Mankato/North Mankato Area Planning Organization
Policy Board Meeting
Thursday, April 3, 2014 – 6:00PM
Intergovernmental Center,
Mankato Room (Council/Board Room)
10 Civic Center Plaza, Mankato, MN 56001

I. Call to Order

II. Introductions

III. Approval of Agenda

IV. Approval of Minutes – February 6, 2014

V. Old Business
   1. Request for Proposal for Long Range Transportation Plan Update

VI. New Business
   2. Resolution Adopting the MAPO’s Title VI Plan
   3. Public Participation Plan
   4. Resolution Approving the Mankato Transit STIP Amendment
   5. Resolution Approving the MAPO Area STIP Projects FY2014 - FY2018
   6. Adams Street & Madison Avenue Roundabout Project Presentation

VII. TAC Comments
(3-20-2014 TAC Meeting Minutes Attached)

VIII. Policy Board Comments

IX. Adjournment
MINUTES
Mankato Area Planning Organization
Policy Board Meeting
February 6, 2014 – 6:00 p.m.
Intergovernmental Center,
Mankato Room 10 Civic Center Plaza,
Mankato, MN 56001

A Regular Meeting of the Mankato Area Planning Organization Policy Board was held on February 6, 2014, at 6:00 p.m. in the Mankato Room of the Intergovernmental Center. Present were Mankato Area Planning Organization Members Mark Piepho, Chris Frederick, Bob Freyberg, Ryan Short, Dan Rotchadl and Jack Kolars. 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 Seth Greenwood, Lisa Bigham, Al Forsberg, Mary Fralish, Mark Anderson, Josh Pearson, and Ron Fields.

Call to Order
Chair Piepho called the meeting to order at 6:00 p.m.

Motion to Approve Agenda
Mr. Rotchadl moved to approve the agenda. Mr. Freyberg seconded the motion carried unanimously.

Approval of December 5, 2013 Minutes
Mr. Kolars moved to approve the minutes. Mr. Rotchadl seconded the motion. The motion carried unanimously.

New Business

Item 1. Mankato Transit STIP Amendment
Mark Anderson from the Mankato Public Transit Agency presented to the Policy Board and requested the that the Policy Board approve the Mankato Transit STIP Amendment for Project Number TRF-0028-14. The Federal Transit Administration’s apportionments for operating expenses are reimbursed at a 50 / 50 split, and it’s to the City of Mankato’s advantage to use the remaining 50%, not on operations but on capital. Mr. Anderson requested. Fifty percent ($435,755) is dedicated to operations and the remaining 50% ($435,755) may be spent on capital expenses such as buses, passenger amenities or preventative maintenance (which is all maintenance performed on buses under FTA). Mr. Rotchadl moved to approve the STIP Amendment. Mr. Freyberg seconded the motion carried unanimously.
Item 2. Request for Proposal for Long Range Transportation Plan
Staff presented to the Policy Board and requested authorization for distribution of the Long Range Transportation Plan (LRTP) Request for Proposal (RFP) following a review from Office of Civil Rights. The scope of work in LRTP RFP has been reviewed and approved by Mn/DOT. Next, the Office of Civil Rights (OCR) will review the scope of work and determine if a Disadvantaged Business Enterprise (DBE) goal needs to be issued for the RFP. The RFP is anticipated to be open for bids start sometime the beginning of February and will be open for 45 days. Mr. Rotchadl moved to approve the STIP Amendment. Mr. Short seconded the motion carried unanimously.

Item 3. STIP Overview and List of Projects in MAPO Area (Informational)
Lisa Bigham from Mn/DOT District 7 presented to the Policy Board on Mn/DOT’s Statewide Transportation Improvement Program (STIP). The STIP identifies the schedule and funding of transportation Projects by state fiscal year (July 1 through June 30). It includes all state and local transportation projects with federal highway and/or federal transit funding along with 100% state funded transportation projects. Ms. Bigham explained that all Metropolitan Planning Organizations (MPOs) are required to develop a Transportation Improvement Program (TIP), which is defined as “a staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan Long Range Transportation Plan (LRTP). Before the MAPO can develop a TIP, the Long Range Transportation Plan must be completed first. Until a formal TIP has been developed by the MAPO, it’s the role of the MAPO to review projects in the STIP that are located in the MAPO planning area.

Item 4. Safe Routes to School Presentation (Informational)
Josh Pearson from the Region Nine Development Commission presented on the Safe Routes to School Program. Mr. Pearson explained that in 2012, the Mankato School District (ISD #77) applied for and was awarded a Safe Routes to School (SRTS) Planning and Programming Grant from the Minnesota Department of Transportation. The Mankato Area Safe Routes to School Plan was adopted in the spring of 2013. The City of Mankato used the Safe Routes to School Plan to successfully apply for $200,647 in infrastructure funding that would fund the construction of sidewalks and curb extensions around the Kennedy and Franklin Elementary Schools. The City of Mankato recently submitted a SRTS and Transportation Alternative Program (TAP) infrastructure grant to improve sidewalk conditions around the Washington Elementary school. Recently, the Mankato School District submitted a Planning Assistance Grant to Mn/DOT to help expand the initial work of the Safe Routes to School Plan. The Mankato School District plans to expand the original SRTS plan to include strategies including infrastructure, non-infrastructure projects and programs for Hoover, Garfield, Monroe, and Eagle Lake elementary schools and Dakota Meadows Middle School. The planning process would begin in September 2014 and run through May 2015.
TAC Comments
None

Policy Board Comments
None

Adjournment
With no further business, Mr. Rotchadl moved to adjourn the meeting. The motion was seconded by Mr. Short. With all members voting in favor, the meeting was adjourned at 7:00 p.m.

________________________
Chair, Mr. Piepho
AGENDA RECOMMENDATION

Agenda Heading: Long Range Transportation Plan Request for Proposal Update
Item No: 5.1

Agenda Item: Long Range Transportation Plan Request for Proposal Update

Recommendation Action(s): Informational

Summary: At the February 6, 2014 Policy Board meeting, the MAPO Policy Board approved the release of the Long Range Transportation Plan (LRTP) Request for Proposal (RFP) following a review from the Office of Civil Rights (OCR). The RFP solicitation was officially released on February 24, 2014 and the deadline to submit proposals is April 10, 2014. It is anticipated that the evaluation and selection will be completed according to the following schedule:

2/24/2014 Start of RFP posting for 45 Days
4/10/2014 End of RFP posting / deadline for RFP submittals
4/4/2014 Last date MAPO staff will answer RFP questions
April/2014 Evaluation and scoring of RFP submittals, notification of successful bidder
May/2014 Contract negotiations finalized
June/2014 MAPO Board, Mn/DOT, FTA approvals
June/2014 Notice to proceed pending execution of contract documents

The RFP subcommittee met prior to the March 20, 2014 TAC meeting to discuss the RFP review and ranking process. Staff will revisit the evaluation form based on comments received from committee members. It is anticipated that the review committee will receive the submitted proposals by April 14th and will meet again on April 17th to review and rank proposals.

Attachments:

1. None
AGENDA RECOMMENDATION

Agenda Heading: Resolution Adopting the MAPO’s Title VI Plan
Item No: 6.2

Agenda Item: Resolution Adopting the MAPO’s Title VI Plan

Recommendation Action(s): Adoption of the Attached Resolution

Summary: As a subrecipient of federal funds administered by the Federal Transit Administration (FTA) and/or the Federal Highway Administration (FHWA) from the State of Minnesota, the MAPO is required to comply with the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. The purpose of these regulations is to assure that no person or group of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MAPO, regardless of whether these programs are federally funded or not.

Attachments:
1. Title VI Resolution
2. Title VI Plan
RESOLUTION OF THE MANKATO /NORTH MANKATO AREA
PLANNING ORGANIZATION ADOPTING THE TITLE VI PLAN 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, the 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 a sub recipient of federal funds administered by the State of Minnesota, and the MAPO is required to comply with the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987; and

WHEREAS; the MAPO assures that no person or group(s) of persons shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs and activities that are Federally funded or not; and

NOW, THEREFORE BE IT RESOLVED; that the MAPO Policy Board approves the Mankato/North Mankato Area Planning Organization Title VI Plan.

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 ____________________
THE MANKATO/NORTH MANKATO AREA
PLANNING ORGANIZATION (MAPO)

TITLE VI PLAN

&

LIMITED ENGLISH ASSISTANCE PLAN

INSERT DATE ADOPTED
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MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)
TITLE VI POLICY STATEMENT

The Mankato/North Mankato Area Planning Organization (MAPO), hereinafter referred to as the “Recipient”, is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. The Recipient assures that no person or group(s) of persons shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs and activities that are Federally funded or not.

In addition, the Recipient will provide meaningful access to services for persons with limited English proficiency.

In the event the Recipient distributes Federal-aid funds to a sub recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The MAPO Title VI coordinator is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21. As of the date signed below, no Title VI investigations, complaints or lawsuits have been filed against the MAPO. The Title VI Coordinator for the MAPO is: Paul Vogel, Executive Director.

________________________  __________________________
Paul Vogel, MAPO Executive Director                               Date

________________________  __________________________
Mark Piepho, MAPO Chair                                           Date

TITLE VI ASSURANCES

The MAPO, (hereinafter referred to as the Recipient) HEREBY AGREES THAT, as condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 stat. 252, 42 U.S.C. 2000d to 42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation – Effectuation of Title VI of the Civil Right Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives to the end that, in accordance with the Act, regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance through the Minnesota Department of Transportation or the U.S. Department of Transportation; and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7 (a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal-Aid Highway or transit programs:

1. That the Recipient agrees that each “program” and each “facility,” as defined in subsections 21.23 (e) and 21.23 (b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the recipient shall insert the following notification in all solicitations for bids for work or materials subject to the Regulations and made in connection with the Federal-Aid Highway or transit programs and, in adapted form, in all proposals for negotiated agreements:

The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4, and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federal-assisted programs of the U.S. Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin.
3. That the recipient shall require all contracts to provide Title VI certification and assurances in every contract subject to the Act and the Regulations.

4. That the Recipient shall require all contracts to provide Title VI certification and assurances, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.

7. That the Recipient shall require all contracts to provide Title VI certification and assurances, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer for real property acquired or improved under the Federal-Aid Highway program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal-Aid Highway program.

8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein, or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods; (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom he or she delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, the Regulations, and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

11. The MAPO will require all contracts to provide Title VI certification and assurances.

   THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the U.S. Department of Transportation under the Federal-Aid Highway or transit programs and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal-Aid Highway or transit programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

12. As of the date signed below, there have been no Transit-related Title VI investigations, complaints or lawsuits.

   ________________________________  ________________________________
   Paul Vogel, MAPO Executive Director  Date

   ________________________________  ________________________________
   Mark Piepho, MAPO Chair  Date
TITLE VI COORDINATOR RESPONSIBILITIES

The Title VI coordinator is charged with the responsibility for implementing, monitoring, and ensuring the MAPO’s compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received by the MAPO.

2. Collect Statistical data (race, color, or national origin) of participants in and beneficiaries of highway and transit programs, e.g. affected citizens and impacted communities. (see Appendix C)

3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.

