for the MAPO and was developed with input and cooperation of the local municipalities, agencies, and public through the MAPO Policy Board.

MAPO Vision Statement

“Through continuing, cooperative and comprehensive planning, the Mankato/North Mankato Planning Organization will promote a regional transportation system that is safe, increasingly efficient, integrated and multi-modal. This system will support economic development, encourage sustainable growth, and improve mobility and access for area residents and businesses.”

Purpose of Work Program Document

The purpose of this work program is to:

1) Provide a detailed description of all transportation-related planning activities anticipated by the MAPO within the metropolitan planning area during 2016.

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 Transit Administration (FTA).

Scope of Work Program Planning Process

The 2016 work program is developed in accordance with Moving Ahead for Progress in the 21st Century (MAP-21), signed on Friday, July 6, 2012.

The work activities described within are supported by funding from the Federal Highway Administration, Federal Transit Administration, Minnesota Department of Transportation, and MAPO member organizations.
Metropolitan Planning Factors

Federal planning statutes identify eight planning factors that specify the scope of the planning process to be followed by the MAPO. According to federal planning statutes, the planning process shall provide for consideration and implementation of projects and strategies and services that will address the eight planning factors.

Each factor is listed below. After each factor is a brief description of how the work activities contained in this UPWP support the metropolitan planning factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
   - Promote and use the adopted LRTP to ensure that transportation projects are planned in a comprehensive, continuous and complete manner.
   - Continue to monitor travel forecasting with development to reliably and accurately predict future traffic on the Major Street and highway system.

2. Increase the safety of the transportation system for motorized and non-motorized users.
   - MAPO will be assisting member communities applying for Transportation Alternative Program grant funding. Depending on type of funding requested, MAPO may assist member communities in improving safety for non-motorized users, such as completing trail system links, critical sidewalk networks around schools, and pedestrian crossing upgrades.
   - MAPO will be working with area partners and a consultant to perform three Intersection Control Evaluation (ICE) Studies at key intersections as identified through the planning process of the LRTP.

3. Increase the security of the transportation system for motorized and non-motorized users.
   - MAPO staff will continue to serve as a resource to promote programs and opportunities that encourage non-motorized use and users such as the Transportation Alternatives Program, Minnesota Statewide Health Improvement Program (SHIP).
   - Staff will continue to work with local bike and walk advocate groups in their efforts of safe non-motorized use.

4. Increase the accessibility and mobility of people and for freight.
   - As intersection improvements are planned and constructed, install pedestrian buttons and ADA ramps and consider other mobility options as technology becomes available.
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.
   - MAPO staff will assist in implementation of the Mankato’s Complete Streets Plan to promote non motorized usage and promotes the health initiatives of the Minnesota Statewide Health Improvement Program (SHIP).

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
   - Coordination with Area Transportation Partners (ATP) and MnDOT District 7 for review of Transportation Improvement Projects in the MAPO area in the development of the Transportation Improvement Program.
   - Develop the MAPO’s area TIP for submission to federal and state sources. The MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.

8. Emphasize the preservation of the existing transportation system.
   - MAPO will use the LRTP and its performance measures when examining the conditions of the existing transportation system for consideration in the development of the Transportation Improvement Plan.
   - MAPO will be an active participant in the Area Transportation Partnership of MnDOT District 7 to consider projects that will preserve and enhance the existing transportation system in the urbanized area.
Resolution & Agreements

The signed resolution adopting the annual work program is included as Appendix C.

The following agreements governing the operation of the MAPO are available on the City of Mankato website at http://www.mankatomn.gov/city-services-a-z/city-services-a-m/mankato-north-mankato-area-planning-organization-mapo

- Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area.
- The Memorandum of Understanding between the Minnesota Department of Transportation, the Mankato/North Mankato Area Planning Organization, and the Public Transportation Operator.

Document Organization

The 2016 Planning Work Program for the Mankato/North Mankato Area Planning Organization is organized into five chapters.

Chapter 1 is the Summary List of 2016 & 2017 Activities for the MAPO.

Chapters 2-5 detail the work activities that will be undertaken in 2016 with program hours and budget information. These activities are:

- 100 Program Support and Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Program Development

Appendices provide supporting documentation of activities, details of the budgets and work activities, meeting times, and contact information.
Chapter 1: Executive Summary of 2016 and 2017 Activities

2016 Activities

The main work activities for 2016 are:

- Finalize and present final 2045 long-range transportation plan to area partners.
- Development of Transportation Improvement Program (TIP).
- Provide staff administration to the MAPO TAC and Policy Board.
- Review Cost Allocation Plans if indirect costs accounting is necessary under financial oversight structure of the City of Mankato.
- Establish GIS base/data for MAPO Urban and Planning Area.
- Upkeep and maintenance of MAPO web-site and Social Media web-sites.
- Assist MnDOT District 7/Central Office in statewide and regional planning efforts.
  Note: the 2017 UPWP requires approval the 2018 UPWP is more conceptual.
- Continued involvement in the Transportation Alternative Program (TAP) by providing review and ranking.
- Work with the Region Nine Development Commission Transportation Committee and serve on their TAC.
- Coordination with ATP and MnDOT in reviewing and recommending projects.
- Continued involvement in the Statewide Health Improvement Plan (SHIP).
- Review and Update the MAPO Title VI, LEP and Public Participation Plan.
- Solicit RFP for Corridor Study and ICE Studies to be determined by TAC and Policy Board. Corridor studies may include:
  - Riverfront Drive
  - Belgrade Avenue
  - Trunk Highway 22
  - Warren Street
- Work with Consultant on various studies.

