

**Mankato/North Mankato Area Planning Organization
Technical Advisory Committee**

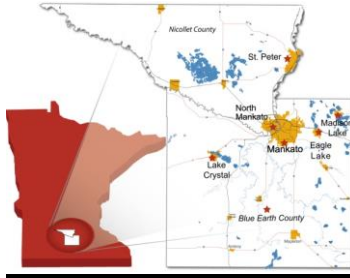
Thursday, August 15, 2017 – 1:30

Intergovernmental Center

Minnesota River Room

10 Civic Center Plaza, Mankato, MN 56001

- I. Call to Order
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes – June 15, 2017
- V. New Business
 - 1. ADA Transition Plan Consultant Recommendation
 - 2. MAPO Title VI Program
 - 3. 2018 Budget
 - 4. 2017 ICE Studies Update
- VI. Other Business, Discussion & Updates
 - 1. Transit Development Plan
 - 2. Trunk Highway 22 Corridor Study
- VII. TAC Comments
- VIII. July 6, 2017 MAPO Policy Board Minutes (Informational)
- IX. Adjournment



SUMMARY OF MEETING

Mankato/North Mankato Area Planning Organization Technical Advisory Committee Regular Meeting Thursday, June 15, 2017 – 1:30 p.m. Minnesota River Room, Intergovernmental Center, 10 Civic Center Plaza, Mankato, MN 56001

A meeting of the Technical Advisory Committee (TAC) of the Mankato/North Mankato Area Planning Organization was held on June 15, 2017, at 1:30 p.m. in the Minnesota River Room of the Intergovernmental Center. Present, Paul Vogel – MAPO Executive Director, Lisa Bigham – District 7 Minnesota Department of Transportation, Jake Huebsch – MAPO Transportation Planner, Ed Pankratz – Mankato Township, Karl Friedrichs – Lime Township, Mark Anderson – City of Mankato Transit, Mike Fischer – City of North Mankato, Stefan Gantert – Blue Earth County, Mandy Landkamer – Director of Environmental Services Nicollet County, Sam Parker, Region Nine Development Commission, Jeff Johnson – Public Works Director City of Mankato, Nate Huettl - Facilities Management, Minnesota State University, Mankato, Brad Potter – City of Eagle Lake. Others present: Bobbi Retzlaff – MnDOT, Scott Poska – SRF

I. Call to Order

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

II. Introductions

Introductions were made.

III. Approval of Agenda

Mr. Vogel moved and Mr. Johnson seconded a motion to approve the agenda. With all voting in favor, the agenda was approved.

IV. Approval of Minutes, April 20, 2017

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

V. New Business

1. Adams Street TIP Amendment

Project SP 137-080-002 currently reads: “**AC**TED** ADAMS ST, FROM ROOSEVELT CIRCLE TO CSAH 12, CONSTRUCT NEW ROAD (AC PAYBACK IN 2018, 2019 & 2020. However, the work actually goes from TH 22 to CSAH 12 which corresponds with the project memo description. In addition, the STIP and TIP show 0.6 miles in length and the total project length according to the plan is 1.1 miles. Project 137-080-002 will be in FY18, but will still have FY17 federal funds.

Mr. Friedrichs motioned and Mr. Parker seconded the motion to recommend to the MAPO Policy Board that project SP 137-080-002 and the 2017-2020 TIP be amended to reflect the changes as shown above.

2. 2018-2021 Transportation Improvement Program

Staff explained that the 2018-2021 TIP was released for a 30 day public comment period on May 7, 2017 and ended on June 9, 2017. Staff followed the process outlined in the MAPO’s Public Participation Plan which included distribution methods of the draft TIP and hosting a public open house. The open house was held on May 25th from 4:00 – 5:00 p.m. No public comments were received during the public open house or the 30 day public comment period. MnDOT Central Office, FHWA and MnDOT District 7 also reviewed and provided comments on the 2018-2021 TIP.

Staff noted that MnDOT District 7 staff provided a few additional corrections that were not reflected in the presented 2018-2021 TIP document. In addition, TAC members requested that MAPO staff follow up on the description of rail crossing improvements in 2018, specifically if the rail line is still DM&E or CP.

Mr. Friedrichs motioned and Mr. Johnson seconded the motion to recommend approval with the discussed modifications of MAPO’s 2018-2021 TIP to the MAPO Policy Board. With all voting in favor, the motion carried unanimously.

3. The 10-Year Capital Highway Investment Plan (CHIP)

Lisa Bigham from MnDOT District 7 presented on the District’s 10-year CHIP. The Capital Highway Investment Plan shows the planned investments for the next ten years on the state highway network. Ms. Bigham explained that the first four years represents state highway projects in the State Transportation Improvement Program (STIP) representing MnDOT’s committed construction program. The CHIP also identifies projects in the six years after the current STIP as the agency’s planned investments. While projects are not commitments until they reach the State Transportation Improvement Program, listing the agency’s

MAPO TAC Meeting Summary

priorities 5-10 years out allows for advanced coordination and ultimately better, more appropriate projects for all those served.

4. Future Work Plan Items for the MAPO

Staff presented future work plan items and solicited feedback from TAC members on future work plan studies and projects. MAPO staff asked TAC members to follow up with their jurisdictions to seek additional feedback. Items TAC members discussed during the meeting included: US169/Highway14 flood mitigation study, 3rd Avenue / Highway 14 ICE studies, Hoffman Road extension to Eagle Lake Report.

5. 2017 Intersection Control Evaluation (ICE) Studies Update

In April of 2017 the MAPO contracted with SRF Consulting Group, Inc. to perform three intersection control evaluation studies at Lookout Drive / Howard Drive, Lor Ray Drive / Carlson Drive and Pleasant Street / Stoltzman Road. Scott Poska with SRF provided an update on the studies.

VI. Other Business & Updates

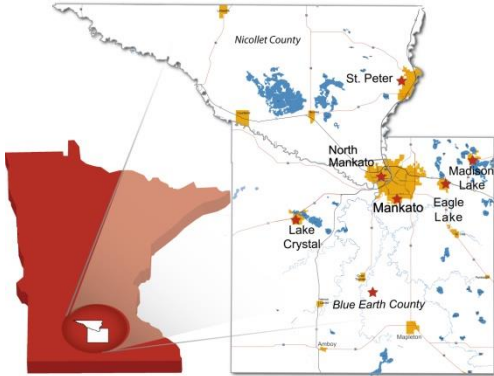
Mr. Anderson provided an update on the Transit Development Plan including the upcoming outreach meetings. The meeting will be held at the Verizon Center June 22nd and 24th. MAPO explained that Trunk Highway 22 contract has been executed with SRF and MnDOT is finalizing their contract and work will begin soon. Staff included the Safety Target Measure that MnDOT provided, MAPO has 180 days beginning August 1st to develop their own targets or adopt MnDOT's targets. .

The May 4, 2017 MAPO Policy Board Minutes were included as Informational

VII. Adjournment

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

Chair, Mr. Fischer



AGENDA RECOMMENDATION

Agenda Heading: ADA Transition Plan Consultant Recommendation No: 5.1

Agenda Item: ADA Transition Plan Consultant Recommendation

Recommendation Action(s): Motion to recommend to the MAPO Policy Board that the MAPO accept the review committee's consultant recommendation for the ADA Transition Plan.

Summary: The MAPO, under Title II of the ADA as well as 28 CFR §35.105 and 28 CFR §35.150, is required to conduct a Self-Evaluation and to formulate and carry out an ADA Transition Plan. The ADA Transition Plan requested by this Request for Proposals (RFP) will be limited to assuring that the local jurisdictions within the MAPO planning area meet Federal accessibility requirements when providing pedestrian infrastructure and access to transit. This project consists of identifying intersections corners, pedestrian crossings and on-street transit facilities within the MAPO Planning Area that do not meet current ADA access guidelines and developing a plan and schedule to bring any non-compliant facilities into compliance.

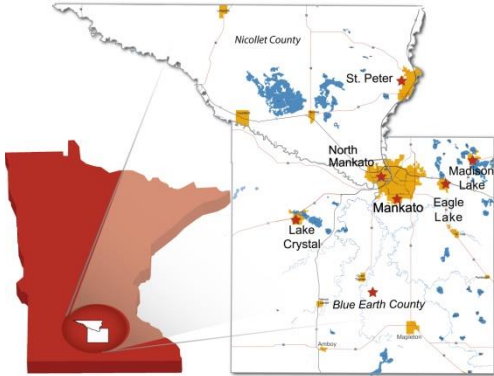
The recommendation from the August 15th review committee meeting will be presented at the MAPO TAC meeting.

Scoring criteria outlined in the RFP included:

1. The firm's past experience with similar types of activities (25)
2. Overall cost to complete the ADA Transition Plan (25)
3. Understanding of project scope and local / regional issues (20)
4. Project Approach (10)
5. Key staff's experience related to the development of such plans (10)
6. General quality of proposal (5)
7. Responsiveness to term and conditions (5)

Attachments:

Handouts will be made available during the TAC meeting



AGENDA RECOMMENDATION

Agenda Heading: MAPO Title VI Program No: 5.2

Agenda Item: MAPO Title VI Program

Recommendation Action(s): Motion to recommend approval of the MAPO's Title VI Program to the MAPO Policy Board.

Summary: The purpose of the Mankato/North Mankato Area Planning Organization's (MAPO) Title VI Program is to ensure that no person, on the grounds 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 under the control of MAPO. The MAPO will ensure that members of the public within the MAPO planning area are aware of Title VI provisions and the responsibilities associated Title VI of the Civil Rights Act of 1964.

MAPO's first Title VI program/plan was originally adopted in April of 2013.