4. Conduct Title VI reviews of consultant contractors and other recipients of Federal-Aid Highway and transit fund contracts administered through the MAPO.

5. Review the MAPO program directives. Where applicable, include Title VI language and related requirements.

6. Conduct training programs on Title VI and other related statutes for the MAPO employees and recipients of Federal Aid Highway or transit funds. Post a copy of the Title VI plan on the MAPO’s web-site. Post the Title VI plan on bulletin boards near the front desk at the MAPO worksite. Inform all employees that a copy of the Title VI plan is available upon request. Instruct all new employees about the Title VI plan during orientation.

7. Prepare a yearly report of Title VI accomplishments and goals, as required.

8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Post the Title VI plan on the MAPO web-site and on bulletin boards near the front desk.

9. Conduct post-grant reviews of the MAPO programs and applicants for compliance with Title VI requirements.

10. Identify and take corrective action to help eliminate discrimination.
11. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 90 days of identification of a deficiency.

OUTREACH METHODS

The procedures by which the mobility needs of minority populations are identified and considered in the MAPO planning process include 1) public outreach and 2) GIS analysis. Public outreach involves inviting members of minority organizations to participate on our committees and in planning activities (i.e. public input meetings, focus groups).

- The MAPO will look to schedule meetings at times and locations that are convenient and accessible for minority and LEP communities.
- The MAPO will coordinate with the greater Mankato Diversity Council and Area Agency on Aging to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- The MAPO Public Participation Plan will highlight and provide more specificity relating to engaging minority populations.

TRANSLATION OF DOCUMENTS

The MAPO weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, the MAPO will consider the translation of documents (or portions thereof) on a case by case basis, as requested. Translation resources have been identified and are kept in the file by the MAPO. However, when and if the need arises for LEP outreach related to the MAPO’s programs and services, it will coordinate with the cities and townships in the MAPO planning area to determine an appropriate course of action in regards to existing interpretive and outreach resources available.

TITLE VI COMPLAINT OVERVIEW

The scope of Title VI covers all MAPO activities. Adverse impacts resulting in Title VI complaints can arise from many sources, including advertising, bidding, and contracts. Complaints can originate from individuals or firms alleging inability to bid upon or obtain a contract with the MAPO for the furnishing of goods and/or services. Examples include advertising for bid proposals; prequalification or qualification; bid proposals and awards; selection of contractors, subcontractors, material and equipment suppliers, vendors, consultants, fee appraisers, universities, etc.

Complaints can originate as a result of project impacts on individuals or groups. Examples include: social and economic impacts, traffic, noise, air quality, access, accidents, and failure to maintain facilities.
FORMAL TITLE VI COMPLAINT PROCEDURE

The MAPO Title VI policy assures that no person or groups of persons shall, on the grounds of race, color, or national origin, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MAPO, its recipients, sub-recipients, and contractors.

Any person who believes that he or she, individually, or as a member of a specific race, color or national origin, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with MAPO. A complaint may also be filed by a representative on behalf of such a person. All Title VI complaints will be referred to the MAPO Title VI Coordinator for review and action.

In order to have a complaint considered under this procedure, the complainant must file the complaint no later than 180 days after the date of the alleged act of discrimination or, where there has been a continuing course of conduct, the date on which the conduct was discontinued.

In either case, the MAPO Title VI Coordinator may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant’s representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the MAPO, the person shall be interviewed by the MAPO Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of others avenues of redress available, such as MnDOT, the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), and the U.S. Department of Transportation (USDOT).

All complaints received by the MAPO will be reported to the MAPO Title VI Coordinator, 10 Civic Center Plaza, Mankato, MN 56001 Generally, the following will be included in every notification to MnDOT:

- Name, address and telephone number of the complainant
- Name(s) and address(es) of alleged discriminating official(s)
- Basis of complaint (i.e., race, color or national origin)
- Date of alleged discriminatory act(s)
- Date of complaint received by the MAPO
• A statement of the complaint
• Other agencies (local, state or federal) where the complaint has been filed
• An explanation of the action(s) the MAPO has taken or proposed to resolve the issue(s) raised in the complaint

Within 60 days, the Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a “Report of Findings” to MnDOT Title VI Coordinator, MS 140, 395 John Ireland Blvd., St. Paul, MN 55155. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the Report of Findings.

Within 90 days of receipt of the complaint, the MAPO will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her right to appeal with MnDOT, FTA, FHWA, or USDOT if he/she is dissatisfied with the final decision rendered by the MAPO.

Efforts will be made to resolve all complaints at the local level whenever possible. If the complaint cannot be resolved satisfactorily at the local level, MnDOT will work with the complainant and the MAPO to resolve the issue. If satisfactory resolution is not achieved at the state level, the FTA, FHWA or USDOT will work with all parties to resolve the issue.

MnDOT will report all Title VI complaints received as part of its triennial Title VI program submission to FTA.

LIMITED LANGUAGE ASSISTANCE PLAN SUMMARY

This Limited English Assistance plan has been prepared to address the MAPO’s responsibilities as a recipient of Federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin. Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person’s inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all State and local agencies which receive Federal funds, including the MAPO and its departments receiving Federal grant funds.

The MAPO has developed its Limited English Assistance Plan to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language
assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the MAPO used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the MAPO who may be served by the MAPO.
2. The frequency with which LEP persons come in contact with the MAPO programs or services.
3. The nature and importance of programs or services provided by the MAPO to the LEP population.
4. The interpretation services available to the MAPO and overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis is in the following section.

**MANKATO/NORTH MANKATO AREA DEMOGRAPHIC PROFILE**

According to the 2010 U.S Census, the Mankato/North Mankato Area Planning Organization planning boundary consists of a population of 61,698 and population of 58,265 in the urbanized area. Of the 61,698 people in the planning boundary 89.64% are Caucasian, 2.66% Latino, 3.26% African American, 2.20% Asian American, 0.31% Native American and 1.92% other. Please see Appendix F for correlating map.

Staff reviewed the 2010 U.S. Census report and determined that 3,125 people in the MAPO Urbanized Area (between the ages of 5-64) speak a language other than English. Of those persons, 1,014 speak Spanish, 746 speak indo-European (other than Spanish and English), and 1,347 speak Asian or other Pacific Islander Languages. Of the 3,107 persons speaking a language other than English, 319 have Limited English Proficiency; that is, they speak English “less than very well”. The breakdown for the 319 people include 123 Spanish, 70 Indo-European and 126 Asian and Pacific Island Languages.

**MANKATO/NORTH MANKATO ANALYSIS OF IMPACTS**

MAPO is a newly formed MPO. The first long-range transportation plan (LRTP) and transportation improvement program (TIP) is required to be adopted no later March 26, 2016. An analysis of the impacts of the distribution of federal and state funds will be included as part of the LRTP and TIP.
MEANINGFUL ACCESS FOUR-FACTOR ANALYSIS

1. **The number or proportion of LEP persons in the service area who may be served or are likely to require the MAPO services.**

The MAPO staff reviewed the 2010 U.S. Census Report and determined that 3,125 people in the MAPO Urbanized Area (between the ages of 5-64) speak a language other than English. Of those persons, 1,014 speak Spanish, 746 speak indo-European (other than Spanish and English), and 1,347 speak Asian or other Pacific Islander Languages. Of the 3,107 persons speaking a language other than English, 319 have Limited English Proficiency; that is, they speak English “less than very well”. The breakdown for the 319 people include 123 Spanish, 70 Indo-European and 126 Asian and Pacific Island Languages.

The overwhelming majority of the population 5 years and over (92%) in the MAPO area speak only English. As a result, there are few social services professional and leadership organizations within the MAPO Urbanized area that focus on outreach to LEP individuals. The MAPO Policy Board, the MAPO staff, and the MAPO contractors or sub recipients are most likely to contact LEP individuals through public meetings and other general public involvement opportunities. Additional information on outreach methods can be seen the MAPO’s Public Participation Plan.

Staff cannot absolutely determine whether LEP population in any given language is underserved by the recipient due to language barriers. No LEP populations are over the 1,000 or 5% Safe Harbor Provision, translating vital documents into other languages is not required at this time. However, the MAPO will continue to monitor, evaluate and provide outreach to LEP persons of any given language in the Mankato/North Mankato area.

2. **The frequency with which LEP persons come in contact with the MAPO services or programs.**

The MAPO staff reviewed the frequency with which it’s Policy Board, staff, and contractors have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the MAPO has had no requests for interpreters and no requests for translated program documents. The MAPO Policy Board, the MAPO staff, and the MAPO contractors or sub-recipients have had very little contact with LEP persons.
3. **The nature and importance of services and programs provided by the MAPO to the LEP population.**

The MAPO was established in 2012 in response to the 2010 U.S. Census, which designated the Mankato/North Mankato region as an urbanized area (metropolitan statistical area--MSA), requiring the formation of a metropolitan planning agency. MAPO meets and maintains a continuing, cooperative and comprehensive metropolitan transportation planning process to provide maximum service to citizen. The MAPO is represented by the cities of Mankato, North Mankato, Eagle Lake, and Skyline; Blue Earth and Nicollet counties; and Belgrade, Lime, South Bend, LeRay and Mankato townships.

The MAPO uses federal funds to plan transportation projects. While those projects are important, the MAPO does not provide any programs, activities, or services involving vital, immediate, or emergency assistance, such as medical treatment, or any programs, activities, or services involving basic needs, such as food or shelter. And, while it is encouraged, involvement in the MAPO planning and decision-making process by residents is entirely voluntary. Anyone can participate in the planning and decision-making process simply by contacting MAPO staff. Furthermore, the MAPO does not require residents to complete application forms or to submit to interviews prior to their participation in the MAPO transportation planning and decision-making process.

Inclusive public participation is a priority of the MAPO. Because its planning and decision-making process impacts all residents within the planning area, the MAPO encourages input and involvement from all residents and makes every effort to make the planning and decision-making process as inclusive as practicable. The MAPO outlines ways in which the public can become involved in the MAPO planning and decision-making process in its Public Participation Plan (PPP), which is posted online and copies of which are available at the MAPO office.

4. **The resources available to the MAPO and overall cost to provide LEP Assistance.**

The MAPO does not serve significant number of LEP persons. For this reason, the MAPO weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, the MAPO will consider the translation of documents (or portions thereof) on a case by case basis, as requested.

Spanish language assistance is available through the Spanish relay. This service is provided free of charge through the Minnesota Department of Commerce and allows a Spanish speaking person to use Minnesota Relay. The communications assistant relays calls between a Spanish speaking person with a hearing or speech disability and a Spanish speaking hearing person. To place a Spanish Relay call, dial: 1-877-627-5448 (voice, TTY, ASCII).
In addition, an individual staff member from the Community Development Department from the City of Mankato’s is available for interpretive services in Arabic and Somali. Likewise, web based translations services such as Google Translate can also provide limited assistance. The City of Mankato’s Housing Department also has a LEP Plan and resources available if needed.

**LANGUAGE ASSISTANCE MEASURES**

There is a low percentage of LEP individuals in the MAPO planning area, that is, persons who speak English “less than very well” the MAPO will strive to offer the following measures:

1. The MAPO staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.

2. The following resources will be available to accommodate LEP persons:
   - Interpretive services, within reason, will be provided for public meetings, if advance notice is provided to the MAPO and such services are readily available;
   - The MAPO will make translated versions (or provide for the interpretation of relevant section) of all documents/publications available upon request, within a reasonable time frame and if resources permit.