2017 Activities

Main activities for 2017 may include:
- The development of a Pavement Management Plan
- Intelligent Transportation Systems (ITS) Study
- Corridor Studies
- Intersection Control Evaluation (ICE) Studies
- MAPO Area Bicycle Master Plan

MAPO Staff will work with area partners and the MAPO TAC and Policy Board to prioritize 2017 and future studies.
Chapter 2: Program Support and Administration

100 Program Support and Administration

2016 Staff Hours: 1,305  2016 Budget: $72,167.20

Introduction

Program Support and Administration activities include the coordination of technical committee and policy board meetings, staff training and travel, preparing the work program and quarterly accounting, vacation and holiday time, etc. and the maintenance of the MAPO website and social media outlets.

- **Program Support**
  Program support activities keep the policy board and technical committees informed and meeting on a regular basis. Actions include maintaining committee membership lists and bylaws, writing agendas and minutes.
  - Prepare agendas and minutes for MAPO meetings.
  - Prepare agendas, minutes and meeting notices for TAC meetings and Policy Board Meetings.
  - Attend trainings, meetings and conferences.
  - Project task administration and communication between the MAPO and its advisory committee.
  - Review and Update Title VI Plan Compliance.
  - Review and Update Public Participation Plan.
  - Prepare local jurisdictions for billing.
  - Attend and present information on the LRTP and MAPO updates to the Blue Earth and Nicolet County Board meeting as requested.
  - Attend and present information on the LRTP and other MAPO updates to the City Councils of Mankato, North Mankato, and Eagle Lake as requested.

- **Planning Work Program**
  The planning work program is updated annually in consultation with the MnDOT, FTA, FHWA, and transit providers, technical committees and the policy board. Quarterly reports and reimbursement forms are prepared and the office accounting is maintained. The annual dues are calculated and billed, and the budget is coordinated with the City of Mankato.
  - Prepare draft 2017-2018 UPWP.
  - Annual and midyear review with MnDOT and FHWA.
  - Prepare budgets and quarterly progress reports for MnDOT and FHWA.
  - Review 2016 UPWP with TAC, MnDOT and FHWA for work items to carry forward into 2017-2018 UPWP.
  - Receive input from local TAC, MnDOT and FHWA on work items to include in 2017-2018 UPWP.
  - Write draft 2017-2018 UPWP document
- Request Policy Board, MnDOT, FHWA, and FTA for approval of 2017-2018 UPWP.

- **Training and Travel**
  Travel to MPO Directors’ meetings, training, and other activities are included. MnDOT requires that $3,000 of planning funds are used to provide for the MPO’s participation in meeting and workshops for the Minnesota MPO Directors and other professional development and training of the MPO staff.
  - Travel to MPO Directors Meetings
  - Travel to training opportunities (APA, FHWA, MnDOT)
  - Attend Conference
  - Attend various statewide and district functions or workshops relevant to the MAPO

- **Information Technology**
  - Post meeting packets, minutes and other materials to MAPO web-site.
  - Continue updating of social media twitter, facebook and mind mixer.
  - Produce transportation project news releases and maintain social media contacts on an ongoing basis.
  - Continue work with the City of Mankato’s Information Technology and Public Information Departments to build and expand the MAPO web-site.
  - Work with Mankato, North Mankato, Blue Earth County and Nicollet county to establish GIS base for MAPO Area

- **Program Expenses**
  Program expenses are the costs included staff vacation, sick and holiday time.

*Process and Timeline to Completion:*
  - The 2017-2018 unified planning work program will be drafted during 2015 and adopted by November of 2015
  - Ongoing maintenance and coordination with City of Mankato Information Technology Department.
  - The activities in this section will generally be completed in the 2016 Calendar year
Chapter 3: Long-Range Transportation Planning

200 Long-Range Transportation Planning

2016 Staff Hours: 350  
2016 Budget: $18,689.75

Introduction

The MAPO’s Long Range Transportation Plan is expected to be adopted in late 2015 or early 2016. MAPO staff will coordinate with Federal, State and Local partners to ensure the plan meets all the requirements. The Mankato Transit Authority is expected to start their Transit Development Plan (TDP) in 2016. The TDP will represent a strategic vision for the Mankato Transit Authority to promote the operation of an efficient, responsive and financially sustainable transit system. Major components of the Transit Development Plan include: annual performance, service operations, capital programs and funding.

Mankato Transit Authority TDP:

- Coordination and participation in the Mankato Transit Development Plan.

Long Range Transportation Plan Activities:

- Contract Administration
  - Contract management and oversight (review invoices, coding, payments)
- Plan Development
  - Work with partners to complete final plan if not completed in 2015
- Public Participation
  - Present final plan to area partners
- Public Adoption
  - Coordinate with local jurisdictions, Policy Board, MnDOT and FHWA on adoption of MAPO’s 2045 LRTP

Process and Timeline to Completion:

- Contract Administration through March 2016
- Plan development Through 2015 possible early 2016 (adoption anticipated in Early 2016)
Chapter 4: Short-Range Transportation Planning

300 Short-Range Transportation Planning

2015 Staff Hours: 720
2015 Budget: $213,259.60

Introduction

The Short-Range Transportation Planning includes activities that provide necessary planning support and implementation for transportation planning in the MAPO planning area. Short-Range transportation planning activities are typically planning for the next 5 years.