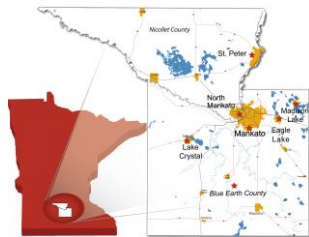
Attachments:
Title VI Program

Mankato/North Mankato Area Planning Organization

2017 Title VI Program

In Compliance with FTA Circular 4702.1B

Adopted Insert Date



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

"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, and the Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views of the U.S. Department of Transportation or the Minnesota Department of Transportation. The report does not constitute a standard, specification, or regulation."

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Definitions

1. **Discrimination** refers to any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, subrecipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.
2. **Disparate impact** refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.
3. **Disproportionate burden** refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.
4. **Disparate treatment** refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e., less favorably) than others because of their race, color, or national origin.
5. **Limited English Proficiency (LEP)** persons refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.
6. **Low-income person** means a person whose median household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.
7. **Minority person** includes the following racial/ethnic categories:
 - a. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
 - b. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - c. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
 - d. Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - e. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- f. Persons identifying as having two or more races are designated assigned to the minority category for the purposes of Title VI.
- 8. **National origin** means the particular nation in which a person was born, or where the person's parents or ancestors were born.
- 9. **Noncompliance** refers to an FHWA determination that the recipient is not in compliance with the DOT Title VI regulations, and has engaged in activities that have had the purpose or effect of denying persons the benefits of, excluding from participation in, or subjecting persons to discrimination in the recipient's program or activity on the basis of race, color, or national origin.
- 10. **Title VI Program** refers to a document developed by an FHWA recipient to demonstrate how the recipient is complying with Title VI requirements. Direct and primary recipients must submit their Title VI Programs to MnDOT every three years. The Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to MnDOT.
- 11. **MAPO** refers to the Mankato/North Mankato Area Planning Organization.

Introduction

The purpose of the Mankato/North Mankato Area Planning Organization's (MAPO) Title VI Program is to ensure that no person, on the grounds 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 under the control of MAPO. The MAPO will ensure that members of the public within the MAPO planning area are aware of Title VI provisions and the responsibilities associated Title VI of the Civil Rights Act of 1964.

MPOs receive federal metropolitan planning funds from FHWA and FTA. The funds are combined into a consolidated planning grant that is administered through MnDOT with oversight provided by FHWA. (Prior to 2017, FTA provided oversight.). FHWA gives MnDOT the authority to determine what is appropriate for its subrecipients' Title VI Plans. All U.S. Department of Transportation operating administrations are required to follow the same Title VI regulations. FTA has more prescriptive guidelines than FHWA in terms of what is required for subrecipients to be in compliance with Title VI. MPOs have submitted previous Title VI plans that comply with the FTA guidelines. While FHWA is the federal oversight agency for MPOs, the MPO Title VI plans will continue to follow the FTA guidelines.

This Title VI Program is to be compliant with Federal Transit Administration (FTA) guidance found in Circular 4702.1B.

About The Mankato/North Mankato Area Planning Organization

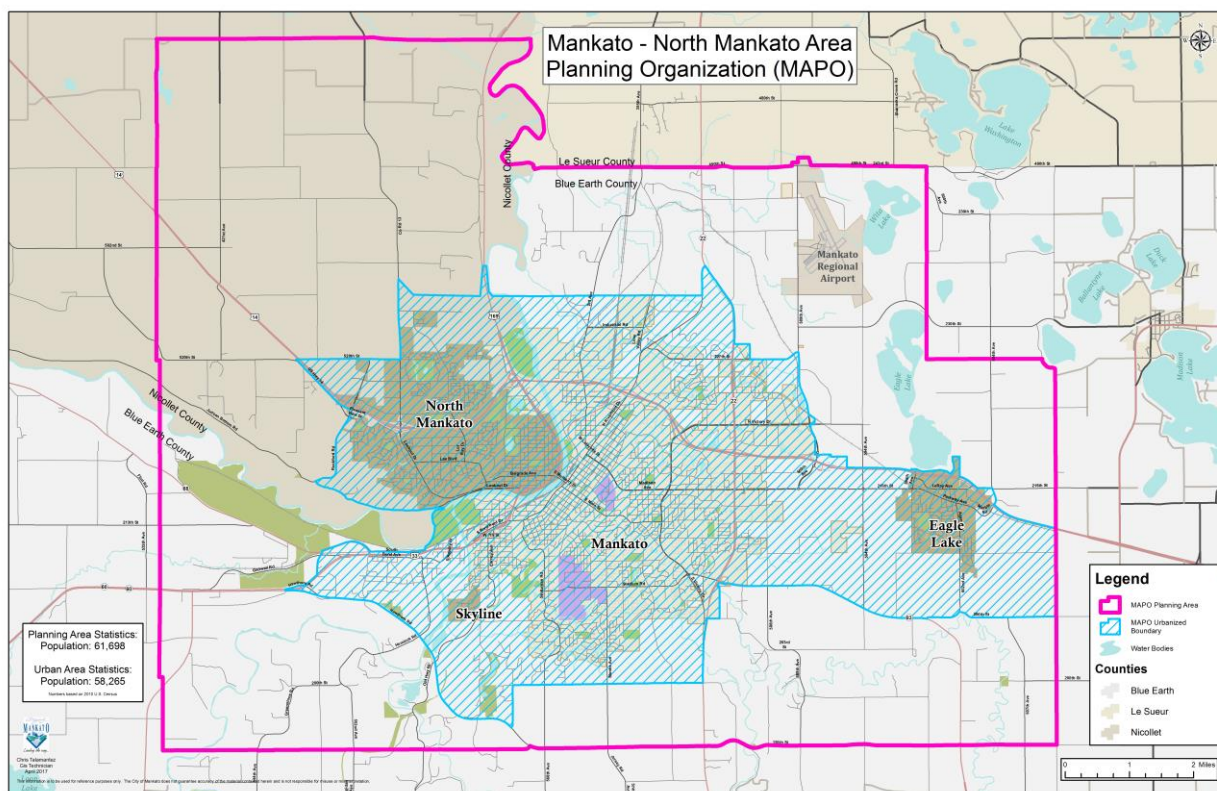
The MAPO is a Metropolitan Planning Organization (MPO) designated because the Mankato/North Mankato urbanized area is now larger than 50,000 population. It is charged with carrying out the 3-C metropolitan transportation planning process (continuing, cooperative, and comprehensive). MAPO is comprised of Blue Earth and Nicollet counties; the cities of Mankato, North Mankato, Eagle Lake, and Skyline; and the townships of Belgrade, Lime, South Bend, LeRay and Mankato. The MAPO is guided by two key standing committees:

Technical Advisory Committee (TAC) – the TAC is comprised of 20 individuals representing engineering, planning, transit, public institutions, township, city, county, and state interests. The TAC reviews and formulates recommendations to the Policy Board regarding technical aspects of transportation planning prepared by the MAPO.

Policy Board – the Policy Board is comprised of elected leaders from Blue Earth County, City of Mankato, City of North Mankato, Nicollet County, Mankato Township, and City of Eagle Lake. The MAPO Policy Board reviews, evaluates, comments upon, makes

recommendations, and ultimately endorses the required plans and programs such that federal and state funding eligibility is maintained for the metropolitan area.

Figure 1. MAPO Planning Area



Title VI Requirements

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs receiving federal financial assistance. Title VI states 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.”

In 1994, President Clinton issued Executive Order 12898, which states that each federal agency “shall make achieving environmental justice part of its mission by identifying and addressing disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

To that end, the Federal Transit Administration (FTA) issued Circular 4702.1B in 2012, which replaced Circular 4702.1A issued in 2007. This document outlines Title VI and Environmental Justice compliance procedures for recipients of FTA-administered transit program funds.

Specifically, the FTA requires recipients, including the MAPO, to “document their compliance with DOT’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including subrecipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.” Correspondingly, the completed MAPO Title VI Program will be submitted to the MAPO Policy Board for approval.

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:

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.

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.

- That the recipient shall require all contracts to provide Title VI certification and assurances in every contract subject to the Act and the Regulations.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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, subgrantees, 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.
- 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.
- 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.

As of the date signed below, there have been no 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:

- Process the disposition of Title VI complaints received by the MAPO.
- 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.
- Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.
- Conduct Title VI reviews of consultant contractors and other recipients of Federal-Aid Highway and transit fund contracts administered through the MAPO.
- Review the MAPO program directives. Where applicable, include Title VI language and related requirements.
- 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.
- Prepare a yearly report of Title VI accomplishments and goals, as required.
- 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.
- Conduct post-grant reviews of the MAPO programs and applicants for compliance with Title VI requirements.
- Identify and take corrective action to help eliminate discrimination.
- 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.

General Requirements

All federal funding recipients are required to meet a base level of Title VI requirements. These include:

- Title VI Notice and Complaint Procedures
- List of Title VI Investigations, Complaints, and Lawsuits
- Public Participation and Limited English Proficiency (LEP) Assistance Plans
- Racial Breakdown of MAPO TAC and Policy Board Members
- Efforts to Ensure Subrecipient Title VI Compliance

Title VI Notice and Complaint Procedures

The Title VI Circular provides the following direction regarding public notice of Title VI protections:

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, recipients shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Recipients should also post Title VI notices at stations or stops, and/or on transit vehicles.