**LANGUAGE ASSISTANCE PLAN**

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be Limited English Proficient and may be entitled to language assistance with respect to the MAPO’s programs and services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the MAPO staff may identify an LEP person who needs language assistance:

- Post notice of LEP plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- The MAPO staff will be provided with “I speak” cards to assist in identifying the language interpretation needed if the occasion arises. (Appendix B)
- The MAPO staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the MAPO sponsors an informational meeting or event, an advanced public notice of the event will be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals).
Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

**STAFF TRAINING**

The following training will be provided to all new staff during orientation:

- Information on the Title VI policy and LEP responsibilities
- Description of language assistance services offered to the public.
- Use of the “I speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

All contractors or subcontractors performing work for the MAPO will be required to follow the Title VI/LEP guidelines.

**MONITORING**

Monitoring and updating the LEP plan – the MAPO will update the LEP plan annually with its self-certification procedure per 23 CFR 450.334. An annual review and update will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the MAPO financial resources are sufficient to fund language assistance resources needed.
- Determine whether the MAPO fully complies with the goals of this LEP plan.
- Determine whether complaints have been received concerning the agency’s failure to meet the needs of LEP individuals.
- Maintain a Title VI complaint log, including LEP to determine issues and basis of complaints.
DISSIMINATION OF THE MAPO’S LEP PLAN

- Post signs at conspicuous and accessible locations notifying LEP persons of the LEP plan and how to access language services; such as public meetings of the MAPO.
- Include as part of public notices and related materials that LEP persons needing interpretative service need to contact the MAPO.
- Include as part of the MAPO website
- Post on a bulletin board in the front desk area of the MAPO’s offices.

PROMOTE INCLUSION IN PUBLIC PARTICIPATION

- The MAPO seeks to reduce or eliminate language, mobility, temporal, and other obstacles that may prevent under-represented populations from fully participating in the MAPO planning process. It is the intent of the MAPO to locate all public meetings in facilities that are structurally accessible. Meetings of the MAPO Technical Advisory Committee are held during the day in the Mankato Intergovernmental Center offices, which are ADA accessible as well as accessible by the Greater Mankato Regional Transit service. Meetings of the MAPO Policy Board will also be at the Mankato Intergovernmental Center offices unless otherwise noted.
APPENDIX A: MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know. Return the completed form to Paul Vogel, MAPO, 10 Civic Center Plaza, Mankato, MN 56001

1. Complainants’ Name ____________________________________________

2. Street Address __________________________________________________

3. City, State and Zip Code _________________________________________

4. Telephone Number (home)____________________ Business________________

   Cell ______________________________

5. Person discriminated against (if someone other than the complainant)

   Name ___________________________________________________________

   Address __________________________________________________________

   City, State and Zip Code ___________________________________________

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your: (check reason)

   a. Race/Color __________

   b. National Origin ________

7. What date did the alleged discrimination take place and the location?

   Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

   ____________________________________________________________________

8. Have you filed this complaint with any other Federal, State, or local agency; or with any Federal or State court? Yes __ No __

   If yes, check all that apply:

   _____ Federal Agency _____ Federal Court _____ State Agency

   _____ State court _____ Local Agency

9. Please provide information about a contact person at the agency/court where

   The complaint was filed.

   Name ___________________________________________________________

   Address _________________________________________________________

   City, State and Zip Code ___________________________________________

   Telephone Number ________________________________________________

   You may attach any written materials or other information that you think is relevant to your complaint.

Complainant’s Signature __________________________ Date _________________
<table>
<thead>
<tr>
<th>Language</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Mark this box if you read or speak English.</td>
</tr>
<tr>
<td>Arabic</td>
<td>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</td>
</tr>
<tr>
<td>Armenian</td>
<td>եթե կանգնած ես դեռ չկարծսից դա, որ զգեստին չկատրուց ես.</td>
</tr>
<tr>
<td>Bengali</td>
<td>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাংলা দাগ দিন।</td>
</tr>
<tr>
<td>Cambodian</td>
<td>ប្រើប្រាស់ក្រុមហ៊ុនមួយៗ ដូច្នោះការប្រើប្រាស់ ក្នុងការសម្រេចឬ។</td>
</tr>
<tr>
<td>Chamorro</td>
<td>Motka i kahhon ya yangin ūntūngnu' manaitai pat ūntūngnu' kumentos Chamorro.</td>
</tr>
<tr>
<td>Simplified Chinese</td>
<td>如果你能读中文或讲中文，请选择此框。</td>
</tr>
<tr>
<td>Traditional Chinese</td>
<td>如果你能读中文或讲中文，请选择此框。</td>
</tr>
<tr>
<td>Croatian</td>
<td>Označite ovaj kvadratić ako čitate iligovorite hrvatski jezik.</td>
</tr>
<tr>
<td>Czech</td>
<td>Zaškrtněte tuto kolonku, pokud čtete a hovoříte český.</td>
</tr>
<tr>
<td>Dutch</td>
<td>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</td>
</tr>
<tr>
<td>Farsi</td>
<td>اگر خوانندگان ونوشتن فارسی بلد هستید، این مرکز را علامت بزنید.</td>
</tr>
<tr>
<td>French</td>
<td>Cocher ici si vous lisez ou parlez le français.</td>
</tr>
<tr>
<td>German</td>
<td>Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.</td>
</tr>
<tr>
<td>Greek</td>
<td>Σημειώστε αυτό το πλαίσιο αν διαβάζете ή μιλάτε Ελληνικά.</td>
</tr>
<tr>
<td>Haitian Creole</td>
<td>Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.</td>
</tr>
<tr>
<td>Hindi</td>
<td>अगर आप हिंदी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।</td>
</tr>
<tr>
<td>Language</td>
<td>Text</td>
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<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hmong</td>
<td>Kos lub voj no yog koj paub twm thiab hais lus Hmoob.</td>
</tr>
<tr>
<td>Hungarian</td>
<td>Jelölje meg ezt a kockát, ha megértı vagy beszéli a magyar nyelvet.</td>
</tr>
<tr>
<td>Ilocano</td>
<td>Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.</td>
</tr>
<tr>
<td>Italian</td>
<td>Marchi questa casella se legge o parla italiano.</td>
</tr>
<tr>
<td>Japanese</td>
<td>日本語を読んだり、話せる場合はここに印を付けてください。</td>
</tr>
<tr>
<td>Korean</td>
<td>한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.</td>
</tr>
<tr>
<td>Laotian</td>
<td>ใช้มาต้ฝ่อคำ눌กี้ รู้มาด้วยคำปฏิบัติการสุนทร.</td>
</tr>
<tr>
<td>Polish</td>
<td>Prosimy o zaznaczenie tego kwadratu, ježeli posługuje się Pan/Pani</td>
</tr>
<tr>
<td></td>
<td>językiem polskim.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Assinale este quadrado se você lê ou fala português.</td>
</tr>
<tr>
<td>Romanian</td>
<td>Însemnaţi această căsuţă dacă citiţi sau vorbiţi româneşte.</td>
</tr>
<tr>
<td>Russian</td>
<td>Пометьте этот квадратик, если вы читаете или говорите по-русски.</td>
</tr>
<tr>
<td>Serbian</td>
<td>Обележите овај квадратић уколико читате или говорите српски језик.</td>
</tr>
<tr>
<td>Slovak</td>
<td>Označte tento štvrček, ak viete čítat’alebo hovoríť po slovensky.</td>
</tr>
<tr>
<td>Spanish</td>
<td>Marque esta casilla si lee o habla español.</td>
</tr>
<tr>
<td>Tagalog</td>
<td>Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.</td>
</tr>
<tr>
<td>Thai</td>
<td>ให้ภาษีภาษาของรัฐบาลฝ่ายคำนำรัฐบาลภาษาไทย.</td>
</tr>
<tr>
<td>Tongan</td>
<td>Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.</td>
</tr>
<tr>
<td>Ukranian</td>
<td>Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.</td>
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<tr>
<td>Language</td>
<td>Text</td>
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<tr>
<td><strong>Urdu</strong></td>
<td>آگرآ پ اردو پیش مہا پیار ایک تو ہے بہت نظر فاہی نہ تتمناگا کیا ہے</td>
</tr>
<tr>
<td><strong>Vietnamese</strong></td>
<td>Xin đánh dấu vào ở này nếu quý vị biết đọc và nói được Việt Ngữ.</td>
</tr>
<tr>
<td><strong>Yiddish</strong></td>
<td>באッツאכטן דעם קאוסטל און זאיר לייינען אייר רעטנ אדער רעטן אודיש</td>
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### APPENDIX C: MAPO BOARD GUEST SIGN-IN SHEET

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<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
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**MAPO’s Title VI Program:** The Mankato/North Mankato APO is a sub-receipt of Federal Funds from MnDOT and therefore is subject to certain requirements regarding Title VI. Title VI and Nondiscrimination programs require that statistical data be gathered on participants and beneficiaries of the Mankato/North Mankato APO’s Federal-Aid Highway programs and transit. Information is collected on race, color, or national origin of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by the proposed project. This information gathering process is completely voluntary and you are not required to disclose any information requested in order to participate in the meeting. The information will be kept in file with the Mankato/North Mankato APO Executive Director. **This form is a public document and will be retained by the MAPO.**
<table>
<thead>
<tr>
<th>Case</th>
<th>Complainant</th>
<th>Name</th>
<th>Address</th>
<th>Date Filed</th>
<th>Basis</th>
<th>Status</th>
<th>Disposition</th>
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APPENDIX E: TAC & POLICY BOARD TABLE

Policy Board
The MAPO is directed by a six (6) member Policy Board that is comprised of elected officials within the MAPO jurisdiction. Each jurisdiction is responsible for electing their representative to serve on the MAPO Policy Board. Upon change in Policy Board membership, the MAPO can encourage jurisdictions to appoint minority populations to serve on the Policy Board, but it’s ultimately each jurisdictions responsibility.

Technical Advisory Committee
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. The TAC membership is made of both elected and appointed citizens. The TAC member’s term coincides with their employment of the representing jurisdiction. Upon change in TAC membership, the MAPO can encourage jurisdictions to appoint minority populations to serve on the TAC, but it’s ultimately each jurisdictions responsibility.