Activities

Specific activities that will be undertaken in the Short-Range Transportation Planning will be:

- Local Planning Assistance
  - Work with area partners on identified intersections to perform Intersection Control Evaluations (ICE) on.
  - Work with consultant and area partners on corridor studies and ICE studies. Studies to be determined by TAC and Policy may include:
    a. Warren Street
    b. Belgrade Avenue
    c. Trunk Highway 22
    d. Riverfront Drive
  - Assist local partners with localized transportation planning efforts as needed.
  - Work with partners on future local planning studies as identified by the TAC and Policy Board.
  - Provide communication to Mankato, North Mankato and Eagle Lake on Safe Routes to School and other programs or grant opportunities and solicitations.
  - Assist Mankato Multi Modal Committee and North Mankato Bicycle Commission in coordination and designation of on-street bicycle routes.
  - Continued involvement in Mankato’s Multi Modal Committee and North Mankato Bicycle Commission and be a resource to help support their goals and work plan.
  - Assist in implementation of Complete Streets plan and policy for Mankato.
  - Work with the City of North Mankato to develop and adopt a Complete Streets Policy.
  - Assist on general transportation topics that arise.
• State Planning Assistance
  - Assist MnDOT District 7/Central Office in statewide and regional
    planning efforts, including review and commenting on statewide and
    district plans or projects. Assist as needed in open houses, outreach or
    other communication.
  - Review requests and present functional classifications changes to TAC
    and Policy Board
  - Provide reporting and follow up with MnDOT regarding changes or
    updates to functional classification changes.
  - Work with the Region Nine Development Commission Transportation Committee
    and serve on their TAC.
  - Continued involvement in meetings related to MPO functions.
    o Local advocacy groups.
    o Transportation partnerships.

Process and Timeline to Completion:
• The above referenced items are continued planning efforts and typically do not
  have specific completion dates, but for the purpose of this document short range
  planning activities are typically planning activities that are anticipated to occur
  within 5 years.
Chapter 5: Program Development

400 Program Development & TIP Development

2016 Staff Hours: 575  2016 Budget: $31,055.50

Introduction

The Program Development element includes activities related to MAPO Transportation Improvement Program (TIP), Area Transportation Partnership and Area Transportation Improvement Program/State Transportation Improvement Program.

Activities

- **Transportation Improvement Program (TIP)**
  - To develop the MAPO’s area TIP for submission to federal and state sources. The MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.
  - Ensure that federal investments are tied to planning, priorities and policies as defined in the MAPO’s LRTP.
  - Solicit and prioritize candidate project and assist MnDOT with ATP as a member of the steering committee.
  - Conduct consultation with the Mankato Transit Authority.
  - Prepare a fiscally constrained TIP document.
  - Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning process as shown in the MAPO’s Public Participation Plan.
  - Send approved TIP to federal and state agencies.
  - Amend TIP as necessary in response to changes in project schedules and/or scopes.

- **Regional Planning Assistance**
  - Initial Review of Letters of Intent for Transportation Alternative Program (TAP).
  - Coordinate and interview applicants for submitted TAP projects in MPO planning area.
  - Provide staff recommendation and input for submitted projects.
  - Participate in regional reviewing and ranking of District 7 STP projects.
  - Coordinate with ATP and MnDOT in reviewing and recommending projects, including transit, for inclusion in the Area Transportation Improvement Program/Statewide Transportation Improvement Program.
  - Attend and participate in ATP meetings and review of projects and other supporting documents that relate to the development of the STIP.
- Provide updates to the MAPO TAC and Policy Board on STIP projects that fall within the MPO planning boundary.

*Process and Timeline to Completion:*
- The above referenced items are yearly planning activities that coincide with District 7 ATP’s dates and timelines within the calendar year.
## Appendix A: 2016 UPWP Budget and Details

### MAPO Revenue

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<th>Program Support</th>
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<th>Short Range Planning</th>
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**Total Revenue**  
$344,238.00  

### MAPO Expenses

**MAPO Expenses Per Activity**

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**Total**  
$335,171.80

### Commodities

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<th>Description</th>
<th>Program Support</th>
<th>Long Range Planning</th>
<th>Short Range Planning</th>
<th>Program Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Office Supplies</td>
<td>$500.00</td>
<td></td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>2170 General Supplies</td>
<td>$250.00</td>
<td></td>
<td>$250.00</td>
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<tr>
<td>Commodities</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$-</td>
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### Other Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Support</th>
<th>Long Range Planning</th>
<th>Short Range Planning</th>
<th>Program Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>3040 Legal and Publication</td>
<td>$1,000.00</td>
<td></td>
<td>$1,000.00</td>
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<tr>
<td>7208 GIS Services (Transfer)</td>
<td>$1,500.00</td>
<td></td>
<td>$1,500.00</td>
<td></td>
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<tr>
<td>3210 Telephone &amp; Postage</td>
<td>$500.00</td>
<td></td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>3300 Training</td>
<td>$1,000.00</td>
<td></td>
<td>$1,000.00</td>
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<tr>
<td>3310 Travel</td>
<td>$1,000.00</td>
<td></td>
<td>$1,000.00</td>
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<tr>
<td>3320 Conferences</td>
<td>$1,000.00</td>
<td></td>
<td>$1,000.00</td>
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<tr>
<td>3410 Printing &amp; Publishing</td>
<td>$1,250.00</td>
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<td>$1,250.00</td>
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<tr>
<td>Other Services</td>
<td>$7,250.00</td>
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### Other Charges

<table>
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<tr>
<th>Description</th>
<th>Program Support</th>
<th>Long Range Planning</th>
<th>Short Range Planning</th>
<th>Program Development</th>
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</thead>
<tbody>
<tr>
<td>4330 Subscriptions and Memberships</td>
<td>$500.00</td>
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<td>$500.00</td>
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<tr>
<td>Other Charges</td>
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**Total Expenses**  
$343,671.80

### % of Total Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Total Program</td>
<td>100%</td>
</tr>
<tr>
<td>Program Support</td>
<td>23%</td>
</tr>
<tr>
<td>Long Range Planning</td>
<td>5%</td>
</tr>
<tr>
<td>Short Range Planning</td>
<td>62%</td>
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<tr>
<td>Program Development</td>
<td>9%</td>
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</tbody>
</table>
### 2016 Program Activity Details:

#### 100 Program Support and Administration

<table>
<thead>
<tr>
<th>Program Support 100.1</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare agendas and minutes for MAPO Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Attending MnDOT and local agency meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Prepare and agendas and minutes for TAC meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Attend training, meetings, and conferences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Review and Update Title VI Program/Limited English Proficiency Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Review and Update Public Participation Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Prepare billing for local jurisdiction assessment</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Expense - Program Support</strong></td>
<td>$32,976.00</td>
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#### Planning Work Program 100.2

<table>
<thead>
<tr>
<th>Planning Work Program 100.2</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare draft 2017-2018 UPWP and budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Review with MnDOT and FHWA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Reporting to MnDOT &amp; FHWA</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Expense - Planning Work Program</strong></td>
<td>$8,244.00</td>
<td>50</td>
<td>100</td>
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</table>

#### Training and Travel 100.3

<table>
<thead>
<tr>
<th>Training and Travel 100.3</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Travel to MPO Directors meetings MN MPO workshop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Travel to workshops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Attend other meeting related to transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expense - Training &amp; Travel</strong></td>
<td>$8,244.00</td>
<td>50</td>
<td>100</td>
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</table>

#### Information Tech & Website 100.4

<table>
<thead>
<tr>
<th>Information Tech &amp; Website 100.4</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintenance of Website - Post minutes, agendas, meeting materials, information</td>
<td>$7,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Development of stand alone Mankato/North Mankato Area Planning Organization Web-site</td>
<td>$3,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Work with Mankato, Blue Earth County, Nicollet County to establish GIS base for MAPO Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Staff Expenses</strong></td>
<td>$6,323.50</td>
<td>25</td>
<td>100</td>
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<tr>
<td><strong>Total Website Expenses</strong></td>
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#### Program Expenses 100.5

<table>
<thead>
<tr>
<th>Program Expenses 100.5</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Vacation, Sick and Holidays</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expense - Program Expenses</strong></td>
<td>$14,623.70</td>
<td>70</td>
<td>210</td>
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</table>

#### Total Expenses - Program Support and Administration

<table>
<thead>
<tr>
<th>Total Expenses - Program Support and Administration</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expense - Program Support</strong></td>
<td>$72,167.20</td>
<td>70</td>
<td>210</td>
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#### 200 Long-Range Planning

<table>
<thead>
<tr>
<th>Transit Development Plan 200.1</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coordinate &amp; participation Mankato Transit Development Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Staff Costs - Transit Development Plan</strong></td>
<td>$9,344.75</td>
<td>50</td>
<td>125</td>
</tr>
<tr>
<td><strong>Total Expenses - Transit Development</strong></td>
<td>$9,344.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Outreach and Finalize LRTP 200.2

<table>
<thead>
<tr>
<th>Outreach and Finalize LRTP 200.2</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Finalize LRTP adoption</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Outreach and presentation to local partners on LRTP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses - Outreach and Finalization of Long Range Transportation Plan</strong></td>
<td>$9,344.75</td>
<td>50</td>
<td>125</td>
</tr>
</tbody>
</table>

#### Total Expenses - Long-Range Planning

<table>
<thead>
<tr>
<th>Total Expenses - Long-Range Planning</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses - Long-Range Planning</strong></td>
<td>$18,689.50</td>
<td></td>
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</tr>
</tbody>
</table>

#### 300 Short-Range Planning

<table>
<thead>
<tr>
<th>Local Planning Efforts 300.1</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Work with consultant one 3 ICE Studies for at key intersections as identified in LRTP</td>
<td>$25,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Work with consultant on one key Corridor Study</td>
<td>$150,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Assist local partners with localized transportation planning efforts as needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Coordination and working with local Statewide Health Improvement Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Distribute and share relevant transportation materials &amp; information with area partners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Expenses</strong></td>
<td>$29,135.00</td>
<td>150</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total Expenses - Short Range Planning - Local</strong></td>
<td>$204,135.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### State Planning Efforts 300.2

<table>
<thead>
<tr>
<th>State Planning Efforts 300.2</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Participation in Statewide and District Planning Efforts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Coordination with Mn DNR and local partners in Trail Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Staffing Costs - Short Term Planning - Interagency</strong></td>
<td>$9,124.60</td>
<td>50</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total Expenses - Short Range Planning - Interagency</strong></td>
<td>$9,124.60</td>
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<td></td>
</tr>
</tbody>
</table>

#### Total Expenses - Short-Range Planning

<table>
<thead>
<tr>
<th>Total Expenses - Short-Range Planning</th>
<th>Budget</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses - Short-Range Planning</strong></td>
<td>$213,259.60</td>
<td></td>
<td></td>
</tr>
</tbody>
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18
### 2016 Program Activity Details Continued:

<table>
<thead>
<tr>
<th>400 Program Development</th>
<th>Budget $</th>
<th>Director (Hours)</th>
<th>Planner (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter Agency - State 400.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. TAP LOI Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Coordination and review with MnDOT and Transit for STIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Staffing Costs - Program Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses - Program Development - Interagency</td>
<td>8,244.00</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Inter Agency Local 400.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Public notice of Transportation Improvement Plan (TIP) preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Solicit projects from local partners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Begin TIP environmental justice analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Conduct consultation with the Greater Mankato Transit Authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Begin preparation draft of 4 year TIP document and financial plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Coordination with District 7 ATP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Work with Region 9 RDC &amp; Serve on their Transportation Committee TAC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Staffing Costs - Begin Preparation of TIP</td>
<td>22,811.50</td>
<td>125</td>
<td>300</td>
</tr>
<tr>
<td>Total Expenses - Program Development - Interagency</td>
<td>22,811.50</td>
<td></td>
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<tr>
<td>Total Expenses - Program Development</td>
<td>31,055.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Commodities
- 2010 Office Supplies (including software): 500.00
- 2170 General Supplies: 250.00