The MAPO's Title VI notice to the public states the following:

The Mankato/North Mankato Area Planning Organization (MAPO) operates its programs without regard to race, color, national origin. If you believe you have been aggrieved by an unlawful discriminatory practice, or wish to request more information about the MAPO's obligations under Title VI, please contact us at the following address and telephone number:

Paul Vogel, Executive Director
10 Civic Center Plaza
Mankato, MN 56001-3368 or 507-387-8613

A copy of the Title VI Complaint Form and additional information can be found at <https://www.mnmapo.org>. A Title VI complaint may also be made by contacting the MnDOT's Title VI Coordinator at 651-366-3322 or Jonica.carr@state.mn.us

The MAPO provides notice of Title VI protections through a variety of means. The notice and detailed information and instructions for filing a Title VI complaint are available at the following web address: <https://mnmapo.org/planning-documents/>.

A copy of this notice is included in Appendix A. Based on the results of the four-factor analysis conducted as part of the LEP Language Assistance Plan and the Safe Harbor Provision, there is no strong evidence that MAPO translate vital documents; rather, it will do so upon request.

Complaint Procedures

The Title VI Circular provides the following direction regarding Title VI Complaint procedures:

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website.

The MAPO Title VI policy assures that no person or groups of persons 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 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 the 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 Executive Director 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 Executive Director 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 (see Appendix B for Title VI Complaint Form). Complaints shall be mailed to the MAPO Executive Director, 10 Civic Center Plaza, Mankato, MN 56001 and 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 Executive Director. If necessary, the Executive Director 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 Executive Director will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Minnesota Department of Transportation (MnDOT), FTA, the Federal Highway Administration (FHWA), and the U.S. Department of Transportation (USDOT).

Within 60 days, the Executive Director 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.” The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the Report of Findings. The Report of Findings shall include the following information:

- 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 90 days of receipt of the complaint, 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 her/his right to appeal with MnDOT, FTA, FHWA, or USDOT if she or he 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. The MAPO will report all Title VI complaints received to the MnDOT Title VI Coordinator.

List of Title VI Investigations, Complaints, and Lawsuits

The Title VI Circular states the following regarding Title VI investigations, complaints, and lawsuits:

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient.

The MAPO has never received any Title VI-related complaints or lawsuits.

Public Participation and LEP Assistance Plan

The Title VI Circular requires the following documentation of public participation policies, practices, activities:

A public participation plan that includes an outreach plan to engage minority and limited English proficient populations. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance.

MAPO Staff Guide to Involve the Public

The following section outlines the MAPO's proactive strategies, methods, and techniques that underpin public participation activities.

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 7 days 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@mankatomn.gov.

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@mankatomn.gov at least 3 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@manaktomn.gov

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 pvogel@mankatomn.gov 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 require action by the TAC.

Procedures for the Planning Process

The procedures by which the mobility needs of minority populations are identified and considered in the MAPO planning process include public outreach and 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). Participation, however, has been underwhelming. The Public Participation Plan outlines an expanded process for inviting participation.
- GIS analysis is used to identify the locations of minority persons. The MAPO is currently working on Transit Development Plan for the Mankato Transit Agency that identifies block groups exhibiting higher percentages of minority or low-income persons than the percent of those groups for the City of Mankato and North Mankato.

MAPO Website

The MAPO's website, www.mnmapo.org, 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 on-line. Hard copy requests should be made by calling 507-508-8613 or emailing: pvogel@mankatomn.gov for pick-up at the IGC or mailing.

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:

- 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 www.mnmapo.org. 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: pvogel@mankatomn.gov
Website: www.mnmapo.org

Outreach Methods and Techniques

There are a variety of techniques to inform and involve the public, which the MAPO uses as necessary. Public involvement is often more effective if multiple techniques are utilized and targeted to the needs and preferences of different groups and individuals. Below are guidelines and examples for public participation in planning, studies, and meetings conducted by the MAPO:

- Provide early and continuous communication:
 - Notify individuals and groups by mail, website, and social media of plans, programs, and changes in service or policy in such a way that facilitates comments to MAPO staff in regards to the plan.
 - Publish a public notice in the Mankato Free Press and on the MAPO website announcing plan development and meeting dates and locations.
 - Notify individuals and groups with updates on the planning process.
 - Notify individuals and groups when a final plan is published.
 - Publish a public notice in the Mankato Free Press and on the MAPO website and social media sites announcing when a final plan is published.
- Incorporate multiple methods of public participation:
 - Newsletters, public notices, targeted mailing, and media releases
 - City of Mankato website, social media, email and written correspondence
 - Contact lists, formal and informal networks of customer and advocacy groups
 - Booths at public festivals and events
 - Public opinion surveys and focus groups
 - Meetings held at times and locations convenient and accessible for minority and LEP populations
 - Different meeting sizes and formats
 - Visualization techniques
 - Audio and video recording to capture oral comments
- Ensure 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, City administration buildings, and the Intergovernmental Center.
- Provide hard copies of technical and policy information by request to interested parties.
- Provide 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.

Mankato/North Mankato Area Demographic Profile

According to the ACS 2015 5-year estimate, the Mankato/North Mankato Area Planning Organization planning boundary consists of a population of 62,478. Of the 62,478 people in the planning boundary 88.13% are Caucasian, 3.32% Latino, 3.98% African American, 2.10% Asian American, 0.4% Native American and 1.89% other. Please see Appendix C for correlating map.

Racial Breakdown of TAC and Policy Board

The Title VI Circular states the following regarding the membership of planning and advisory bodies:

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.

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.

The demographic profile of the TAC and Policy Board are summarized in Table 1.

MAPO TAC and Policy Board Demographics

The names and self-reported race/ethnicity of each member of each committee are provided in Table 2 below.

				Gender		Race/National Origin								
				Male	Female	White	Black	Amer Ind/Alaskan Native	Asian	Hispanic	Other	Elected		
Mankato/North Mankato MAPO Policy Board														
Name	Jurisdiction	Address	Email											
Mark Piepho	Blue Earth Co. Commissioner	On File	On File	X		X						X		
Mike Laven	City of Mankato	On File	On File	X		X						X		
Robert Freyberg	City of North Mankato	On File	On File	X		X						X		
Jack Kolars	Nicollet Co. Commissioner	On File	On File	X		X						X		
Daniel Rotchadl	Mankato, Township	On File	On File	X		X						X		
Brianna Anderson	City of Eagle Lake	On File	On File		X	X						X		
Mankato/North Mankato MAPO Technical Advisory Committee														
Name	Jurisdiction	Address	Email			X							X	
Shari Allen	ISD #77	On File	On File		X	X							X	
Mark Anderson	City of Mankato	On File	On File	X		X							X	
Lisa Bigham	MnDOT D7	On File	On File		X	X							X	
Scott Fichtner	Blue Earth Co	On File	On File	X		X							X	
Paul Corcoran	MSU	On File	On File	X		X							X	
Michael Fisher	City of North Mankato	On File	On File	X		X							X	
Ryan Thilges	Blue Earth Co	On File	On File	X		X							X	
Karl Friedrichs	Lime Township	On File	On File	X		X						X		
Seth Greenwood	Nicollet Co	On File	On File	X		X							X	
Travis Javens	City of Skyline	On File	On File			X						X		
Jeff Johnson	City of Mankato	On File	On File	X		X							X	
Curt Kloss	Leray Township	On File	On File			X						X		
Mandy Landkamer	Nicollet Co	On File	On File		X	X							X	
Loren Lindsay	Belgrade Township	On File	On File			X						X		
Sam Parker	R9DC	On File	On File	X		X							X	
Brad Potter	City of Eagle Lake	On File	On File	X		X							X	
Dan Sarff	North Mankto	On File	On File	X		X							X	
Open	South Bend Township	On File	On File											
Paul Vogel	City of Mankato	On File	On File	X		X							X	

Appendix A: Title VI Notice to the Public

NOTIFICATION OF YOUR RIGHTS UNDER TITLE VI

The Mankato/North Mankato Area Planning Organization operates its programs without regard to race, color, or national origin. If you believe you have been aggrieved by an unlawful discriminatory practice, or wish to request more information about Mankato/North Mankato Area Planning Organizations obligations under Title VI, please contact us at the following address and telephone number:

Paul Vogel
Executive Director
10 Civic Center Plaza
Mankato, MN 56002-3368

Phone: 507-387-8613

A copy of the Title VI Complaint Form and additional information can be found at www.mnmapo.org. A Title VI complaint may also be made by contacting the Title VI specialist at the Minnesota Department of Transportation, office of civil rights at 651-366-3071.

Appendix B: Title VI Complaint Form

Title VI Complaint Form Mankato/North Mankato Area Planning Organization

Section 1.

1. Please provide the following about yourself (the complainant).

Name: _____

Address: _____

Telephone (Primary): _____

Telephone (Secondary): _____

Email Address: _____

2. Accessible format requirements desired? Check all that apply:

Large Print____ Audio Tape____ TDD____ Other____

Section 2.

3. Are you filing this complaint on your own behalf? Yes____ No____

**If you answered "Yes" to question 3, skip to question 7.

4. If "No" to question 3, please supply the name and relationship of the person for whom you are complaining: _____

5. Please explain why you have filed for a third party: _____

6. Have you obtained permission of the aggrieved party if you are filing on behalf of a third party? Yes____

No____

Section 3.

7. I believe the discrimination I experienced was based on (Check all that apply):

Race____ Color____ National Origin____

8. Date of alleged discrimination (Month, Day, Year): _____

9. Explain, as clearly as possible, what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses (if known). If more space is needed, please use the back of this form.

_____ Continued on following page

Section 4.

10. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes___ No___

11. If “Yes” to question 10, check all that apply:

Federal Agency ___ Federal Court___ State Agency___ State Court___ Local Agency___

12. If “Yes” to question 10, please provide information for the contact person at the agency/court where the complaint was filed:

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section 5.