Both the Policy Board and TAC meetings are open to the public.
### Mankato/North Mankato MAPO Policy Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
<th>Address</th>
<th>Email</th>
<th>White</th>
<th>Black</th>
<th>Amer Ind/Alaskan Native</th>
<th>Asian</th>
<th>Hispanic</th>
<th>Other</th>
<th>Elected</th>
<th>Appointed Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Piepho, Chair</td>
<td>Blue Earth Co. Commissioner</td>
<td>On File</td>
<td>On File</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Christopher Frederick, Vice Chair</td>
<td>City of Mankato</td>
<td>On File</td>
<td>On File</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Robert Freyberg</td>
<td>City of North Mankato</td>
<td>On File</td>
<td>On File</td>
<td>X</td>
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<tr>
<td>Jack Kolars</td>
<td>Nicollet Co. Commissioner</td>
<td>On File</td>
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<tr>
<td>Daniel Rotchadl</td>
<td>Mankato, Township</td>
<td>On File</td>
<td>On File</td>
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<tr>
<td>Ryan Short</td>
<td>City of Eagle Lake</td>
<td>On File</td>
<td>On File</td>
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</table>

### Mankato/North Mankato MAPO Technical Advisory Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
<th>Address</th>
<th>Email</th>
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<th>Black</th>
<th>Amer Ind/Alaskan Native</th>
<th>Asian</th>
<th>Hispanic</th>
<th>Other</th>
<th>Elected</th>
<th>Appointed Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shari Allen</td>
<td>ISD #77</td>
<td>On File</td>
<td>On File</td>
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</tr>
<tr>
<td>Mark Anderson</td>
<td>City of Mankato</td>
<td>On File</td>
<td>On File</td>
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<tr>
<td>Lisa Bigham</td>
<td>MnDOT D7</td>
<td>On File</td>
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<tr>
<td>Scott Fichtner</td>
<td>Blue Earth Co</td>
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<tr>
<td>Ronald Fields</td>
<td>MSU</td>
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APPENDIX F: MANKATO / NORTH MANKATO INFORMATIONAL DEMOGRAPHIC MAPS
APPENDIX G: TITLE VI NOTICE TO THE PUBLIC

Background

A Title VI Notice to the Public must be displayed to inform a recipient’s customers of their rights under Title VI. The MAPO will post the notice on the agency’s website and in public areas of the agency’s office(s), including the reception desk, meeting rooms, etc. The Title VI Notice is a vital document.

Title VI Notice to the Public

Per 49 CFR § 21.9(d), the Mankato/North Mankato Area Planning Organization (MAPO) shall advise the public of its Title VI responsibilities to provide service without regard to race, color, national origin, sex, age, disability/handicap, or income status in accordance with Title VI of the Civil Rights Act and all related regulations and statutes, and shall inform members of the public of their rights under Title VI if they believe they have been aggrieved by any unlawful discriminatory practice. The following statement will be included into all publications that are distributed to the public, including the Long-Range Transportation Plan (LRTP), the Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP).

MAPO operates its program and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practices under Title VI may file a complaint with the MAPO. For more information on the MAPO’s civil rights program, and the procedures to file a complaint, contact 507-508-0613 (TTY 1-800-627-3529); email pvogel@city.mankato.mn.us or visit our administrative office at 10 Civic Center Plaza, Mankato, MN 56001. For more information, visit http://www.mankato-mn.gov/mapo/Page.aspx.
AGENDA RECOMMENDATION

Agenda Heading: Public Participation Plan
Item No: 6.3

**Agenda Item:** Public Participation Plan

**Recommendation Action(s):** Motion to distribute the Public Participation Plan and provide a 45 day public comment period.

**Summary:** Federal regulations have been put in place to require continuous, cooperative and coordinated transportation planning for urban areas where populations exceed 50,000 people in order to receive Federal transportation funding. The Public Participation Plan is intended to fulfill federal regulations as outlined in 23 USC 134 and 23 CFR 450. The purpose of this document is to inform area citizens, MAPO committee members, and the public and private transportation providers about the public participation process used during the review and approval of MPO transportation planning documents. This guide specifically outlines the procedures to be used during the development of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), Public Participation Plan, and other plans and studies as appropriate.

**Attachments:**

1. Public Participation Plan
MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN AND STAFF GUIDE

FOR

THE MAPO’S TRANSPORTATION PLANS AND PROGRAMS

INSERT DATE ADOPTED
Mankato/North Mankato Area Planning Organization

Public Participation Plan

All questions, comments, document and service requests may be directed via phone, fax, email, or in person to:

Paul Vogel  
Executive Director  
Mankato/North Mankato Area Planning Organization  
10 Civic Center Plaza  
Mankato, MN 56001

Phone: (507) 387-8613  
Fax: (507) 388-7530  
Email: pvogel@city.mankato.mn.us

Documents, meeting minutes, agendas and other information may be accessed on the Mankato/North Mankato Area Planning Organization website at:  
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CITIZEN GUIDE TO TRANSPORTATION PLANNING IN THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

You do not need to be an expert to participate in the planning process. Chances are you used some form of transportation today. Whether you drove a car, rode a bike, took the bus or walked, you have knowledge and insight into local transportation needs and priorities. Your participation ensures that transportation investments are developed with input from the people who know this area best.

What is Transportation Planning?
Transportation planning is the foundation for making sound investments into our transportation infrastructure. The MAPO works to direct transportation funding (from the gas tax as well as other federal, state and local sources) into creating a transportation system that improves mobility for people and goods across all modes of travel, whether by car, bike, bus, on foot, by air or on water.

The MAPO’s transportation planners, policy board and advisory committee members work with local stakeholders to identify issues, gather and give information and analyze and recommend improvements aimed at creating a transportation system that operates efficiently both today and in the future.

Transportation planning is a cooperative process designed to foster involvement by all relevant stakeholders. Our work at the MAPO not only requires but also depends on public involvement.

What is Public Involvement?
Public involvement is how we connect with you to give information and to understand your perspective on the issues you care about.

Public involvement means that multiple stakeholders are involved in our area’s transportation planning and decision-making processes. It is a two-way process that gives residents and business owners an opportunity to provide input and also lets our planning staff provide information, answer questions and understand your perspective on the issues you care about. This exchange leads to better decisions and gives community ownership of the resulting plans and recommendations.
Why Should I Get Involved and who is a Stakeholder?

There are numerous reasons to get involved:
- Every household and business depends on safe transportation infrastructure to move both people and goods.
- Our region’s mobility, quality of life, economic growth and competitiveness rely on the multi-modal transportation network.
- The funding to build and maintain our transportation system comes from several sources including your tax dollars.

Stakeholders are people or organizations that could be affected by the recommendations in a plan or study or could influence its implementation. They include (but are not limited to):

- Neighborhood representatives
- Local transportation providers
- Local businesses and associations
- Airport and port authorities
- Freight shippers
- Advocacy groups for or users of alternate modes such as bicycling or transit
- People with low incomes
- People with disabilities
- Federal and state transportation agencies
- Local officials and jurisdictional representatives

Who Should Participate?

The majority of stakeholders we hope to reach live and work in the Mankato / North Mankato area including:

- 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
WHAT IS THE MANKATO/NORTH MANAKTO AREA PLANNING ORGANIZATION?

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 under 23 USC 134 and 49 USC 5303. The purpose of the MAPO is to meet and maintain a continuing, cooperative and comprehensive metropolitan transportation planning process.

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 Planning Work Program, Long Range Transportation Plan, Transportation Improvement Program, and other plans and studies prepared by the MAPO. Figure 2 shows the membership of the MAPO’s Policy Board and TAC.
# MAPO ORGANIZATION

The Mankato/North Mankato Area Planning Organization (MAPO) includes the following units of government: the 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, and Mankato Township. The MAPO is directed by a Policy Board which is advised by a Technical Advisory Committee.

### POLICY BOARD

<table>
<thead>
<tr>
<th>City of Mankato</th>
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### TECHNICAL ADVISORY COMMITTEE

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**PREPARED BY:** Mankato/North Mankato Area Planning Organization

**Figure 2**
**MAPO Vision Statement**

The MAPO has adopted the following vision statement which guides the development of all its work products:

*Through continuing, cooperative and comprehensive planning, the Mankato/North Mankato Area 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.*

**The MAPO’s Requirements as an MPO**

As the designated MPO for the Mankato/North Mankato area, the MAPO is required to perform the transportation planning and programming activates as specified within 23 CFR 450:

- Maintain a Long Range Transportation Plan (LRTP). The LRTP sets forth a vision for the area’s transportation system with a minimum planning horizon of twenty years. It includes strategies to accomplish these goals and proposed projects with short, mid and long term timeframes. It also includes a financial plan that demonstrates how these projects can be implemented using the resources that are reasonably expected to be available over the life of the plan.
- Develop a Transportation Improvement Program (TIP). The TIP is a short-range (four-year) program of the area’s transportation improvements and must include all projects receiving federal funding (as well as those defined as “regionally significant as agreed by Mn/DOT, FHWA, Mankato Transit, and the MPO”). The TIP is a mechanism for allocating limited financial resources among the capital and operating needs of the area, based on the transportation priorities, goals and projects identified in the LRTP.
- Implement a Unified Planning Work Program (UPWP). In order to ensure the timely implementation of a comprehensive, continuous, and coordinated (3-C’s) transportation planning process, each year the MAPO adopts a UPWP that spells out the MAPO’s transportation planning activities and administrative activities, budgets and funding sources for each project for the next two years. Public involvement in the development for the UPWP is not explicitly required of the MAPO; however, specific plans and studies identified in the UPWP represent the planning priorities for the Mankato/North Mankato metropolitan area and are developed in consultation with the MAPO Policy Board, Transportation Advisory Committee, representatives of local jurisdictions and state and federal agencies.
- Facilitate Public Involvement. The requirements of 23 CFR 450.316 direct the MAPO to develop and use a Public Participation Plan to ensure that citizens and stakeholders are given reasonable opportunities to participate in the metropolitan transportation planning process.

**What is the MAPO’s Public Participation Plan?**

Federal regulations have been put in place to require continuous, cooperative and coordinated transportation planning for urban areas where populations exceed 50,000 people in order to receive Federal transportation funding. This public participation plan is intended to fulfill federal regulations as outlined in 23 USC 134 and 23 CFR 450.

This document serves as guidelines for the MAPO’s public involvement process. Public involvement procedures are also required by federal regulations to be periodically reviewed regarding the effectiveness of the process and to ensure open access was provided to all. This public participation plan will be reviewed and updated, as needed, at the beginning of each
Long Range Transportation Plan. It will also be reviewed and updated due to new federal regulations or guidelines. Amendments will be reviewed and approved by the MAPO Policy Board.

Metropolitan planning organizations (MPOs) are required to provide at least 45 days for public comment before the Public Participation Plan is adopted or revised.

Public involvement is a key element to successful metropolitan transportation planning and is guided by legal requirements and best practices for public involvement. The MAPO recognizes the importance of informing the public about opportunities to influence the direction of the planning process and its eventual outcomes as it can aid in more successful implementation of metropolitan transportation planning and projects. The MAPO is committed to keeping the general public informed and advised on all matters relative to transportation planning, programming and funding early and often in the planning process.

This Public Participation Plan outlines different ways to involve people in transportation planning. It is important to the MAPO to involve individuals and organizations representing a wide variety of experiences and perspectives in regards to transportation planning.