#### Other Services
- 3040 Legal and Publication: 1,000.00
- 7208 GIS Services (transfer): 1,500.00
- 3210 Telephone & Postage: 500.00
- 3300 Training: 1,000.00
- 3310 Travel: 1,000.00
- 3320 Conferences: 1,000.00
- 3410 Printing & Publishing: 1,250.00

#### Other Charges
- 4330 Subscriptions & Memberships: 500.00

**Total Commodities, Other Services, Other Charges:** 8,500.00

**Total Expenses and Staffing Hours for 2016:**

<p>| Total Expenses and Staffing Hours for 2016 | 343,671.80 | 820   | 2080 |</p>
<table>
<thead>
<tr>
<th>UNIT OF GOVERNMENT</th>
<th>LOCAL SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Earth County</td>
<td>$11,985.20</td>
</tr>
<tr>
<td>Nicollet County</td>
<td>$3,784.80</td>
</tr>
<tr>
<td>City of Mankato</td>
<td>$11,669.80</td>
</tr>
<tr>
<td>City of North Mankato</td>
<td>$4,100.20</td>
</tr>
<tr>
<td><strong>TOTAL - MAPO</strong></td>
<td><strong>$31,540.00</strong></td>
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### 2016 Local Shares Due

<table>
<thead>
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<th>UNIT OF GOVERNMENT</th>
<th>LOCAL SHARE</th>
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<tbody>
<tr>
<td>Blue Earth County</td>
<td>$11,985.20</td>
</tr>
<tr>
<td>Nicollet County</td>
<td>$3,784.80</td>
</tr>
<tr>
<td>City of Mankato</td>
<td>$11,669.80</td>
</tr>
<tr>
<td>City of North Mankato</td>
<td>$4,100.20</td>
</tr>
<tr>
<td><strong>TOTAL - MAPO</strong></td>
<td><strong>$31,540.00</strong></td>
</tr>
</tbody>
</table>

### MAPO FY 2016 Unified Planning Work Program Budget - Federal Funds and Local Match

<table>
<thead>
<tr>
<th>UPWP Category</th>
<th>Project Title</th>
<th>Federal Funding Amount</th>
<th>Local Funding Amount</th>
<th>Total Funding Amount</th>
</tr>
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<tbody>
<tr>
<td>100</td>
<td>Program Support</td>
<td>$65,614.70</td>
<td>$15,052.50</td>
<td>$80,667.20</td>
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<tr>
<td>200</td>
<td>Long Range Planning</td>
<td>$15,202.04</td>
<td>$3,487.46</td>
<td>$18,689.50</td>
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<tr>
<td>300</td>
<td>Short Range Planning</td>
<td>$173,465.36</td>
<td>$39,794.24</td>
<td>$213,259.60</td>
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<tr>
<td>400</td>
<td>Program Development</td>
<td>$25,260.54</td>
<td>$5,794.96</td>
<td>$31,055.50</td>
</tr>
<tr>
<td><strong>Funding Totals</strong></td>
<td><strong>$279,542.64</strong></td>
<td><strong>$64,129.16</strong></td>
<td><strong>$343,671.80</strong></td>
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</table>

### Source of Local Funds:

<table>
<thead>
<tr>
<th>Source of Local Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Earth County</td>
<td>$11,985.20</td>
</tr>
<tr>
<td>Nicollet County</td>
<td>$3,784.80</td>
</tr>
<tr>
<td>City of Mankato</td>
<td>$11,669.80</td>
</tr>
<tr>
<td>City of North Mankato</td>
<td>$4,100.20</td>
</tr>
<tr>
<td>Minnesota State Funds</td>
<td>$32,698.00</td>
</tr>
<tr>
<td><strong>Funding Totals</strong></td>
<td><strong>$64,238.00</strong></td>
</tr>
</tbody>
</table>
Appendix B: MAPO Meeting Locations, Times & Contact information:

MAPO Meeting Locations and Times

- The 2016 MAPO Policy Board meetings are held every other month on the 1st Thursday of the month unless notified otherwise. Board meeting will be held in the Mankato Room, 1st Floor of the Intergovernmental Center at 6:00 pm, 10 Civic Center Plaza, Mankato, MN 56001.

- The MAPO Technical Advisory Committee meetings are held every other month on the 3rd Thursday of every month unless notified otherwise. TAC meeting will be held in the Minnesota River Room at 1:30 pm, 1st Floor of the Intergovernmental Center Mankato, Mankato, MN 56001.

MAPO Contact information

Mailing Address:
Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001

Website: http://www.mankatomin.gov/city-services-a-z/city-services-a-m/mankato-north-mankato-area-planning-organization-mapo
Fax: 507-388-7530

Executive Director: Paul Vogel
Direct: 507-387-8613
pvogel@mankatomin.gov

Transportation Planner: Jake Huebsch
Direct: 507-387-8630
jhuebsch@mankatomin.gov
Appendix C: Adopting Resolution

Resolution Adopting 2016 Unified Planning Work Program for the Mankato/North Mankato Area Planning Organization

WHEREAS, the Mankato/North Mankato Area Planning Organization (MAPO) was created as the MPO for the Mankato/North Mankato urbanized area through a Joint Powers Agreement between all local units of government located within the urbanized area; and

WHEREAS, MAPO is the metropolitan planning body responsible for performing transportation planning in conformance with State and Federal regulation for Metropolitan Planning Organizations; and

WHEREAS, the MAPO is recognized by the Governor of Minnesota as the transportation planning policy body for the Mankato/North Mankato urbanized area.