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

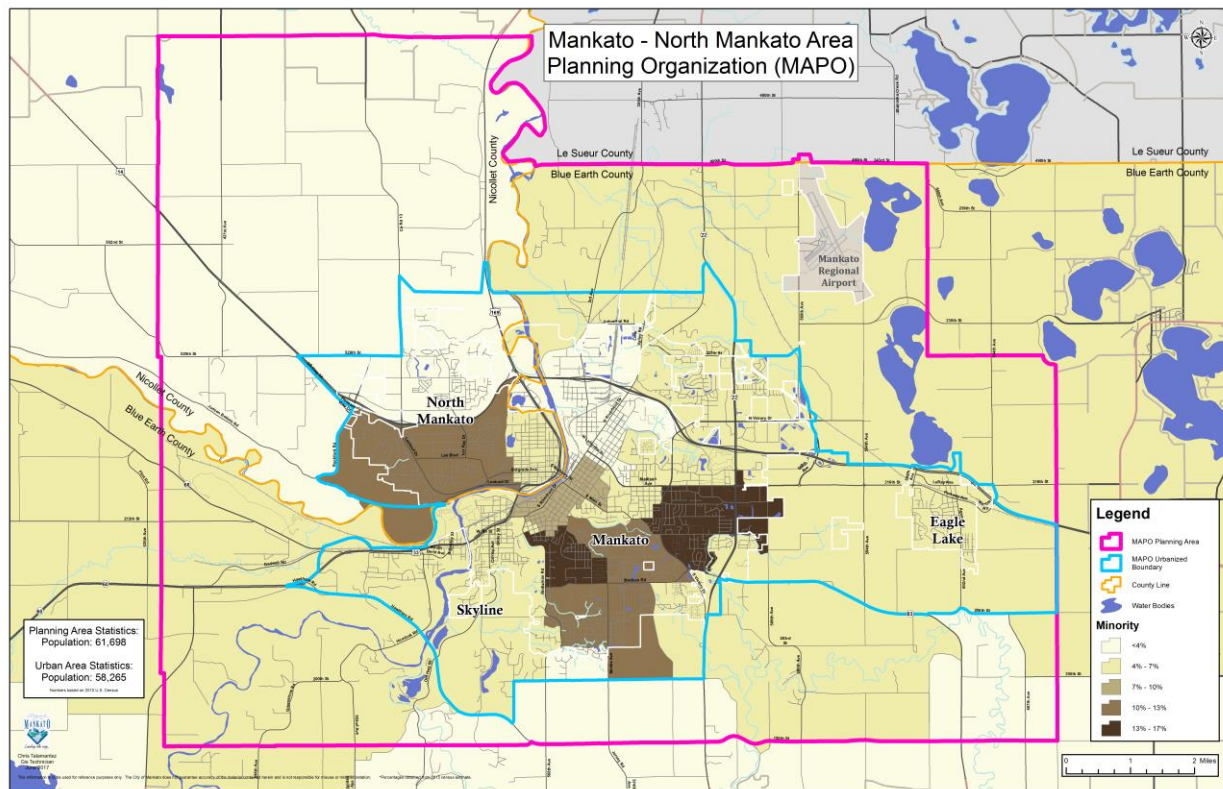
Signature and date required below.

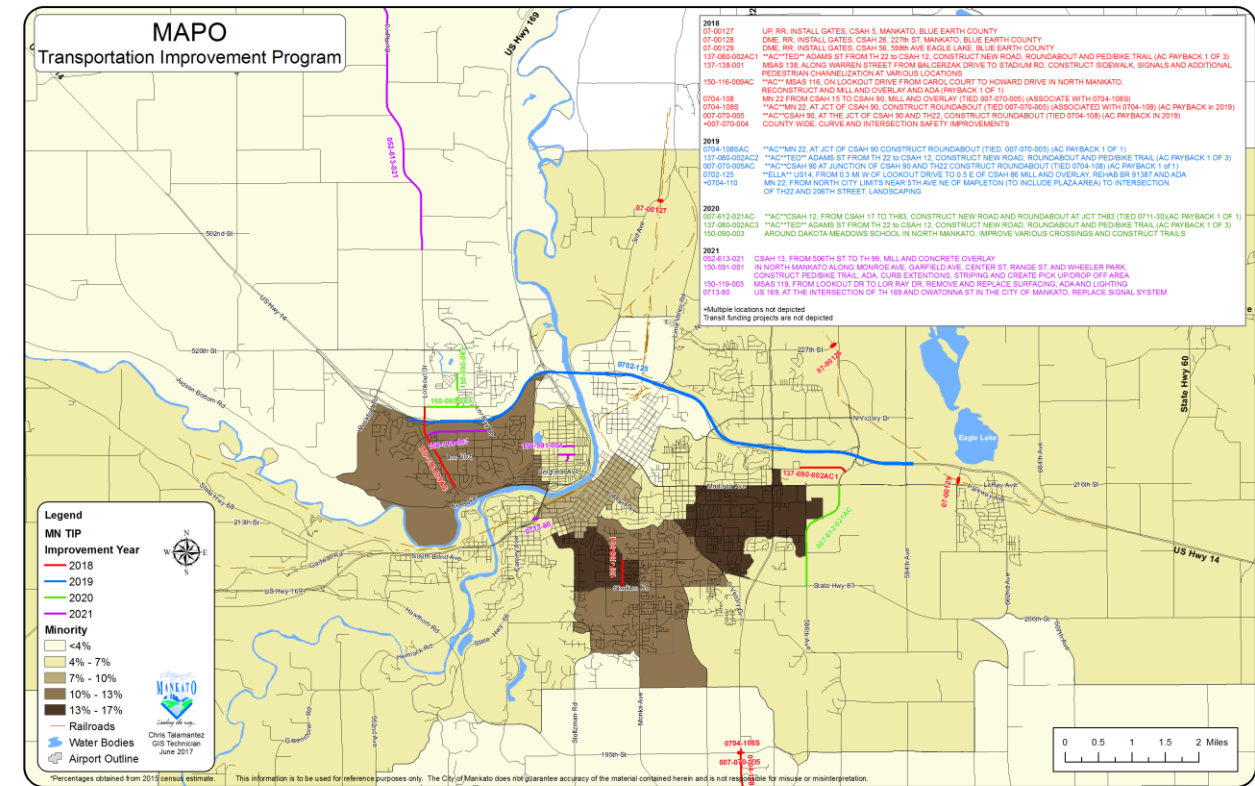
Signature: _____ Date: _____

Please submit this form in person at the address below, or mail this form to:

Paul Vogel
Executive Director
10 Civic Center Plaza,
Mankato, MN 56001

Appendix C: Demographic Profile Maps





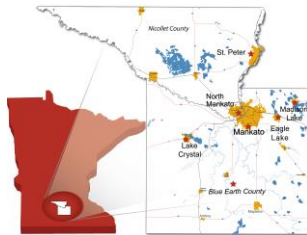
Analysis of Impacts An analysis of impacts of projects in the 2018-2021 TIP that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

The MAPO's 2018-2018 TIP on page 18 of the document includes a discussion of how or if transportation projects in the region impact minority (and low-income) persons. Under the current TIP, no projects have a direct or disproportionately negative impact on minority populations.

Appendix D: Language Assistance Plan

2017 Language Assistance Plan

In Compliance with DOT LEP Guidance



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

"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, and the Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views of the U.S. Department of Transportation or the Minnesota Department of Transportation. The report does not constitute a standard, specification, or regulation."

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I. Introduction

Purpose and Contents

The purpose of this Language Assistance Plan is to meet Federal Transit Administration's (FTA's) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. As a recipient of FHWA and FTA metropolitan planning funds, The Mankato/North Mankato Area Planning Organization (MAPO) has pledged to take reasonable steps to provide meaningful access to its transit services for persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons.

This plan contains:

- Needs assessment based on the four-factor analysis
- Language assistance measures
- Staff training plan
- Methods for notifying LEP persons about available language assistance
- Methods for monitoring, evaluating and updating plan

Questions or comments about this plan may be submitted to:

Paul Vogel, Executive Director
Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001
507-387-8613
pvogel@mankatomn.gov