**Objectives of the MAPO's Public Participation Plan (PPP)**

The MAPO fully realizes that public involvement is critical to the successful development and implementation of any transportation plan. The principal objectives of the MAPO’s Public Participation Plan are consistent with the requirements outlined in 23 CFR 450.316:

- To establish a consistent means of notification and involvement for the public.
- To actively seek input and involvement from a wide variety of individuals, groups, and organizations affected by the transportation system.
- To establish and facilitate effective public involvement early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions.
- To promote informed and thoughtful public input throughout the decision-making process by providing access to information in a timely manner.
- To fully consider and document public input.
- To utilize public involvement in the development of transportation plans, programs, and projects which represent identified local, regional, and state priorities and needs pertaining to multiple modes of transportation.
- To develop a public participation plan in consultation with interested parties and to update periodically as deemed necessary.
- To employ to the maximum extent practicable, visualization techniques which may include: photos, drawings, flowcharts, maps, models, photo manipulation, scenario planning tools, computer simulations, videos, or visual preference surveys.
- To require a minimum public comment period of forty five (45) days before the MAPO’s PPP is adopted, revised, or updated.
To solicit and consider the needs of those who have been traditionally underserved by existing transportation systems, including households with low income, minorities and people with disabilities, and assure participation in compliance with Title VI of the Civil Rights Act and Executive Order 12898 related to Environmental Justice.

To provide for the early involvement of various transportation interest groups (i.e. traffic, bicyclists, pedestrians, rideshare, parking, transportation, safety and enforcement agencies, rail operators, airport, private transportation providers, public officials, freight shippers, environmental resources, and permit agencies).

To coordinate the MAPO’s PPP with statewide public participation plans to enhance public consideration and understanding of the area’s transportation issues, plans, and programs.

To evaluate, on a periodic basis, the MAPO’s PPP to verify that the process is open to all individuals with interest and that the procedures of this policy are being implemented and followed in accordance with federal regulation and that the objectives set forth herein are administered appropriately by the MAPO.

STAKEHOLDERS

Identifying and Informing Stakeholders

MAP-21 requires MPOs to develop their public participation plans, “in consultation with an expanded list of ‘interested parties’.” In Appendix A is a list of stakeholder groups the MAPO has identified as important participants in the public participation process. Stakeholders are those affected by how, when and where transportation investment occurs.

Stakeholders serve as important sources for information and the MAPO recognizes the importance of ensuring their voices are heard and fully considered. Consulting with the stakeholders throughout the planning process allows the MAPO staff to analyze transportation conditions and identify the wants and needs of those affected. Stakeholders will be added to the MAPO public participation contact list to notify them of public participation opportunities during the Long-Range Transportation Plan, Transportation Improvement Plan, and other projects and studies. Refer to Appendix A for list of stakeholders.

Public Participation Contacts

The MAPO maintains a list of stakeholders, individuals and organizations from whom public participation is sought. Public contacts include citizens, affected public agencies, and representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects. The MAPO will seek input from public contacts during appropriate stages of the Long-Range Transportation Plan, Transportation Improvement Plan, and other special updates and projects.
A copy of the MAPO public participation contact list will be available for review at the Intergovernmental Center. Any individual or organization may request to be added or removed from the contact list for future meeting notifications and document distribution.

ENVIRONMENTAL JUSTICE REQUIREMENTS

A 1994 Presidential Executive Order directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low income populations. The U.S. Department of Transportation and Federal Highway Administration have identified three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low income populations.

The MAPO will conduct additional analysis of plans/programs to ensure they do not result in disproportionate impacts. The MAPO will reach out to minority and low income populations by:

- Identifying minority and low income populations through US Census information and mapping the Census information.
- Developing contacts, mailing lists, and other means of notification to participate.
- Consultation with minority or low income groups/organizations.
- Allowing the opportunity for public comments.
- Having alternative formats of documents available upon request.
- Having accessible locations for public hearings and meetings.

ADA PUBLIC PARTICIPATION REQUIREMENTS

The Americans with Disabilities Act of 1990 (ADA) requires all public materials, meetings/hearings, and facilities to be made fully accessible to the public on an equal basis. Below is a list of participation activities aimed at increasing participation from persons with disabilities:

- Outreach to individuals through groups, developing contacts, mailing lists, and other means of notification to participate.
- Consultation with individuals with disabilities.
- Allowing the opportunity for public comments.
- Having alternative formats of documents available upon request.
- Having accessible locations for public hearings and meetings.
MAPO STAFF GUIDE TO INVOLVE THE PUBLIC IN ITS PLANS, MEETINGS AND STUDIES

Policy Board Meetings
A Public Notice will be printed in the Mankato Free Press stating the purpose, time and location of the meeting as well as staff contact information at least one week prior to the meeting. The MAPO website will list the regular MAPO Policy Board meetings, including time, location and materials.

All Policy Board meetings will be held at locations that:

- Sufficiently hold the meeting attendees.
- Are accessible to persons with disabilities.
- Are located on or near public transportation routes.
- Provide sufficient parking for meeting attendees.

Unless notified otherwise, all Policy Board meetings will be held at the Intergovernmental Center (IGC) in downtown Mankato. Meeting attendees may make oral comments, submit written comments, or send comments to the MAPO staff at 507-508-8613 or pvogel@city.mankato.mn.us.

Upon request, a sign language interpreter will be made available for hearing impaired persons. Persons with limited English proficiency (LEP) may request aid from the MAPO staff. Any requests should be submitted to the MAPO staff at 507-508-8613 or pvogel@city.mankato.mn.us at least 7 days prior to the meeting.

MAPO staff will display/project the meeting packet. Staff will also provide hard copies of materials. When possible, the MAPO will use visualization techniques such as maps, models, photographs, or project renderings to aid in greater understanding of projects, plans or other topics of discussion at each meeting.

Policy Board meeting dates and times are predetermined each January for the upcoming calendar year. Meetings may be canceled if no actionable items are required by the MAPO Policy Board.

Technical Advisory Committee (TAC) Meetings
The MAPO website will list the regular MAPO TAC meetings along with time and location. Meeting materials will also be posted to the website at least 7 days prior to the meeting.

All TAC meetings will be held at locations that:

- Sufficiently hold the meeting attendees.
- Are accessible to persons with disabilities.
- Are located on or near public transportation routes.
- Provide sufficient parking for meeting attendees.

Unless notified otherwise, all TAC meetings will be held at the Intergovernmental Center (IGC) in downtown Mankato. Meeting attendees may make oral comments, submit written comments, or send comments to the MAPO staff at 507-508-8613 or pvogel@city.mankato.mn.us
Upon request, a sign language interpreter will be made available for hearing impaired persons. Persons with limited English proficiency (LEP) may request aid from MAPO staff. Any requests should be submitted to MAPO staff at 507-508-8613 or pvogel@city.mankato.mn.us at least 7 days prior to the meeting.

The MAPO staff will display/project the meeting packet. Staff will also provide hard copies of materials. When possible, the MAPO will use visualization techniques such as maps, models, photographs, or project renderings to aid in greater understanding of projects, plans or other topics of discussion at each meeting.

TAC meeting dates and times are predetermined each January for the upcoming calendar year. Meetings may be canceled if no items are required for the TAC.

**MAPO Website**
The MAPO’s website, [http://www.mankato-mn.gov/mapo/Page.aspx](http://www.mankato-mn.gov/mapo/Page.aspx), is the MAPO’s primary source for the timely delivery of information to the public. Project specific information, maps, meeting agendas and minutes, and announcements of opportunities to comment and view draft versions will be provided online. Hard copy requests should be made by calling 507-508-8613 or emailing pvogel@city.mankato.mn.us for pick-up at the IGC or mailing.

**Email and Direct Mail**
The MAPO is developing and maintaining a large stakeholder/interest person list that is used to distribute communications and public information. An overview of groups can be found in Appendix A.

**Public Meeting and Open Houses**
Public meetings and/or open houses are held for many of the MAPO’s plans and studies. These opportunities are provided at key decision points during the planning process to involve the public in identifying issues, reviewing data collection and analysis, and developing solutions and recommendations. The MAPO will use a variety of methods to inform stakeholders of Policy Board meetings, special meetings and open houses. Methods may include:

- Sending the meeting notice to stakeholder distribution list as shown in Appendix A. (This list will continually be updated).
- Post information on the homepage of the MAPO website.
- Publish a meeting notice 7 days in advance in the Mankato Free Press Newspaper.
- Create a meeting informational poster and display at the (IGC).
- Provide meeting informational posters to Mankato Transit agency for distribution (i.e. on buses or in transit facilities).
Documentation
Copies of all planning documents will be available in digital format at [http://www.mankato-mn.gov/mapo/Page.aspx](http://www.mankato-mn.gov/mapo/Page.aspx). Hardcopies will be distributed to MAPO member communities, agencies, and other stakeholders by request. Additionally, hardcopies will be available upon request and can be picked up at Intergovernmental Center. Requests for alternative formats will be accommodated when possible.

Comments or questions can be submitted to:
Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001
Telephone: (507) 387-8613
Fax: (507) 387-7530
Email: pyogel@city.mankato.mn.us

PUBLIC INVOLVEMENT STEPS FOR LONG RANGE TRANSPORTATION PLANS (LRTP)

The MAPO is required to adopt a Long Range Transportation Plan (LRTP) which outlines short and long-range policy, goals and potential transportation improvements for the Mankato / North Mankato MPO Planning Area. The LRTP defines a minimum of a 20 year vision of improvements to preserve current infrastructure and identify transportation network deficiencies. Its goals and objectives are based on federal legislation, regional transportation issues, agency meetings, and public comment. The LRTP must be updated every five years.

In an effort to ensure a multimodal transportation planning process, the MAPO also addresses modal elements of the LRTP including active transportation modes such bicycle, pedestrian and transit. The public involvement procedures outlined in this section apply equally to each of its modal elements.

LRTP Public Involvement Process
The MAPO’s public involvement process for the development of its Long Range Transportation Plan 2045 update will:

- Identify roles, responsibilities and key decision points.
- Include LRTP specific public involvement goals along with associated strategies, tools and techniques to provide diverse opportunities to review and comment with timeframe that provide timely notice of public participation activities and ensure a minimum public comment period of 30 days before the final LRTP is adopted.
- Employ visualization techniques and utilize electronic formats and means as well as public meetings at convenient and accessible locations and times in order to provide reasonable access to information about long-range area transportation issues and LRTP planning processes.
Coordinate with statewide public involvement procedures and consider other related planning activities as well as the design and delivery of transportation services within the metropolitan area.

- Identify stakeholders in keeping with federal requirements and seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low income and minority households.
- Demonstrate explicit consideration and response to public input received during the development of the LRTP.
- Periodically review the effectiveness of these procedures and strategies to ensure a full and open participation process.

**Plan Development – Phase I**

The first (of four) planning phase focuses on laying the groundwork for the plan. Public involvement steps will:

- Devise a documented public participation process that incorporates the requirements listed above.
- Identify stakeholders groups (See Appendix A).
- Inform the MAPO Policy Board and Technical Advisory Committee members.
- Inform interested persons and community stakeholders identified during other MAPO planning.
- Obtain (or verify) current contact information for all stakeholders identified above.
- Develop and maintain a broad mailing and email list of interested and affected parties whose input will be actively sought during the LRTP development process.
- Develop a LRTP 2045 Update Page or link accessible for the MAPO website a web page as the primary resource for current information about the LRTP.