NOW, THEREFORE, BE IT RESOLVED: that the Policy Board of the MAPO adopts the 2016 Unified Planning Work Program with potential minor amendments pending Mn/DOT and FHWA comments; and

NOW, THEREFORE, BE IT FURTHER RESOLVED: that the Chairperson of the Policy Board and Executive Director are authorized to execute all State and Federal Grant agreements and contracts relating to the funding of the Unified Planning Work Program.

CERTIFICATION

State of Minnesota

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the __________day of__________, as shown by the minutes of said meeting in my possession.

____________________________________
Chair                                            Date

____________________________________
Executive Director                        Date
AGENDA RECOMMENDATION

Agenda Heading: Long Range Transportation Plan (LRTP) Technical Advisory Committee Meeting #7 Facilitated by SRF No: 5.2

**Agenda Item**: Long Range Transportation Plan (LRTP) Technical Advisory Committee Meeting #7 Facilitated by SRF

**Recommendation Action(s)**: Informational and Discussion

**Summary**: Staff and SRF will be providing an update on the Long Range Transportation Plan along with facilitating discussions on the below referenced items:

1. Welcome and Introductions
2. TAC #6 Meeting Minutes (Attachment 1)
3. Draft Long Range Transportation Plan Outline (Attachment 2)
   - Please provides comments via email to: jhuebsch@mankatumn.gov as a follow up to our discussion by September 23, 2015
4. Open House #3 - October 15, 2015 (Attachment 3)
   - Draft Open House Boards
5. Next Steps
   - Schedule (Attachment 4)
   - FHWA and MnDOT Plan Review
   - Plan Adoption

**Attachments**:  
1) TAC #6 Meeting Minutes  
2) Draft LRTP Outline  
3) Open House #3 Draft Board List  
4) Schedule
Technical Advisory Committee Meeting #7
MAPO 2045 Transportation Plan
September 17, 2015 from 1:30 p.m. to 3:30 p.m.

Intergovernmental Center, the Minnesota River Room
10 Civic Center Plaza, Mankato, MN 56001

AGENDA

1. Welcome and Introductions
2. TAC #6 Meeting Minutes (Attachment 1)
3. Draft Long Range Transportation Plan Outline (Attachment 2)
   • Please provides comments via email to: jhuebsch@mankatomn.gov
     as a follow up to our discussion by September 23, 2015
4. Open House #3 - October 15, 2015 (Attachment 3)
   • Draft Open House Boards
5. Next Steps
   • Schedule (Attachment 4)
     o FHWA and MnDOT Plan Review
     o Plan Adoption
Attachment 1

TAC #6 Meeting Minutes
TAC #5 Summary
Craig Vaughn, SRF, provided a brief summary of TAC #5, noting the key action items and material discussed with the TAC.

Open House #2 Summary
Craig Vaughn, SRF, provided a brief summary of the Open House #2, noting the level of support and positive feedback. Paul Vogel, MAPO Staff, further stressed how the range of alternatives priority tended to align with the priority of the community members. Al Forsberg, Blue Earth County, also stated this support reinforces the goals of the Long Range Transportation Plan.

Fiscal Constraint – by Jurisdiction
Craig Vaughn described how fiscal constraint shows the “story” of each jurisdiction’s opportunity and needs. Through the fiscal constraint process, a surplus was provided for each jurisdiction in all four timeframes. This allows jurisdictions the opportunity to shift projects future as funding becomes available. Dan Sarff, City of North Mankato, stated that the “story” currently depicts there enough revenue to cover the needs of the MAPO planning area excluding illustrative projects. These needs including operations and maintenance along with major rehabilitation/reconstruction. Jeff Johnson, City of Mankato, agreed with this depiction, stating this is the way all planning is going. Paul Vogel asked if a definition for operations and maintenance verses major rehabilitation/reconstruction will be detailed in the Long Range Transportation Plan (LRTP) (ACTION). Craig Vaughn discussed the LRTP outline and how documentation seeks to unfold.

Range of Alternatives Project List
Craig Vaughn gave an overview of the Range of Alternative project list and maps provided to the TAC. Overall the group saw this as a good starting point for moving forward. Jeff Johnson stated there is a need for the City of Mankato to maintain and operate local streets within the city on top of the streets identified as collectors or above within the MAPO planning area. Documentation of this need should be accounted for within the LRTP (ACTION).

Bobbi Retzlaff, MnDOT, expressed her concern for the extensive list of illustrative projects. She suggested using other terminology for some of the projects identified on this list to reduce the number of illustrative projects. Ron Fields suggested funding or safety need projects. Craig Vaughn noted this would be a good question for the Federal Highway Administration at the upcoming coordination meeting (ACTION). Additionally, Al Forsberg questioned if the document text will note how many projects and cost, if available, were shifted out to illustrative projects. Would like it to be expressed clearly in the Plan for Blue Earth County that short term funding for new projects has been allocated from local sources, otherwise there is no funding available for future new or expansion projects (ACTION).
Future System Plan

In order to determine the future functional classification and roadway jurisdiction a workshop was held with the large group. This workshop sought to define changes based on identified projects, opportunities, and local knowledge. Items below are key finding discussed during the workshop portion of the TAC #7 meeting:

Future Functional Classification

- TH 22 (south of Madison Avenue): Minor Arterial
- CSAH 12 (Victory Drive to TH 83): Minor Arterial
- Madison Avenue (TH 22 to CSAH 12): Minor Arterial
- Riverfront Drive (TH 14 to TH 169) and Madison Avenue (Riverfront Drive to TH 22) functional classification will be determined by the Federal Highway Administration at a later date.