About The Mankato/North Mankato Area Planning Organization

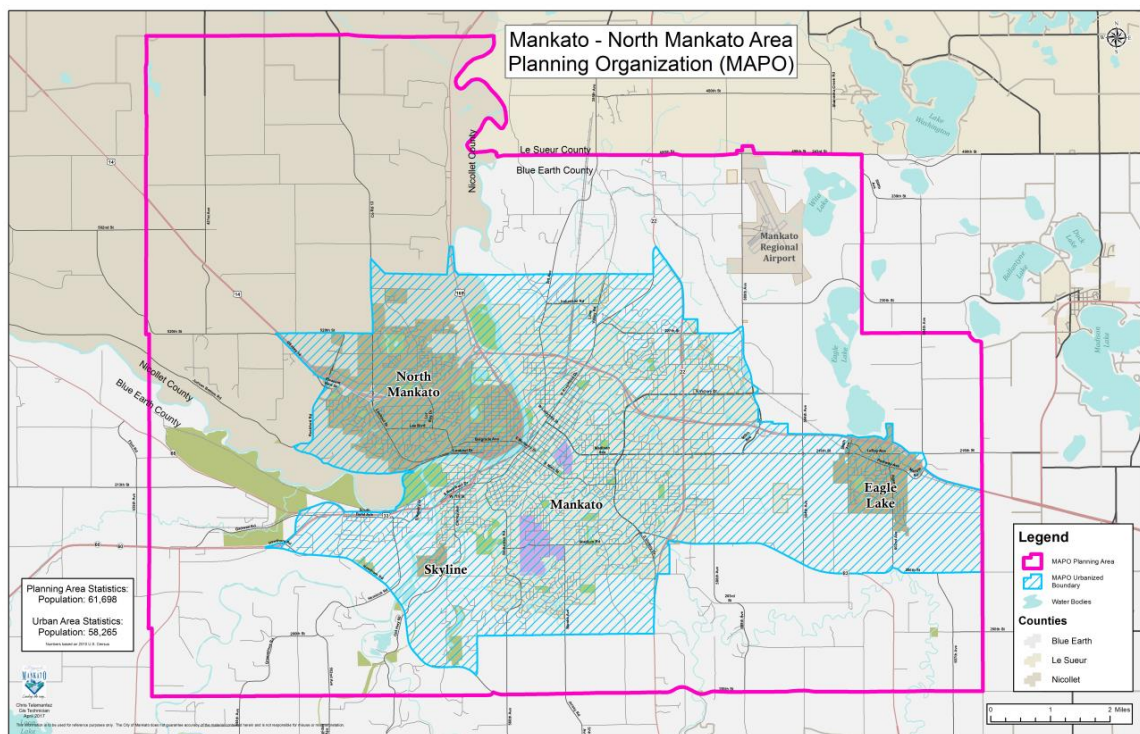
The MAPO is a Metropolitan Planning Organization (MPO) designated because the Mankato/North Mankato urbanized area is now larger than 50,000 population. It is charged with carrying out the 3-C metropolitan transportation planning process (continuing, cooperative, and comprehensive). MAPO is comprised of Blue Earth and Nicollet counties; the cities of Mankato, North Mankato, Eagle Lake, and Skyline; and the townships of Belgrade, Lime, South Bend, LeRay and Mankato. The MAPO is guided by two key standing committees:

Technical Advisory Committee (TAC) – the TAC is comprised of 20 individuals representing engineering, planning, transit, public institutions, township, city, county, and

state interests. The TAC reviews and formulates recommendations to the Policy Board regarding technical aspects of transportation planning prepared by the MAPO.

Policy Board – the Policy Board is comprised of elected leaders from Blue Earth County, City of Mankato, City of North Mankato, Nicollet County, Mankato Township, and City of Eagle Lake. The MAPO Policy Board reviews, evaluates, comments upon, makes recommendations, and ultimately endorses the required plans and programs such that federal and state funding eligibility is maintained for the metropolitan area.

Figure 2. Mankato/North Mankato Area Planning Organization Planning Area



Language Assistance Plan

This Language 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 Language 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.

II. LEP Needs Assessment: Four-Factor Analysis

FTA Circular 4702.1B provided the following direction regarding determining LEP language service needs:

In order to ensure meaningful access to programs and activities, recipients shall use the information obtained in the Four-Factor Analysis to determine the specific language service that are appropriate to provide. A Careful analysis can help a recipient determine if it communicates effectively with LEP persons and will inform language access planning.

The following sources of information were used in the Four Factor Analysis to determine LEP needs:

- U.S. Census American Community Survey (ACS) data
- Survey results
- Reports from drivers, dispatchers, others about contact with LEP persons

Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.

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.

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 is available in 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.

Factor 2. The frequency with which LEP persons come in contact with programs, activities, or services.

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.

Factor 3. The nature and importance of programs, activities, or services provided to the LEP population.

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.

Factor 4. The resources available to the transit system and the overall cost to provide language 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 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.

III. 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:

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

IV. Staff Training

To ensure effective implementation of this plan, GMTS will schedule training at orientations for new staff and will review all relevant information on an annual basis:

- The transit system's Language Assistance Plan
- Demographic data about local LEP population
- Printed LEP persons' materials
- How to handle verbal requests in a foreign language
- Responsibility to notify the MAPO Executive Director about any LEP persons' unmet needs

V. Notice to LEP Persons

MAPO plans to notify LEP persons in their own language about the language assistance available to them without cost by using the following methods:

- Posters
- Website notices

VI. Monitoring, Evaluation, and Updating the Plan

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.
- Determine current LEP population in the service area.
- Determine 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.

VII. Dissemination of Plan

This Language Assistance Plan is available on the MAPO's website: www.mnmapo.org

This plan is also available at no cost in English upon request by telephone, fax, and mail or in person. If requested to be provided in another language and it is feasible to have it translated, it shall be provided at no cost to the requester.

Appendix E: Board Resolution

RESOLUTION OF THE MANKATO /NORTH MANKATO AREA PLANNING APPROVING THE MAPO'S TITLE VI PROGRAM

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

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

WHEREAS, the MAPO intends that no person 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 MAPO program or activity, regardless of funding source; and

WHEREAS, the MAPO will affirmatively ensure that in any contract entered into, 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; and

NOW, THEREFORE, BE IT RESOLVED: that the MAPO approves the Mankato/North Mankato Area Planning Organization Title VI and Non-Discrimination Program / Limited English Proficiency Plan as being consistent with metropolitan plans and policies.

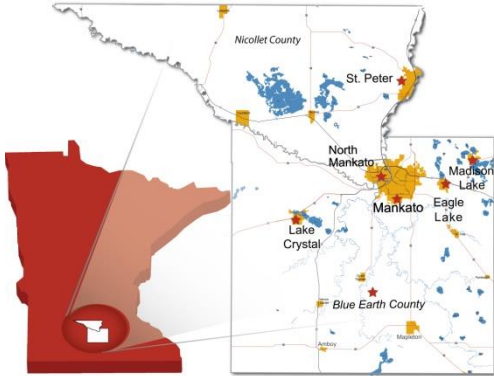
CERTIFICATION

State of Minnesota

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

Chair Date

Executive Director Date



AGENDA RECOMMENDATION

Agenda Heading: 2018 Budget No: 5.3

Agenda Item: 2018 Budget

Recommendation Action(s): Review the 2018 Budget and incorporate recommendations from TAC into the final 2018 UPWP. The 2018 UPWP will be reviewed by the Policy Board at their September 7, 2017 meeting.

Summary: The 2018 budget provides an overview of all transportation related planning activities anticipated by the MAPO within the metropolitan planning area during 2018.

2018 Estimated Funding:

Federal	\$286,974
Federal	\$40,845 (unspent 2015 Appropriations)
State	\$32,698
Local	<u>\$55,209</u>
Total	\$415,726

ESTIMATED 2018 LOCAL SHARE AMOUNT	
UNIT OF GOVERNMENT	LOCAL SHARE
Blue Earth County	\$ 15,434
Nicollet County	\$ 4,874
City of Mankato	\$ 15,027
City of North Mankato	\$ 4,874
Local Carry Over Assessments	\$ 15,000
TOTAL - MAPO	\$ 55,209

Local Funding History

	2013	2014	2015	2016	2017
Blue Earth County	Cover By City of Mankato	\$17,316	\$8,443	\$11,983	\$11,196
Mankato		\$16,824	\$8,207	\$11,668	\$10,901
North Mankato		\$5,715	\$2,787	\$4,098	\$3,830
Nicollet County		\$5,223	\$2,545	\$3,783	\$3,535

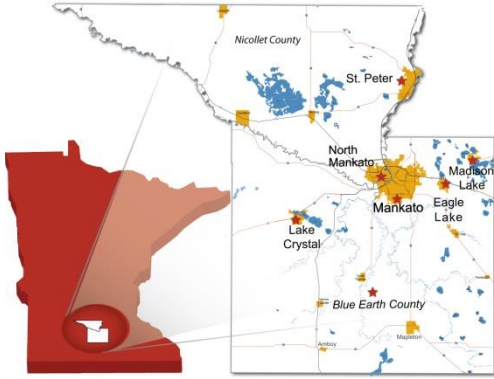
Attachments:

2018 Budget

2018 Program Activity Detail			
	100 Program Support and Administration	Budget	Staff Hours
Program Support 100.1	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and Update Public Participation Plan		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	38,280	800
Planning Work Program 100.2	1. Prepare draft 2019-2020 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	7,901	150
Training and Travel 100.3	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	7,901	150
Information Tech & Website 100.4	1. Maintenance of Website - Post minutes, agendas, meeting materials, information		
	Total Staff Expenses	4,936	100
	Total Website Expenses	4,936	
Program Expenses 100.5	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	14,597	300
Total Expenses - Program Support and Administration		73,615	1500
	200 Long-Range Planning	Budget \$	
Transit Development Plan 200.1	1. Coordinate & participation Mankato Transit Development Plan		
	Total Staff Costs - Transit Development Plan	9,031	155
	Total Expenses - Transit Development	9,031	
Total Expenses - Long-Range Planning		9,031	155
	300 Short-Range Planning	Budget \$	
Local Planning Efforts 300.1	1. Continued Trunk Highway 22 Corridor Contract From 2017 Contract with SRF	85,000	
	2. Continued Work on ADA Transition Plan (**\$40,845 from unspent 2015 Appropriations)	130,000	**
	3. Contract for Pavement Management Plan or 169 / 14 study work to continued into 2019	30,000	*
	4. Assist local partners with localized transportation planning efforts as needed		
	5. Coordination and working with local Statewide Health Improvement Program and		
	Active Transportation Groups		
	6. Distribute and share relevant transportation materials & information with area partners		
	Staff Expenses	31,930	625
State Planning Efforts 300.2	Total Expenses - Short Range Planning - Local	276,930	
	1. Participation in Statewide and District Planning Efforts		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	10,921	175
	Total Expenses - Short Range Planning - Interagency	10,921	
Total Expenses - Short-Range Planning		287,851	800
	400 Program Development	Budget \$	
Inter Agency - State 400.1	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	9,976	175
Inter Agency Local 400.2	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. Begin TIP environmental justice analysis		
	4. Conduct consultation with the Greater Mankato Transit		
	5. TIP Development & Documentation		
	6. Coordination with District 7 ATP		
	7. Work with Region 9 RDC & Serve on their Transportation Committee TAC		
	Total Staffing Costs - Inter Agency Local	21,503	400
	Total Expenses - Program Development - Interagency	21,503	
Total Expenses - Program Development		31,479	575
	Other Services & Commodities		
	3040 Legal & Advertising	1,000	
	7208 GIS Services (transfer)	5,000	
	3210 Telephone & Postage	500	
	3300 Training, Travel & Conferences	3,000	
	3410 Printing & Publishing	3,000	
	2010 Office Supplies (including software)	750	
	4330 Subscriptions & Memberships	500	
Total Commodities & Other Services		13,750	
Total Expenses and Staffing Hours for 2017		415,726	3030