**Plan Execution – Phase II**

The second planning phase focuses on collecting information, analyzing data and identifying solutions. Public involvement will be coordinated with the other planning activities undertaken at this time, and steps will:

- Develop 2045 LRTP Goals, Objectives and Strategies.
- Develop and distribute informational pieces and media content.
- Develop maps and other visualization tools to describe aspects of the LRTP.
- Write and distribute press releases and electronic content to communicate with the public at large at identified plan milestones and key decision points and to promote public involvement opportunities.
- Update content on the MAPO website on an ongoing basis.
- Use the MAPO’s stakeholder list and media channels to publicize the public involvement opportunities and to provide a link to the MAPO website and other online sources of information.
- Meet with officials and staff from the MAPO Planning Area jurisdictions to obtain information about transportation priorities and get details on short, mid, and long-term transportation goals for each.
- Obtain information about transportation and other related plans, including comprehensive plans, conservation plans and maps, and available inventories of historic and natural resources.
- Consult with federal, state, and other agencies and officials responsible for planning activities in the MAPO planning area that are affected by transportation, including land use management, economic development, natural resources, historic, education, public health, private transportation providers and environmental protection.
- Present at regularly-scheduled MAPO TAC and Policy Board meetings.
• Hold meetings or consult with representatives of traditionally underserved (minority, low income, disabled, elderly) populations about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
• Seek opportunities to give presentations to community organizations and groups, preferably at their regularly scheduled meetings, about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
• Conduct Environmental Justice/Community Impact assessments of projects proposed for the LRTP on groups or areas with potential impacts.
• Present information in a variety of formats (including visualization tools) and encourage comments using multiple methods (group or one-one-one discussions, comment cards, etc.).

The MAPO may also:
• Design participation exercises to involve the TAC and Policy Board in determining area transportation priorities and in developing related objectives and strategies.
• Develop posters for the MAPO to display in public libraries with information about issues, content and process for the LRTP update.
• Produce a one-page handout about the LRTP update goals and objectives, issues and public involvement opportunities.
• Write and distribute a series of plan newsletters, to be distributed electronically at identified plan milestones and key decision points.

Plan Delivery – Phase III
The third planning phase focuses on preparing the draft plan, distributing it for public review, consultation and coordination with state and federal transportation authorities, incorporating input received, and presenting the final plan for approval. Public involvement will be coordinated with the other planning activities undertaken at this time, and specific steps include:
• Compile Draft LRTP.
• Include a review of all public involvement activities as a separate chapter and summarize the main messages or themes of the comments obtained.
• Demonstrate explicit consideration of the public input that was received, including discussion of how this input was incorporated into the plan. Include this type of discussion not only in this chapter, but also address it in relevant sections throughout the document.
• Include visualization tools, such as maps, graphs and illustrations, to explain aspects of the plan or the data collected for the plan.
• Present Draft LRTP to Policy Board and TAC.
• Motion to approve releasing the draft LRTP for required 30-day public comment period. The required period of 30 days was determined in consultation with FHWA, FTA, and MnDOT. The purpose of the comment period is to give stakeholders and members of the public a reasonable opportunity to review, and comment on the plan before it is finalized.
• Publish and distribute Draft LRTP.
• Publish legal notice in the Mankato Free Press on, or immediately prior to, the start of the required public comment period.
• Post the Draft LRTP document on the MAPO website.
• Distribute link to the Draft LRTP document to TAC and Policy Board members as well as MnDOT, FTA and FHWA contacts for review and comment before the end of the public comment period.
• Make the Draft Plan available to the public in both hard copy (printed) and electronic (pdf) formats at the following locations: MAPO website (pdf), Intergovernmental Center office (hard copy), and Public Libraries (hard copy). Copies will also be provided upon request.

• Schedule and promote a public meeting or open house to review plan and take comments on the Draft plan.

• Provide a link to the draft plan for the MAPO’s stakeholder list and media channels to publicize the comment period and open house.

• Conduct consultation with state & federal agencies. Review and take comments on the Draft document. Hold consultation prior to the end of the 30-day comment period. Incorporate comments received.

• If the final LRTP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the final LRTP will be delayed until an additional opportunity for public comment is provided.

• Present the final LRTP to the TAC and Policy Board for approval after the 30-day public comment period has ended. Report on public comments received.

• Make the final LRTP publicly available and provide copies of the approved LRTP to MnDOT, FHWA and FTA.

• Maintain copies in both electronic (pdf) and hard copy (printed) formats at the following locations (copies will also be provided upon request): Intergovernmental Center (hard copy), MAPO website (pdf), Public Libraries (hard copy).

• Conduct a review of public involvement activities to quantify and analyze effectiveness of public involvement efforts. Make notes for use during next LRTP update.

Plan Implementation – Phase IV
The fourth and final planning phase focuses on making the final plan available to the public and on seeking opportunities to promote the plan to the elected officials, employees and residents of MAPO-area jurisdictions that can facilitate the implementation of its recommendations. Steps include:

• Distribute Final LRTP to area jurisdictions and interested stakeholders.

• Seek opportunities to present information about the LRTP to the elected officials, employees and residents of MAPO area jurisdictions that can facilitate the implementation of its recommendations.

• Work to implement the LRTP objectives in the development of the MAPO’s annual Work Programs and planning efforts and in the projects proposed for inclusion in the MAPO TIP.

• Periodically review and update as needed to incorporate federal transportation legislation and state initiatives.

LRTP Amendment Procedures
All projects in the MAPO TIP must be consistent with the approved LRTP. If not, the LRTP must be amended or the project cannot be programmed in the TIP. The MAPO will work with MnDOT, FHWA and FTA to determine if the LRTP amendment is considered significant. LRTP amendments will be released for 30-day public comment if they are significant in nature. LRTP amendments will include:

• Placing a legal notice in the Mankato Free Press.

• Using contact email list, website notice and flyer notification in public facilities such as public libraries.
PUBLIC INVOLVEMENT STEPS FOR TRANSPORTATION IMPROVEMENT PLAN (TIP)

The MAPO must complete its Long Range Transportation Plan prior to developing its TIP. After the development and approval of the LRTP, the MAPO is required to adopt a Transportation Improvement Program (TIP) which schedules and programs federal funding for surface transportation projects in the MAPO Area, as well as those projects determined to be of regional significance. The TIP is updated annually and has a four (4) year programming horizon.

TIP Development and Approval Process

The annual process of soliciting projects, developing a draft program of funded projects and approving the final TIP has several public involvement requirements, based on federal transportation planning legislation (23 CFR 450.316). Project selection related public involvement actions include:

- Announce start of TIP process at TAC and Policy Board meetings and review project timeline.
- Administer TIP project solicitation process with eligible jurisdictions; post all project applications received on the MAPO website.
- Use the MAPO stakeholder email list to publicize and distribute a link to the MAPO website regarding the prospective TIP projects. Stakeholders will be asked to provide comments to staff regarding the prospective TIP projects.
- Create an informational display that shows proposed projects. Place displays at key locations in the MAPO area. Displays will include location of project(s), cost and description. Display will include staff contact information and instructions for submitting comments.
- Schedule a public meeting or informational booth to explain the TIP process, introduce proposed projects and take comments in person.
- Use the MAPO stakeholder email list, MAPO website and Mankato Free Press newspaper to publicize the public meeting.
- Report on any comments received about proposed projects to TAC and Policy Board prior to project scoring session at scheduled monthly meeting.

Draft TIP Related Involvement Actions

- Post the Draft TIP document on the MAPO website.
- Distribute link to the Draft TIP document to TAC, Policy Board, Local Units of Government, MAPO members as well as MnDOT, FTA and FHWA contacts for review and comment prior to the TAC and Policy Board meetings.
- Present the Draft TIP document to the TAC and Policy Board with the requested action to release the plan for the required 30-day public comment period.
- Publish legal notice in the Mankato Free Press on or immediately prior to the start of the required 30-day public comment period.
- Make Draft TIP available to the public in both hard copies (printed) and electronic (pdf) formats at the following locations: MAPO website (pdf), Intergovernmental Center office (hard copy), Public libraries (hard copy). Copies will also be provided upon request.
• Schedule and staff a public meeting or open house, prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
• Consult with state and federal agencies prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
• Use the MAPO’s stakeholder email list and website page to publicize the comment period and open house and to provide a link to the Draft TIP.
• If the Final TIP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the Final TIP will be delayed until an additional opportunity for public comment is provided.
• The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
• The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP.
• In addition to the 30-day extension of public comment, the MAPO staff is required to disseminate information regarding what specifically has changed and why, and to include this information in the final TIP.

Final TIP Related Public Involvement Actions
• Present Final TIP document to the TAC and Policy Board for approval, after the 30-day public comment period has ended, and report on public comments received.
• Make the final TIP document available to the public in both hard copies (printed) and electronic (pdf) formats at the following locations: MAPO website (pdf), Intergovernmental Center (hard copy), and Public Libraries (hard copy). Copies will also be provided upon request.
• Conduct a review of Public Involvement activities to quantify and analyze their effectiveness for use during next TIP cycle.

TIP Amendment Process
For future MAPO TIPs, any changes to programmed projects will be reviewed by MnDOT District Seven staff in consultation with the MAPO staff, and jointly determined to be either an Administrative Modification or a Formal Amendment.

For all project changes, the amended TIP must remain fiscally constrained with the revenues that can reasonably be expected to be available.

The process outlined below is consistent with 23 CFR 450.316 and incorporates the criteria specified in the FHWA and MnDOT Guidance for STIP Amendments and Administrative Modifications.

An Administrative Modification is a minor revision or technical correction to a programmed project. Administrative Modifications do not require formal public involvement actions, but the MAPO’s practice is to briefly describe these changes in the ‘Project Updates’ section of the TAC and MAPO meeting materials for the month they occur, and to update the online TIP project tables as these revisions occur.

Note: The MAPO will use the most recent guidance provided from FHWA and Mn/DOT for STIP Amendments and Administrative Modifications. The MAPO will update the following guidance in the Public Participation Plan once new guidance is provided. The current guidance is from October 2010.
FHWA and Mn/DOT GUIDANCE FOR
STIP AMENDMENTS AND ADMINISTRATIVE MODIFICATIONS

FORMAL STIP AMENDMENTS
Are needed when:
- A project not listed in the current, approved STIP is added to the current year.
- There is an increase in the total cost of a project and the increase the following guidelines:

<table>
<thead>
<tr>
<th>Cost of Project</th>
<th>Amendment needed if the increase is more than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; $1 Million to $3 Million</td>
<td>50%</td>
</tr>
<tr>
<td>&gt; $3 Million to $10 Million</td>
<td>35%</td>
</tr>
<tr>
<td>&gt; $10 Million to $50 Million</td>
<td>20%</td>
</tr>
<tr>
<td>&gt; $50 Million to $100 Million</td>
<td>15%</td>
</tr>
<tr>
<td>&gt; Over $100 Million</td>
<td>10%</td>
</tr>
</tbody>
</table>

Note: No amendment is needed for a project of $1 Million or less if the percentage increase does not result in a total cost greater than $1 Million.

- A phase of work (preliminary engineering, right-of-way, construction, etc.) is added to the project and increases the project cost. No formal amendment (or administrative modification) is needed for adding a phase of work that does not increase project cost.
- Congestion Mitigation and Air Quality Improvements Program (CMAQ) Transportation Enhancements (TEA), or Highway Safety Improvement Program (HSIP) funds are added to a project.
- The project scope is changed (e.g., for a bridge project – changing rehab to replace; e.g., for a highway project – changing resurfacing to reconstruct).
- There is a major change to project termini (more than work on bridge approaches or logical touchdown points).
- There is any change affecting air quality conformity for projects in the Twin Cities, Duluth, and St. Cloud.