Overall the group agreed with the suggested changes which were based on proposed land use, the existing functional classification, and traffic patterns.

Future Roadway Jurisdiction

- Lookout Drive (Howard Drive to Commerce Drive): City Street
- Judson Bottom Road (Valerie Lane to Lee Boulevard): City Street
- CSAH 90 (TH 169 to TH 22): State Highway
- 200th (Stoltzman Road to TH 22): City Street

Overall the group agreed with the suggested changes which were based on proposed functional classification, the existing roadway jurisdiction, and traffic patterns.

Next Steps

SRF will coordinate with MnDOT, FHWA, and MAPO staff to ensure the plan to meets federal policies and regulations (ACTION). SRF and Bolton & Menk will move forward with finalizing and preparing the draft plan documentation to be sent out prior to TAC #7 (ACTION).

- TAC #7 – September 17, 2015
- Open House #3 – October 15th, 2015
Attachment 2

Long Range Transportation Plan Outline
1. Introduction
   - Plan Framework
   - MAP-21 Compliance

2. Public Engagement Process
   - MAPO Public Participation Plan
   - Stakeholder Guidance
   - Public Engagement Activities
   - Appendix 2-A: MAPO Regional Public Agency Meetings
   - Appendix 2-B: MAPO Open House #1 October 30, 2014
   - Appendix 2-C: MAPO Open House #2 May 14, 2015
   - Appendix 2-D MAPO Open House #3 October 15, 2015
   - Appendix 2-E MAPO Open House Comment Cards
   - Appendix 2-F MAPO MindMixer Engagement Topics and Results

3. Existing System Conditions
   - Demographics and Trends
   - Land Use
   - Environmental Features
   - Roadway System
   - Functional Classification
   - Roadway Operations
   - Existing Multi-modal System

4. Safety and Crash Assessment
   - Crash History
   - Crash Density
   - Crash Rates
     - Corridor Crash Analysis

5. Goals, Objectives and Performance Measures
   - Moving Ahead for Progress in the 21st Century (MAP-21)
   - Goals
   - Objectives
   - Performance Measures
6. Future System Forecasts and Operations

- Traffic Forecasts
- Interchange Deficiencies
- Emergency and Disaster Response
- Future Multimodal System Analysis & Considerations
- Appendix 6-A: MAPO Year 2045 traffic forecast summary tables

7. Range of Alternatives Analysis

- System Preservation Outline
- Project Inventory and Scope
- Environmental Constraints and Cultural Resources
- Appendix 7-A: MAPO Environmental Constraints and Cultural Resources

8. Financial / Revenue Forecast

- Transportation Funding
- Funding Assumptions, Methodologies, and Estimates
- Enhanced Funding Opportunities

9. Implementation Plan

- Project Categories
- Ranking Criteria
- Investment Timeframes and Initial Project Ranking
- Preservation Set-Aside
- Year of Expenditure Analysis and Project List Revisions
- Public Review
- Discretionary Project Prioritization
- Fiscal Constraint Program of Projects
- Illustrative Project List
- Aviation and Transit Program of Projects

10. Recommended Future Network

- Future Functional Classification
- Future Jurisdictional Alignment
11. System Management

- Access Management
- Traffic Control Device Spacing
- Right-of-Way

12. Next Steps

- Ongoing Activities
- Planning Studies for Future Consideration
- Supplemental Metro Planning Elements
Attachment 3

Open House #3 Draft Boards List
Open House #3
MAPO 2045 Transportation Plan
October 15, 2015 from 5:00 p.m. to 7:00 p.m.

Board 1: Welcome
Board 2: MAPO Key Performance Goals and Objectives
Board 3: MAPO Other Consideration Goals and Objectives
Board 4: MAPO Existing Transit Routes (Map)
Board 5: MAPO Preservation Projects (Map)
Board 6: MAPO Major Rehabilitation/Reconstruction Projects (Map)
Board 7: MAPO Corridor Capacity Projects (Map)
Board 8: MAPO Intersection Capacity Projects (Map)
Board 9: MAPO Bicycle and Pedestrian Projects (Map)
Board 10: MAPO Bicycle and Pedestrian Projects (Table)
Board 11: MAPO Bicycle and Pedestrian Projects (Table)
Board 12: MAPO Safety Projects (Map)
Board 13: MAPO Freight/Rail Projects (Map)
Board 14: Future Functional Classification
Board 15: Future Jurisdictional Alignment
Board 16: System Management (Access Management/Traffic Control/ROW)
Board 17: List of Planning Studies for Future Consideration
Board 18: MAPO Study Area (Map) – Ask public where they would like to see future studies considered (Draw on Map)

DRAFT MAPS SCROLLING ON SCREEN

[**Screen 1:** Existing Conditions Maps
Safety Maps][**Screen 2:**
MnDOT Fiscal Constraint
Blue Earth County Fiscal Constraint
Nicollet County Fiscal Constraint
Mankato Fiscal Constraint
North Mankato Fiscal Constraint
Greater Mankato Transit Fiscal Constraint]
Attachment 4

Schedule
Mankato/North Mankato MAPO 2045 Transportation Plan
Schedule and Critical Path and Deliverables
Updated: September 11, 2015

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*Note the Public Participation elements for each month are approximations; tasks could take place at any point within the month

**The plan adoption timeframe is expected to occur from December 2015 through March 2016. MAPO staff is tasked with completing this activity.
A Regular meeting of the Mankato Area Planning Organization Policy Board was held on July 2, 2015, at 6:00 p.m. in the Minnesota River Room of the Intergovernmental Center. Present were Mankato Area Planning Organization members, Dan Rotchadl, Chris Frederick, Bob Freyberg, Jack Kolars and Mark Piepho. Also present was MAPO Executive Director Paul Vogel, MAPO Transportation Planner Jake Huebsch, also in attendance were members from the Technical Advisory Committee (TAC) that included, Al Forsberg, Lisa Bigham and Mark Anderson.