* Pavement Management Plan, Warren Street Corridor Study or 169/14 Intersection study including Lind and Webster instersections

** \$40,845 from unspent 2015 Appropriations



AGENDA RECOMMENDATION

Agenda Heading: 2017 Intersection Control Evaluation (ICE) Studies Update No: 5.4

Agenda Item: 2017 Intersection Control Evaluation (ICE) Studies Update

Recommendation Action(s): Informational & Discussion

Summary: In April of 2017 the MAPO contracted with SRF Consulting Group, Inc. to perform three intersection control evaluation studies at Lookout Drive / Howard Drive, Lor Ray Drive / Carlson Drive and Pleasant Street / Stoltzman Road. Scott Poska with SRF will be providing an update on the project.

Attachments:
ICE Studies Presentation

MAPO INTERSECTION CONTROL EVALUATION (ICE) STUDIES UPDATE

August 17, 2017



Outline

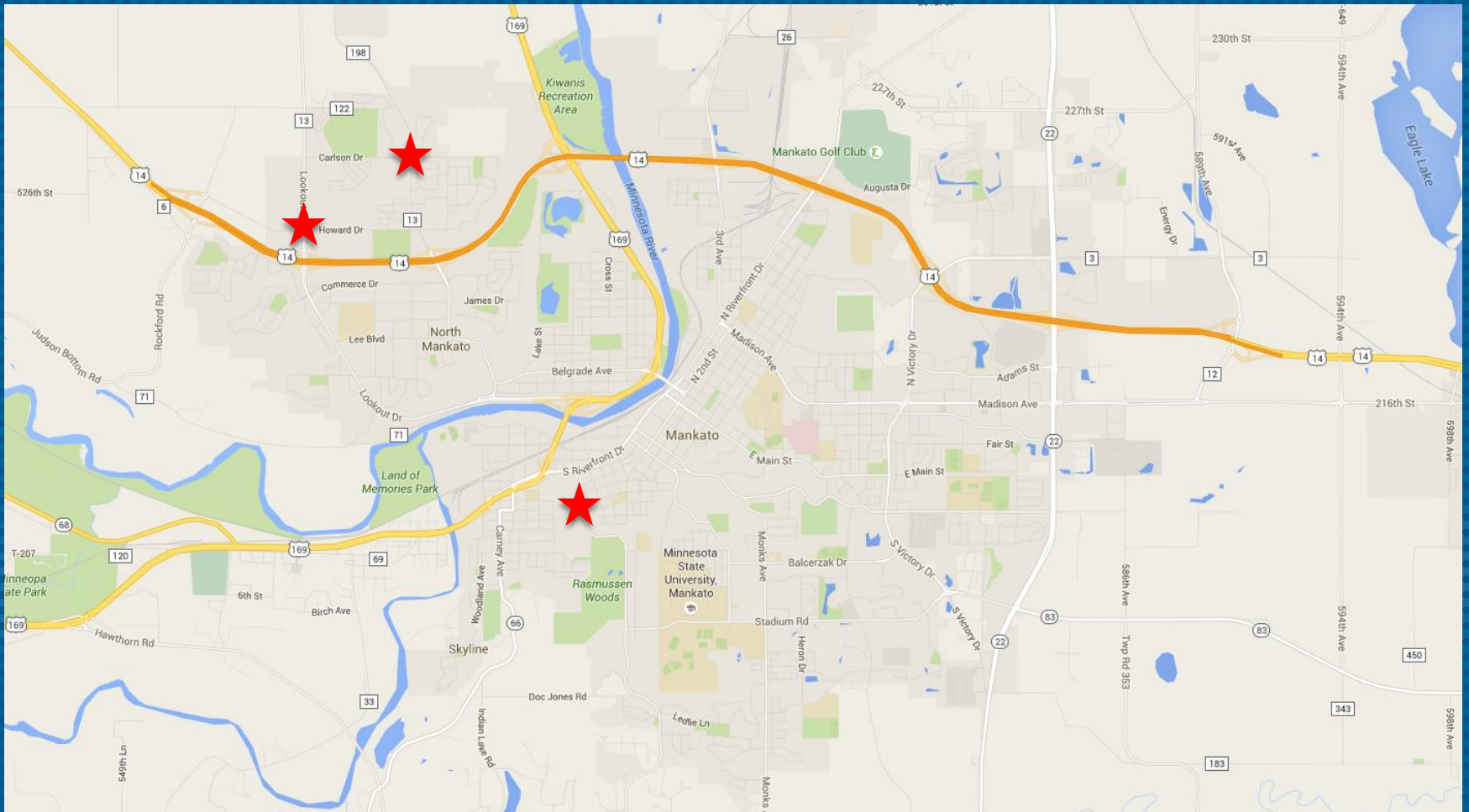
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- Quick Project Recap
- Alternatives Analysis Results
- Next Steps



Intersection Locations

3



ICE Process

4

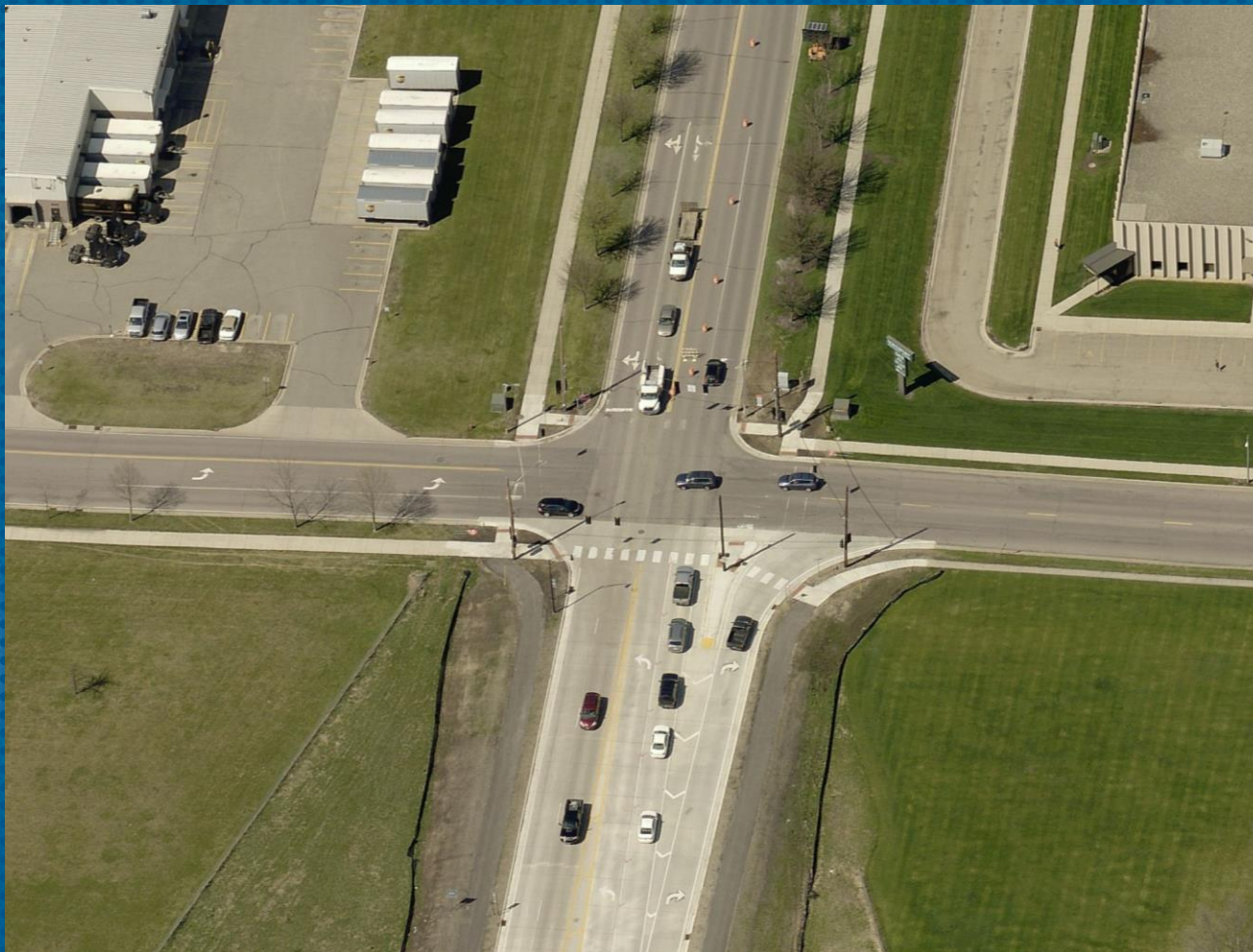
- Existing Conditions
 - Data Collection
 - Traffic Analysis
- No-Build Conditions
 - 20-year Traffic Forecasts
 - Traffic Analysis
- Alternatives Development and Analysis
 - Develop Viable Alternatives
 - Traffic Analysis
 - Other Considerations
 - Decision Matrix
- Documentation