For TIP amendments, MAPO will consult with MnDOT staff to determine if a 30-day public comment period is required. As a minimum MAPO will:
- List the proposed amendment as a voting item on the published agenda for meetings of both the (TAC) and Policy Board meetings.
- Provide public notice of the proposed changes to the TIP project by listing “opportunity for public Comment” on the published meeting for notice and by including the amendment as a voting item on the published agenda, as least one week prior to the scheduled action on the amendment.
- After the proposed project change has been approved by the TAC and Policy Board, staff will email a copy of the signed resolution to MnDOT District 7 staff for inclusion in the ATIP and STIP.

STIP ADMINISTRATIVE MODIFICATIONS
Are needed when:
- A project is moved into the current STIP year from a later year. Justification is needed under “Comments” to explain which specific projects are deferred to maintain fiscal constraint.
- Minor changes to wording or minor corrections (i.e., project numbers).

NOTE: No amendment will be accepted for projects that “may” receive future congressional funding (funds must be indentified in an approved Transportation Act or Appropriation Bill).

For all project changes, the amended TIP must remain fiscally constrained within the revenues that can reasonably be expected to be available. The MAPO will follow federal transportation planning legislation (23 CFR 450.316) for guidance and STIP amendments.

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APPENDIX A

Key Transportation Stakeholder Groups

Citizens/General Public
People who live and work in the MAPO area:
- Those directly impacted by the results and recommendations of the plan or study, i.e., those inside or in proximity to the study area
- Individuals and groups who request project notifications
- Community clubs and neighborhood groups
- Civic groups and service organizations
- Other groups with demonstrated Interest

Govermental and Public Agencies
Government agencies and officials responsible for other planning activities within the MAPO area that are affected by transportation:
- Local elected officials from the cities, counties, and townships within the MAPO Planning Area
- Formal and informal groups representing jurisdictional transportation related interests (e.g., traffic safety, parking, parks and recreation, etc.)
- City and County planning commissions
- State and Federal officials including legislators representing the study area
- State and Federal agencies, including the planning and modal divisions of MnDOT, FHWA and FTA
- Regional Development Commission

Public Transit Interests
- Mankato Transit Agency
- Organizations and individuals who represent the needs of transit-dependent persons

Private Transportation Interests
- Private transit operators such as Land to Air Express

Multimodal Freight Interests
Representatives of both freight-generating businesses (shippers) and providers of multi-modal freight transportation services, including:
- Trucking firms
- Railroads and rail operators
- Mankato Regional Airport

Non-motorized/Active Transportation Interests
Representatives of non-motorized (active) modes of transportation, including:
- Users of pedestrian facilities, affiliated interest groups
- Users of bicycling facilities, affiliated interest groups
- State Public Health departments
- Health promotion and active lifestyle advocacy groups
Human Service Interests
Representatives of traditionally underserved populations:

- Disabled individuals. The disabled population, for planning purposes, includes persons defined by the U.S. Census as having sensory, physical, mental, self-care, and employment disabilities.

- Low income individuals. Low income individuals are defined as a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines. Using U.S. Census data, areas where low income populations are greater than the MAPO planning area average will be identified as areas of potential disproportionate impact.

- Minority populations. Minority populations are defined as non-white persons or persons with Hispanic or Latino origin. Areas within the MAPO planning boundaries where minority populations are higher than the planning area average (according to the 2010 U.S. census) will be identified as areas of potential disproportionate impact.

- Limited English Proficiency (LEP) clients. In August 2000, President Clinton signed Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*. This order requires agencies receiving federal funds to include LEP persons in the planning process. Following President Clinton’s Executive Order, the Attorney General for Civil Rights issued a document Department of Justice (DOJ) LEP Guidance to assist agencies with “taking reasonable steps to ensure ‘meaningful’ access to the information and services they provide.” The DOJ LEP Guidance has a list of factors to consider for taking “reasonable steps to ensure meaningful access” which include:
  - The number or proportion of LEP persons that may be impacted by a project or program.
  - The frequency with which LEP persons come in contact with the project or program.
  - The importance of the service provided by the project or program.
  - The resources available to the receiving agency.

LEP persons may contact the MAPO office at (507) 387-8613 to request interpretive services. For additional information, please refer to the MAPO’s Title VI document.

Elderly Populations

- The MAPO defines “elderly” as persons 60 years of age and older for planning purposes. Areas where the number of elderly populations has been determined to be greater than the planning area average will be identified as areas of disproportionate impact. Locations of elderly and disabled populations (i.e. assisted-living facilities, senior centers) are to be identified to help recognized areas of need for transportation and infrastructure improvements.

Resource Preservation and Protection Interests
Representatives of agencies, organizations and groups involved with land use management, conservation and resources protection (including environmental/natural, historical and archeological resources):

- MnDNR
- Minnesota Pollution Control Agency
- Other natural resources groups/agencies
- Historical/archeological preservation groups/agencies

Business and Economic Development
State and local economic development groups, business representatives, including:

- Greater Mankato Growth
- Business representatives
**Education Interest**
Representatives of all elementary, middle school, high school and higher educational institutions, including:

- Staff from ISD 77
- Elected school board members
- Interested K-12 parents
- Post-Secondary Education administrators, interested staff, students and neighborhood residents, student associations and courses with an urban planning or transportation focus at the following local institutions:
  - Minnesota State University Mankato
  - Bethany Lutheran College
  - South Central College
  - Rasmussen College

**Local Media**
We send public meeting notices as well as project-specific press releases to local and regional media contacts including:

- Newspaper, television and area radio stations
APPENDIX B

Key Federal Transportation Requirements for Public Participation

23 CFR 450.104: Definitions

*Consultation* means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.

*Cooperation* means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

*Coordination* means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve greater consistency, as appropriate.

23 CFR 450.316: Interested parties, participation, and consultation

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed LRTP and the TIP;
(ii) Providing timely notice and reasonable access to information about transportation issues and processes;
(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
(v) Holding any public meetings at convenient and accessible locations and times;
(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households, who may face challenges accessing employment and other services;
(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;
(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPO shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

23 CFR 450.322(i & j): Development and content of the metropolitan transportation plan

The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under §450.316(a).
(j) The TIP shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

**23 CFR 450.324(a): Development and content of the transportation improvement program (TIP)**

(a) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by §450.316(a). In addition, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in §450.316(a). In addition, the TIP shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in §450.316(a).

The following requirement statements were taken from existing language in the 23 CFR 450 and 49 CFR 613:

**Coordination & Consultation**

- Consult with agencies and officials responsible for other planning activities within the planning area that are affected by transportation in the development of LRTP and TIPs.
- Coordinate with the public involvement and consultation processes for statewide transportation planning.

**Accessibility & Information**

- Hold public meetings at convenient and accessible locations and times.
- Make public information available in electronically-accessible format.
- Provide reasonable public access to technical and policy information used in the development of plans and programs.
- Employ visualization techniques to describe MTPs and TIPs.

**Timeliness**

- Provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private transportation providers, and other interested parties and segments of the community affected by transportation plans, programs, and projects.
- Provide adequate public notice of public involvement activities and time for public review and comment.

**Public Comment**

- Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
• Provide an additional opportunity for public comment if the final LRTP or TIP differs significantly from the version that was initially made available for comment.
• Include as part of the final plan or program a report or summary on the disposition of significant written or oral comments received on draft plans and programs.

Social
• Seek out and consider the needs of those traditionally underserved by existing transportation systems, including low income and minority households, persons with disabilities, and the elderly.

Evaluation
• Review the effectiveness of the public participation plan to ensure a full and open participation process.
APPENDIX C

Techniques to Inform and Involve the Public

There are a variety of techniques to inform and involve the public. Public involvement can be more effective if multiple techniques are utilized providing a greater opportunity for outreach. It is also important to utilize a variety of techniques which target different groups and individuals.

Below are guidelines and examples for public participation in planning, studies and meetings by the MAPO.

- Early and continuous communication:
  - Notify individuals and groups by mail that the plan is being developed and that they can provide comments to the MAPO staff in regards to the plan.
  - Publish a public notice in the Mankato Free Press and on the MAPO website announcing the plan development and meeting dates/locations. Include the MAPO contact information in the public notice.
  - Notify individuals and groups to give an update on the planning process.
  - Notify individuals and groups when the final plan is published.
  - Publish a public notice in the Mankato Free Press and on the MAPO website and social media sites announcing when the final plan is published.

- Implementation of multiple forms of public participation:
  - Refer to the public participation techniques in Figure 3 for additional techniques to gain a greater turnout for involvement.

- Accessibility of technical and policy information through a variety of means:
  - Publish technical and policy information on the MAPO website.
  - Provide copies of technical and policy information at public libraries.
  - Provide copies of technical and policy information at Intergovernmental Center.
  - Provide hard copies of technical and policy information by request to interested parties.

- Adequate notice to the public of involvement opportunities and activities:
  - Publish public notices in the Mankato Free Press at least one (1) week prior to public meetings; include the time and location of the meeting as well as contact information in the notice.
  - Distribute press releases to all local media at least one (1) week in advance of public meetings; include the time and location of the meeting as well as contact information in the notice.
  - Mail and email notices to transportation interests at least one (1) week in advance of public meetings; include the time and location of the meeting as well as contact information in the notice.
• Adequate time for public review and comment throughout project planning:
  o Post public notices at least one week prior to all public meetings.
  o Post meeting agendas on the MAPO website at least one week prior to all public meetings.
  o Provide a draft of the plan at public libraries and Intergovernmental Center.

Techniques selected for utilization will be decided on during the development of the scope of work. Techniques will be monitored throughout the project to evaluate the effectiveness; techniques can be adjusted to increase the potential effectiveness while reviewing. When reviewing the effectiveness of techniques, the following items can assist in evaluating the effectiveness of the public participation techniques:

• Comment cards at meetings or workshops
• Evaluation forms
• Surveys
• Percentage of surveys returned
• Informal feedback
• Telephone comments
• Citizen letters
• Email follow-ups
• Questionnaires
• Public meeting attendance
• Recorded comments made during meetings, workshops, focus groups, etc.