**Call to Order**

Mr. Piepho called the meeting to order at 6:00 p.m.

**Motion to Approve Agenda**

Mr. Rotchadl motioned to approve the agenda, Mr. Frederick seconded the motion. The motion carried unanimously.

**Motion to Approve May 7th, 2015 Meeting Minutes**

Mr. Freyberg moved to approve the work session meeting minutes, Mr. Rotchadl seconded the motion. The motion carried unanimously.

**New Business**

**Agenda 4.1 MAPO Policy Board Bylaws Review and Update**

The MAPO Policy Board reviewed the bylaws that were originally adopted on March 7, 2013. Staff recommended minor changes to the bylaws. Mr. Kolars motioned to approve the updated bylaws, Mr. Frederick seconded the motion. With all voting in favor the motion carried.

**Agenda 4.2 Resolution Approving the STIP Amendment for Lifeworks and Mankato Rehabilitation Center Inc**

Mark Anderson, Mankato Transit Superintendent presented to the Policy Board on two applications, one from Lifeworks Services, Inc. and one from Mankato Rehabilitation Center, Inc. requesting a STIP amendment. The applications are to receive FTA Section 5310 Grant funding to purchase buses to be used for the purpose of providing transportation service to seniors and people with disabilities in the Mankato area. These two applications have been approved by the Office of
Transit as they meet the criteria of the FTA Section 5310 Elderly and Persons with Disabilities Program. The Office of Transit requested that the application be submitted to the Mankato/North Mankato Area Planning Organization for approval. The timeline for project selection under the grant does not align with the Mankato/North Mankato Metropolitan Planning Organization TIP timeline and an amendment is needed in order for the recipients of the grant funding to purchase their vehicles. The MAPO TAC recommend approval at their June 18th TAC meeting. Mr. Rotchadl motioned to approve the attached resolution approving the STIP amendment, Mr. Frederick seconded the motion. With all voting in favor the motion carried.

Agenda 4.3 Update of Long Range Transportation Plan

Staff updated the Policy Board on the progress of the Long Range Transportation Plan. Updates included the summary of the May 14th Open House, handouts of the fiscal constraint by jurisdiction, summary of the range of alternatives project lists and the updated schedule. Staff notified the Policy Board that the schedule has been pushed out approximately four weeks with scheduled completion and adoption in November of 2015.

Agenda 4.4 2016 MAPO Unified Planning Work Program

MAPO provided an update on the Policy Board regarding the received input from area partners on specific local planning studies and opportunities for inclusion in MAPO 2016 & 2017 UPWP. Staff informed the Policy Board on the submitted local studies and projects for inclusion/discussion in the UPWP:

- MAPO Aerial Imagery
- ICE Study Howard/ Lor Ray Drive
- Warren Street Corridor Study
- Riverfront Drive Corridor Study
- Trunk Highway 22 Corridor Study
- Pavement Management Plan
- North Mankato Complete Streets Plan and Policy
- MAPO Area traffic Modeling
- MSU area from Warren Street / Balcerzak Drive study area

Agenda 4.5 Functional Classification & MAPO Mid Year Review Update

Staff updated the Policy Board on the midyear review that was held on June 29th with the MAPO, MnDOT & FHWA. Staff also updated on the Policy Board on the Functional Classification discussions that were held at the midyear review regarding Madison Avenue and Riverfront Drive. It was determined that MnDOT and the MAPO will each submit their recommended functional classification maps to FHWA for final review. FHWA will make the final decision on Madison Avenue and Riverfront Drive and if the roadways will be classified as Principal Arterial Other or Minor Arterials.
MAPO Policy Board Minutes
July 2\textsuperscript{nd}, 2015
Page 3 of 3

\textbf{TAC Comments}
The June 18\textsuperscript{th}, 2015 MAPO TAC Minutes were attached as informational.

\textbf{Policy Board Comments}
None

\textbf{Other Business}
None

\textbf{Adjournment}
With no further business, Mr. Frederick moved to adjourn the meeting, Mr. Rotchadl seconded the motion. With all voting in favor the meeting was adjourned at 6:50 p.m.


________________________
Chair, Mr. Piepho
OPEN HOUSE FOR AREA’S LONG-RANGE TRANSPORTATION PLAN

Citizens are invited to provide input:

5 p.m. to 7 p.m., • 5:30 p.m.-short presentation
Thursday, October 15
Mankato Room
Intergovernmental Center
10 Civic Center Plaza, Mankato

Learn about and provide input on the draft 2045 long-range transportation plan. The plan includes: existing conditions, travel forecasts, identified issues, goals, objectives and performance measures, project alternatives and financial plan. Also included are recommended future network and plan implementation.

View plan information online at mankatomn.gov/mapo

Send written comments by Thursday, October 29:
Email: pvogel@mankatomn.gov
Mail: Attention Paul Vogel
Mankato/North Mankato Area Planning Organization
Intergovernmental Center
10 Civic Center Plaza
Mankato, MN  56001

About the plan:
The long-range transportation plan began in July 2014 as a cooperative effort between the cities of Mankato, North Mankato, Eagle Lake, and Skyline; Blue Earth and Nicollet counties; and Belgrade, Lime, South Bend, LeRay and Mankato townships, as well as the Minnesota Department of Transportation.

For more information, contact Paul Vogel, executive director for the Mankato/North Mankato Area Planning Organization (MAPO) at pvogel@mankatomn.gov, or 507-387-8613.