Progress To Date

Lookout Drive at Howard Drive

5



Lookout Drive at Howard Drive

6

- Existing Conditions Summary
 - Acceptable operations in 2017 and 2037
 - No Crash Problems
 - Possible alternatives to consider:
 - No Build (All-way stop)
 - Roundabout
 - Signal

Lookout Drive at Howard Drive

7

• Alternatives Analysis Results

Factor	All Way Stop	Traffic Signal	Roundabout
Warrants Analysis	*	*	n/a
Operations Analysis	✓	✓	✓
Safety Analysis	✓		✓
Cost Analysis	✓		
Right Of Way	✓	✓	
Transportation System			✓
Bike and Ped		✓	
Local Acceptance	✓		✓
Total	5	3	4

Lor Ray Drive at Carlson Drive

8



Lor Ray Drive at Carlson Drive

9

- Existing Conditions Summary
 - Crash rate exceeds state average and critical rate
 - Acceptable operations in 2017 and 2037
 - Possible alternatives to consider:
 - No Build (Side-street stop with enhancements)
 - AWSC
 - Roundabout

Lor Ray Drive at Carlson Drive

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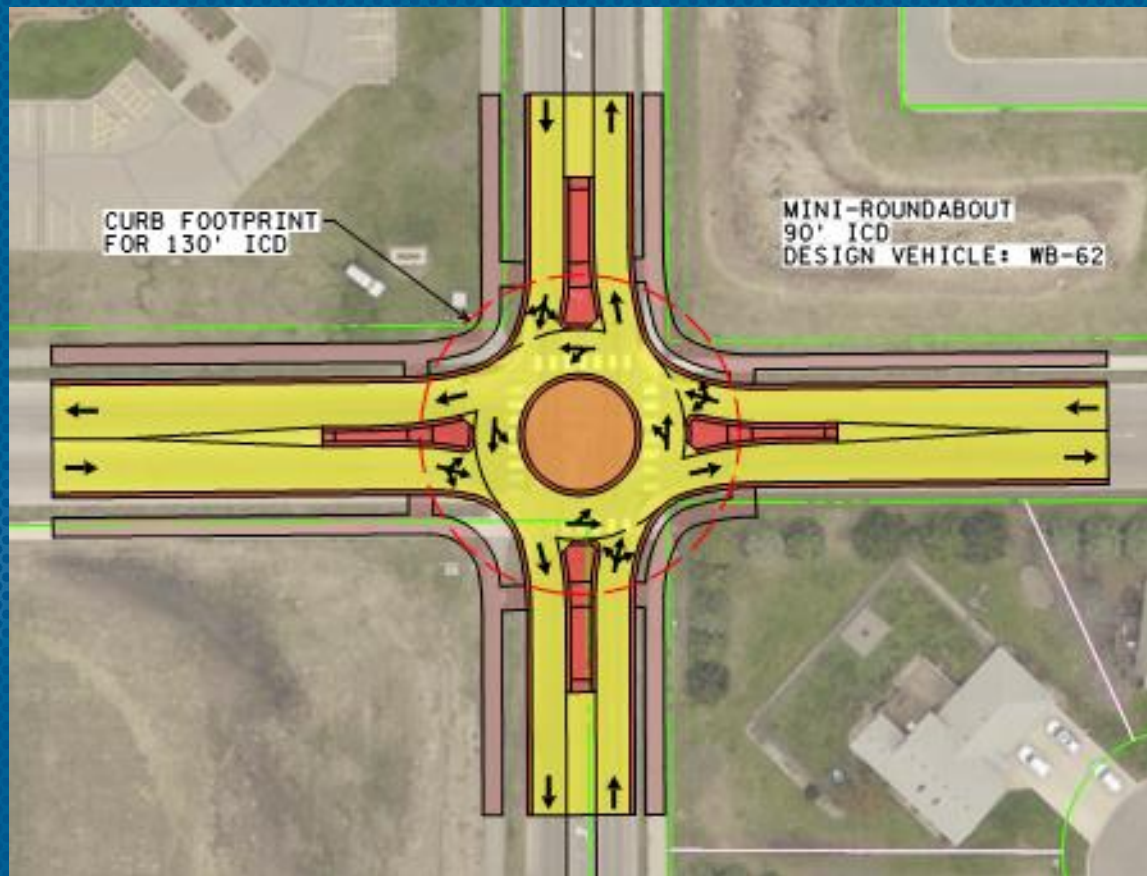
- Alternatives Analysis Results

Factor	Side Street Stop	All Way Stop	Mini-Roundabout
Warrants Analysis	n/a		n/a
Operations Analysis		✓	✓
Safety Analysis		✓	✓
Cost Analysis	✓	✓	
Right Of Way	✓	✓	
Transportation System			✓
Bike and Ped		✓	✓
Local Acceptance	✓		✓
Total	3	5	5

Lor Ray Drive at Carlson Drive

11

- Mini-Roundabout layout



Stoltzman Road at Pleasant Street

12



Stoltzman Road at Pleasant Street

13

- Existing Conditions Summary
 - Crash rate slightly exceeds state average
 - Acceptable operations in 2017 and 2037
 - Possible alternatives to consider:
 - No Build (All-way stop)
 - Signal
 - Roundabout

Stoltzman Road at Pleasant Street

14

• Alternatives Analysis Results

Factor	All Way Stop	Traffic Signal	Roundabout
Warrants Analysis	✓	*	n/a
Operations Analysis	✓	✓	
Safety Analysis	✓		✓
Cost Analysis	✓		
Right Of Way	✓	✓	
Transportation System	✓	✓	
Bike and Ped		✓	
Local Acceptance	✓		✓
Total	7	4	2

Next Steps

15

- ICE Report Documentation (September 2017)

Alternatives Decision Matrix: Stoltzman Road at Pleasant Street

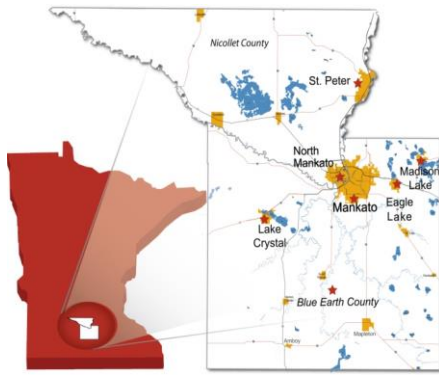
Factor		All-Way Stop Control	Traffic Signal Control	Roundabout Control	Recommended Alternative(s) Based on Factor
Warrants Analysis	2017	• AWSC warrant met	• Existing Year 2017 volumes do not meet traffic signal control warrants	N/A	All-Way Stop Control Roundabout Control
	2037	• AWSC warrant met	• Forecasted Year 2037 volumes meet traffic signal control warrants	N/A	All-Way Stop Control Traffic Signal Control Roundabout Control
Operational Analysis	2017	• Acceptable LOS	• Acceptable LOS	• Acceptable LOS, but greatest overall delay • Consistent off-peak operations	All-Way Stop Control Traffic Signal Control
	2037	• Acceptable LOS	• Acceptable LOS	• Acceptable LOS, but greatest overall delay • Consistent off-peak operations	
Safety Analysis	Pro(s):	• Least number of crashes expected • Lower vehicle speeds through intersection	• Signal indications show vehicle right-of-way	• Least number of crashes expected • Lower vehicle speeds through intersection	All-Way Stop Control Roundabout Control
	Con(s):	• Drivers decide right-of-way	• Slightly more crashes expected than all-way stop/roundabout	• Drivers select acceptable gaps	
Cost Analysis	Pro(s):	• No capital cost • Low operation/maintenance costs	• Lower capital costs (\$300,000) than roundabout control	• Lower operation/maintenance costs than traffic signal control	All-Way Stop Control
	Con(s):	none	• Higher operation/maintenance costs than roundabout control	• Higher capital costs (\$970,000) than traffic signal control • Requires substantial reconstruction	
Right-of-Way	Pro(s):	N/A (existing control)	• No ROW impacts expected	none	All-Way Stop Control Traffic Signal Control
	Con(s):		none	• Requires additional ROW in all four quadrants	
Transportation System Considerations	Pro(s):	• Existing control • Adjacent intersections on Pleasant are all-way stops	• Provides control continuity along Stoltzman Road to the north	• Traffic calming through residential area	All-Way Stop Control Traffic Signal Control
	Con(s):	none	• Would likely not operate in coordination with other signals	• No adjacent or nearby roundabouts	
Pedestrian and Bicycle Considerations	Pro(s):	• All vehicular movements stop	• Pedestrian pushbuttons and signal phasing	• Pedestrian Refuge islands • Lower vehicle speeds thru intersection	Traffic Signal Control
	Con(s):	• Expecting vehicles to yield to pedestrians can lead to a false sense of security	• Pedestrian signal phasing can lead to a false sense of security	• Longer route • No pedestrian phase	
Local Acceptance	Pro(s):	N/A (existing control)	• Familiar to drivers	• Familiar to drivers • Positive public feedback	All-Way Stop Control Roundabout Control
	Con(s):		none	none	