Additional public involvements techniques are available on the following page in Figure 3.
<table>
<thead>
<tr>
<th>Public Involvement Technique</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter</td>
<td>To inform the public on updates and other information in regards to the MAPO’s plans and studies.</td>
</tr>
<tr>
<td>Public Notice</td>
<td>Public notices are published in the Mankato Free Press a minimum of 7 seven days notice prior to the meeting or hearing.</td>
</tr>
<tr>
<td>Media Release</td>
<td>To announce meetings, announce when project, plan or program drafts and final drafts are available for viewing, and to announce opportunities for public involvement.</td>
</tr>
<tr>
<td>Targeted Mailing</td>
<td>Used when seeking input from certain individuals, organizations, or special interest groups on a particular issue or topic.</td>
</tr>
<tr>
<td>Website</td>
<td>MAPO staff updates their site with agendas and minutes from committee meetings and posts drafts, final plans, and programs. Through use of the MAPO website, the public may obtain contact information for comments or questions.</td>
</tr>
<tr>
<td>Email and Written Correspondence</td>
<td>To communicate within the parties of the MAPO and the public for daily use and for communicating with the public in answering questions.</td>
</tr>
<tr>
<td>Established or Informal Networks of Contacts</td>
<td>A contact list will be maintained by the MAPO which will be utilized when seeking the public’s input.</td>
</tr>
<tr>
<td>Published Responses to Frequently Asked Questions</td>
<td>Publishing responses to Frequently Asked Questions on the MAPO website can give quick answers to common questions.</td>
</tr>
<tr>
<td>Booths at Public Festivals and Events</td>
<td>MAPO, when possible, will host information booths at public festivals and events as a means to gather their input and provide answers to any questions.</td>
</tr>
<tr>
<td>Public Opinion Survey</td>
<td>Surveys can be made available to the public by mail, on the MAPO website, when seeking the public’s opinion on transportation projects, plans, and other studies.</td>
</tr>
<tr>
<td>Focus Group</td>
<td>MAPO staff will conduct focus groups as appropriate with invited members of project-specific stakeholders when identifying issues and gathering other data. The results and comments are included in their respective planning documents.</td>
</tr>
<tr>
<td>Visualization Techniques</td>
<td>Visualization techniques such as Visual Preference Surveys (VPS), maps, figures, and photos are helpful and will be used when possible to aid in explaining transportation plans or programs. VPS could be used for the design of light fixtures, cross walks, etc. The public would be given photos or drawings of varying designs which they score based on their preferred design.</td>
</tr>
</tbody>
</table>
| Contact Lists               | MAPO staff maintain a list of public participation contacts (email and mailing address) to include representatives of:  
  - Minority and low income populations;  
  - Elderly and disabled populations;  
  - Transportation providers;  
  - Federal, State, Regional & Local government agencies;  
  - Members of MAPO committees; and  
  - Special Interests. |

**Figure 3**
APPENDIX D
MAPO Planning Boundary Map
APPENDIX E
Diversity Population Map
APPENDIX F

Low Income Population Map
APPENDIX G

Population of 60 Years and Older Map
APPENDIX H

Limited English Proficient Populations (LEP) Information

The MAPO staff reviewed the 2010 U.S. Census Report and determined that 2,365 people in the MAPO Urbanized Area (between the ages of 5-64) speak a language other than English. Of those 2,365 persons, 1,014 speak Spanish, 768 speak Indo-European (other than Spanish and English), and 583 speak Asian or other Pacific Islander Languages. Of the 2,365 persons speaking a language other than English, 319 have Limited English Proficiency; that is, they speak English “less than very well”. The breakdown for the 319 people include 123 Spanish, 70 Indo-European and 126 Asian and Pacific Island Languages. Additional information is available in the MAPO’s Title VI plan.
AGENDA RECOMMENDATION

Agenda Heading: Resolution Approving the Mankato Transit STIP Amendment
Item No: 6.4

**Agenda Item:** Resolution Approving the Mankato Transit STIP Amendment

**Recommendation Action(s):** Adopting of the Attached Resolution

**Summary:** The projected 2015-2018 federal apportionment for the transit system is $871,510, of that amount, one half, or $435,755 is dedicated to operations and requires 50% matching funds. The remaining amount may be spent on operations or capital projects. For the purpose of Federal Transit Administration funding, examples of capital projects are bus purchases, passenger amenities, buildings and structures and preventive maintenance. The benefit to using some of the remaining federal apportionment on capital, in this case preventative maintenance, and bus purchases is that we’re only required to provide 20% in matching funds and the FTA will supply 80%. For this reason the Mankato Transit is requesting recommending approving the Mankato Transit 2015 – 2018 STIP amendment.

**Attachments:**

1. STIP Resolution for Mankato Transit
2. Draft STIP 2015 – 2018 Grid

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 City of Mankato’s Federal Transit Administration apportionment of $871,510 is broken into halves. Fifty percent ($435,755) is dedicated to operations and the remaining 50% may be spent on capital expenses; and

WHEREAS, The Federal Transit Administration’s apportionment for operating expenses are reimbursed at a 50/50 split, and it’s to the City of Mankato’s advantage to use the remaining 50% for capital expenditures,

NOW, THEREFORE BE IT RESOLVED; that the MAPO Policy Board approves the 2015 – 2018 Mankato Transit STIP amendment for Project Numbers TRF-0028-15, TRF-0028-16, TRF-0028-17, and TRF-0028-18

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
<table>
<thead>
<tr>
<th>Sequence #</th>
<th>District</th>
<th>Route System</th>
<th>Route Number</th>
<th>Projnum</th>
<th># year</th>
<th>Description</th>
<th>Length</th>
<th>City</th>
<th>County Name</th>
<th>Program</th>
<th>Work Type</th>
<th>Proposed Funds</th>
<th>STIP Total</th>
<th>FHWA</th>
<th>FTA</th>
<th>Other</th>
<th>Project Total</th>
</tr>
</thead>
</table>
| 7-7        | BB       | 2015         | Section 5307 City
         of Mankato Operating Assistance | 0.0 | Mankato | Blue Earth | Transit | Transit | Operate Bus | FTA | 175100 | 0 | 435755 | 1315245 | 175100 |
| 7-7        | BB       | 2015         | Section 5307 Preventive Maintenance | 0.0 | Mankato | Blue Earth | Transit | Transit | Preventative Maintenance | FTA | 248000 | 0 | 188000 | 60000 | 248000 |
| 7-7        | BB       | 2015         | Purchase one class 400 low floor bus | 0 | Mankato | Blue Earth | Transit | Purchase bus | Purchase bus | STP | 135,795 | 108,636 | 0 | 27,159 | 135,795 |
| 7-7        | BB       | 2016         | Section 5307 City
         of Mankato Operating Assistance | 0.0 | Mankato | Blue Earth | Transit | Transit | Operate Bus | FTA | 175100 | 0 | 435755 | 1315245 | 175100 |
| 7-7        | BB       | 2016         | Section 5307 Preventive Maintenance | 0.0 | Mankato | Blue Earth | Transit | Transit | Preventative Maintenance | FTA | 255000 | 0 | 188000 | 67000 | 255000 |
| 7-7        | BB       | 2016         | Purchase one class 400 low floor bus | 0 | Mankato | Blue Earth | Transit | Purchase bus | Purchase bus | STP | 139,870 | 111,896 | 0 | 27,974 | 139,870 |
| 7-7        | BB       | 2017         | Section 5307 City
         of Mankato Operating Assistance | 0.0 | Mankato | Blue Earth | Transit | Transit | Operate Bus | FTA | 175100 | 0 | 435755 | 1315245 | 175100 |
| 7-7        | BB       | 2017         | Section 5307 Preventive Maintenance | 0.0 | Mankato | Blue Earth | Transit | Transit | Preventative Maintenance | FTA | 263000 | 0 | 188000 | 75000 | 263000 |
| 7-7        | BB       | 2017         | Purchase two class 400 low floor buses | 0 | Mankato | Blue Earth | Transit | Purchase bus | Purchase bus | STP | 288,130 | 230,504 | 0 | 57,626 | 288,130 |
| 7-7        | BB       | 2018         | Section 5307 City
         of Mankato Operating Assistance | 0.0 | Mankato | Blue Earth | Transit | Transit | Operate Bus | FTA | 175100 | 0 | 435755 | 1315245 | 175100 |
| 7-7        | BB       | 2018         | Section 5307 Preventive Maintenance | 0.0 | Mankato | Blue Earth | Transit | Transit | Preventative Maintenance | FTA | 263000 | 0 | 188000 | 75000 | 263000 |
| 7-7        | BB       | 2018         | Purchase one class 400 low floor bus | 0 | Mankato | Blue Earth | Transit | Purchase bus | Purchase bus | STP | 148,390 | 118,712 | 0 | 29,678 | 148,390 |
AGENDA RECOMMENDATION

Agenda Heading: Resolution Approving the MAPO Area STIP Projects
Item No: 6.5

Agenda Item: Resolution Approving the MAPO Area STIP Projects

Recommendation Action(s): Adoption of the Attached Resolution

Summary: The State Transportation Improvement Program (STIP) is Minnesota's four year transportation improvement program. The STIP identifies the schedule and funding of transportation projects by state fiscal year (July 1 through June 30). It includes all state and local transportation projects with federal highway and/or federal transit funding along with 100% state funded transportation projects.

All Metropolitan Planning Organizations (MPOs) are required to develop a Transportation Improvement Program (TIP), which is defined as "a staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan Long Range Transportation Plan (LRTP)."

Before the MAPO can develop a TIP, the Long Range Transportation Plan must be completed first. Until a formal TIP has been developed by the MAPO, it's the role of the MAPO to review projects in the STIP that are located in the MAPO planning area.

Attachments:

1. Resolution Approving List of STIP Projects
2. MAPO Programmed Projects that are in the current STIP
RESOLUTION OF THE MANKATO /NORTH MANKATO AREA PLANNING ORGANIZATION APPROVING THE LIST OF PROJECTS IN THE MAPO AREA THAT ARE IN THE CURRENT 2015 - 2018 STIP

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, the 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 State Transportation Improvement Program (STIP) is Minnesota’s four year transportation improvement program that identifies the schedule and funding of transportation projects by state fiscal year (July 1 through June 30) for all state and local transportation projects with federal highway and/or federal transit funding along with 100% state funded transportation projects.

WHEREAS, it’s the role of the MAPO, to review projects in the STIP that are located in the MAPO planning boundary; and

NOW, THEREFORE BE IT RESOLVED; that the MAPO Policy Board approves the list of projects in 2014 – 2018 STIP years.

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

____________________________________  __________________________
Chair                                      Date

____________________________________  __________________________
Executive Director                        Date
AGENDA RECOMMENDATION

Agenda Heading: Adams Street & Madison Avenue Roundabout Project
Item No: 6.6

Agenda Item: Adams Street & Madison Avenue Roundabout Project Presentation

Recommendation Action(s): Informational

Summary: The Highway Hwy 22 intersections at Adams Street and Madison Avenue have some of the highest crash rates in District 7. An Intersection Control Evaluation and further analysis along with public input recommended construction of multi-lane roundabouts for the Highway 22 intersections of Madison Avenue and Adams Street in the retail area of Mankato in 2014. Partnerships on the project include Mn/DOT, City of Mankato and Blue Earth County. Glen Coudron, Project Manager from MnDOT District 7 will present project details at the meeting.

Attachments:

None
NOTICE IS HEREBY GIVEN that on the 3rd day of April 2014 at 6:00 p.m. the Mankato/North Mankato Area Planning Organization (MAPO) Policy Board will hold their regularly scheduled meeting.

The Meeting will be held in the Mankato Room of the Intergovernmental Center, 10 Civic Center Plaza, Mankato, Minnesota.

Copies of the agenda and materials will be available upon request by March 27th at the Intergovernmental Center, 10 Civic Center Plaza, Mankato, Minnesota, during regular business hours. To receive electronic copies please visit http://www.mankato-mn.gov/CD/Department.aspx or call (507) 387-8630 for additional information.

Paul Vogel
Executive Director
Mankato/North Mankato Area Planning Organization