Alternatives Decision Matrix: Lor Ray Drive at Carlson Drive/Countryside Drive

Factor		Side-Street Stop Control	All-Way Stop Control	Mini-Roundabout Control	Recommended Alternative(s) Based on Factor
Warrants Analysis	2017	N/A	• AWSC warrant not met	N/A	Side-Street Stop Control Mini-Roundabout Control
	2037	N/A	• AWSC warrant not met	N/A	
Operational Analysis	2017	• Poor side-street LOS	• Acceptable LOS	• Acceptable LOS • Consistent off-peak operations	All-Way Stop Control Mini-Roundabout Control
	2037	• Poor side-street LOS	• Acceptable LOS	• Acceptable LOS • Consistent off-peak operations	
Safety Analysis	Pro(s):	none	• Low number of crashes expected • Lower vehicle speeds through intersection	• Least number of crashes expected • Lower vehicle speeds through intersection	All-Way Stop Control Mini-Roundabout Control
	Con(s):	• Most number of crashes expected • Higher vehicle speeds through intersection	• Drivers decide right-of-way	• Drivers select acceptable gaps	
Cost Analysis	Pro(s):	• No capital cost • Low operation/maintenance costs	• Low capital cost • Low operation/maintenance costs	• Low operation/maintenance costs	Side-Street Stop Control All-Way Stop Control
	Con(s):	none	none	• Higher capital costs (\$620,000) than stop control • Requires substantial reconstruction	
Right-of-Way	Pro(s):	N/A (existing control)	• No ROW impacts expected	none	Side-Street Stop Control All-Way Stop Control
	Con(s):		none	• Requires minimal additional ROW	
Transportation System Considerations	Pro(s):	• Existing control • Adjacent intersections are side-street stop controlled	• Adjacent intersections are all-way stop controlled	• Adjacent intersections are recommended to be roundabouts	Mini-Roundabout Control
	Con(s):	• Adjacent intersections are recommended to be roundabouts	• No adjacent signals • Adjacent intersections are recommended to be roundabouts	none	
Pedestrian and Bicycle Considerations	Pro(s):	none	• All vehicular movements stop	• Pedestrian Refuge islands • Lower vehicle speeds thru intersection	All-Way Stop Control Mini-Roundabout Control
	Con(s):	• Mainline vehicles do not stop • Higher vehicle speeds thru intersection	• Expecting vehicles to yield to pedestrians can lead to a false sense of security	• Longer route	
Local Acceptance	Pro(s):	N/A (existing control)	• Familiar to drivers	• Familiar to drivers • Positive public feedback	Side-Street Stop Control Mini-Roundabout Control
	Con(s):		none	none	

Alternatives Decision Matrix: Lookout Drive at Howard Drive

Factor		All-Way Stop Control	Traffic Signal Control	Roundabout Control	Recommended Alternative(s) Based on Factor
Warrants Analysis	2017	• AWSC warrant not met	• Existing Year 2017 volumes do not meet traffic signal control warrants	N/A	Roundabout Control
	2037	• AWSC warrant met	• Forecasted Year 2037 volumes meet traffic signal control warrants	N/A	All-Way Stop Control Traffic Signal Control Roundabout Control
Operational Analysis	2017	• Acceptable LOS	• Acceptable LOS	• Acceptable LOS • Consistent off-peak operations	All-Way Stop Control Traffic Signal Control Roundabout Control
	2037	• Acceptable LOS	• Acceptable LOS	• Acceptable LOS • Consistent off-peak operations	
Safety Analysis	Pro(s):	• Least number of crashes expected • Lower vehicle speeds through intersection	• Signal indications show vehicle right-of-way	• Least number of crashes expected • Lower vehicle speeds through intersection	All-Way Stop Control Roundabout Control
	Con(s):	• Drivers decide right-of-way	• Slightly more crashes expected than all-way stop/roundabout	• Drivers select acceptable gaps	
Cost Analysis	Pro(s):	• No capital cost • Low operation/maintenance costs	• Lower capital costs (\$300,000) than roundabout control	• Lower operation/maintenance costs than traffic signal control	All-Way Stop Control
	Con(s):	none	• Higher operation/maintenance costs than roundabout control	• Higher capital costs (\$1,2600,000) than traffic signal control • Requires substantial reconstruction	
Right-of-Way	Pro(s):	N/A (existing control)	• No ROW impacts expected	none	All-Way Stop Control Traffic Signal Control
	Con(s):		none	• Requires additional ROW in all four quadrants	
Transportation System Considerations	Pro(s):	• Existing control	• Nearest signal is south of TH 14 interchange	• Matches adjacent intersections at TH 14 interchange	Roundabout Control
	Con(s):	• Majority of adjacent intersections are roundabouts	• Majority of adjacent intersections are roundabouts	none	
Pedestrian and Bicycle Considerations	Pro(s):	• All vehicular movements stop	• Pedestrian pushbuttons and signal phasing	• Pedestrian Refuge islands • Lower vehicle speeds thru intersection	Traffic Signal Control
	Con(s):	• Expecting vehicles to yield to pedestrians can lead to a false sense of security	• Pedestrian signal phasing can lead to a false sense of security	• Longer route • No pedestrian phase	
Local Acceptance	Pro(s):	N/A (existing control)	• Familiar to drivers	• Familiar to drivers • Positive public feedback	All-Way Stop Control Roundabout Control
	Con(s):		none	none	



MINUTES

Mankato / North Mankato Area Planning Organization Policy Board Meeting July 7, 2017 – 6:00 p.m. Intergovernmental Center, Mankato Room 10 Civic Center Plaza, Mankato, MN 56001

A Regular meeting of the Mankato/North Mankato Area Planning Organization Policy Board was held on July 6, 2017, at 6:00 p.m. in the Minnesota River Room of the Intergovernmental Center. Present Policy Board members were Mark Piepho, Dennis Dieken for Mike Laven, Dan Rotchadl, Jack Kolars and Bob Freyberg. Also present was the MAPO Transportation Planner Jake Huebsch and Executive Director Paul Vogel. In attendance from the Technical Advisory Committee (TAC) was Ryan Thilges and Lisa Bigham.

Call to Order

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

Motion to Approve the Agenda

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

Motion to Approve the May 4, 2017 Meeting Minutes

Mr. Freyberg moved to approve the May 4, 2017 Policy Board Meeting minutes. Mr. Rotchadl seconded the motion. The motion carried unanimously.

New Business

4.1 Resolution Amending the Adams Street Extension Project and the 2017-2020 Transportation Improvement Program (TIP)

MAPO Staff explained that a TIP amendment is needed because project SP 137-080-002 currently reads: “**AC**TED** ADAMS ST, FROM ROOSEVELT CIRCLE TO CSAH 12, CONSTRUCT NEW ROAD (AC PAYBACK IN 2018, 2019 & 2020. However, the work actually goes from TH 22 to CSAH 12 which corresponds with the project memo description. In addition, The STIP and TIP show 0.6 miles in length and the total project length according to the plan is 1.1 miles. Project 137-080-002 will be in FY18, but will still have FY17 federal funds.

Mr. Rotchadl motioned to approve the presented resolution amending project SP 137-080-002 and the 2017-2020 Transportation Improvement Program. Mr. Freyberg seconded the motion. The motion carried unanimously.

4.2 2018-2021 Transportation Improvement Program (TIP)

MAPO staff explained that the Transportation Improvement Program (TIP) reports how the various jurisdictions within the Mankato/North Mankato Area Planning Organization (MAPO) area have prioritized their use of limited federal highway and transit funding.

The TIP process serves to implement projects identified in the Mankato/North Mankato area long range transportation plan (LRTP). The TIP document programs project funding for the metropolitan area. The 2018-2021 TIP was released for a 30 day public comment period on May 7, 2017 and ended on June 9, 2017. Staff followed the process outlined in the MAPO's Public Participation Plan which included distribution methods of the draft TIP and hosting a public open house. The open house was held on May 25th from 4:00 – 5:00 p.m. No public comments were received during the public open house or the 30 day public comment period. MnDOT Central Office, FHWA and MnDOT District 7 also reviewed and provided comments on the 2018-2021 TIP. The MAPO TAC recommend approval of the 2018-2021 TIP at their June 15, 2017 meeting.

Mr. Freyberg motioned to approve the presented resolution adopting the 2018-2021 Transportation Improvement Program. Mr. Rotchadl seconded the motion. The motion carried unanimously.

4.3 Future Work Plan Items for the MAPO

Staff presented future work plan items and solicited feedback from Policy Board members on future work plan studies and projects. MAPO staff asked Policy Board members to follow up with their jurisdictions to seek additional feedback. MAPO staff explained that at the last TAC meeting members discussed other potential studies including: US169/Highway14 flood mitigation study, 3rd Avenue / Highway 14 ICE study and Hoffman Road extension to Eagle Lake report.

4.4 The 10-Year Capital Highway Investment Plan (CHIP)

Ms. Bigham from MnDOT District 7 presented on the District's 10-year CHIP. The Capital Highway Investment Plan shows the planned investments for the next ten years on the state highway network. Ms. Bigham explained that the first four years represents state highway projects in the State Transportation Improvement Program (STIP) representing MnDOT's committed construction program. The CHIP also identifies projects in the six years after the current STIP as the agency's planned investments. While projects are not commitments until they reach the State Transportation Improvement Program, listing the agency's priorities 5-10 years out allows for advanced coordination and ultimately better, more appropriate projects for all those served.

Other Business, Discussion & Updates

1. MAPO provided an update on the Transit Development Plan (TDP). Staff explained that the consultant in coordination with the City of Mankato has been receiving input through various outreach meetings.
2. Staff Explained that the TH22 Corridor Study will be meeting to kick off the study within the next few weeks.
3. Staff presented the MPO Summer Conference agenda which will be August 2-4 in Mankato. Staff explained that Policy Board members are welcome to attend.
4. Next MAPO Policy Board meeting is scheduled for September 7, 2017 at 6:00 p.m.

TAC Comments

None

Adjournment

With no further business, Mr. Kolars moved to adjourn the meeting, Mr. Rotchadl seconded the motion. With all voting in favor the meeting was adjourned.

Chair, Mr. Piepho