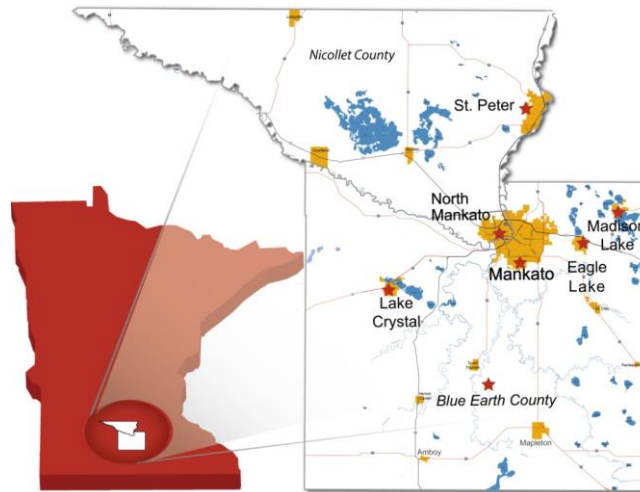


# **Mankato/North Mankato Area Planning Organization (MAPO)**

## **2020 & (2021 Draft) Unified Planning Work Program**



**Recommended for Adoption by MAPO Technical Advisory Committee  
August 15, 2019**

**Adopted by MAPO Policy Board  
September 5, 2019**

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

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## **MAPO Organization Background and Transportation Planning History**

The Mankato/North Mankato Area Planning Organization (MAPO) was established in 2012 in response to the 2010 U.S. Census which designated the Mankato/North Mankato region as an urbanized area requiring the formation of a Metropolitan Planning Organization (MPO). The purpose of MAPO is to meet and maintain a continuing, cooperative, and comprehensive (3C) metropolitan transportation planning process.

## **MAPO Representation**

MAPO is represented by the following units of government:

### **Counties**

Blue Earth  
Nicollet

### **Cities**

Eagle Lake  
Mankato  
North Mankato  
Skyline

### **Townships**

Belgrade  
Le Ray  
Lime  
Mankato  
South Bend

MAPO is directed by a six (6) member Policy Board comprised of elected officials representing MAPO partner agencies. MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and other plans and studies prepared by MAPO.

## Policy Board, Technical Advisory Committee, and Staff

<b>Policy Board</b>	<b>Technical Advisory Committee</b>
Tim Auringer – City of Eagle Lake	Ronda Allis – MnDOT (District 7)
Jack Kolars – Nicollet County	Paige Attarian – City of Skyline
Mike Laven – City of Mankato	Jennifer Bromeland – City of Eagle Lake
Mark Piepho – Blue Earth County (chair)	David Cowan – Minnesota State University, Mankato
Dan Rotchadl – MAPO Townships	Karl Friedrichs – Lime Township
James Whitlock – City of North Mankato	Michael Fischer – City of North Mankato
	Seth Greenwood – Nicollet County
<b>Staff</b>	Scott Hogen – Mankato Area Public Schools (D77)
Paul Vogel, Executive Director	Jeff Johnson – City of Mankato
Charles Androsky, Transportation Planner	Curt Kloss – Leray Township
	Mandy Landkamer – Nicollet County
	Leroy McClelland – South Bend Township
	Ed Pankratz – Mankato Township
	Paul Peterson – Mankato Area Public Schools (D77)
	Craig Rempp – City of Mankato
	Dan Sarff – City of North Mankato
	Shawn Schloesser – Region Nine Development Commission
	Craig Smith – Belgrade Township
	Michael Stalberger – Blue Earth County
	Ryan Thilges – Blue Earth County (chair)

## **Introduction and Vision Statement**

The 2020 Unified Planning Work Program (UPWP) for MAPO outlines work activities that MAPO will undertake as the designated Metropolitan Planning Organization (MPO) for the Mankato/North Mankato Metropolitan Planning Area. Projects programmed in the UPWP must be informed by and in congruence with MAPO's adopted Long Range Transportation Plan (LRTP).

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

### **MAPO Vision Statement**

Through continuing, cooperative, and comprehensive planning, the Mankato/North Mankato Area Planning Organization will promote a regional transportation system that is safe, increasingly efficient, integrated, and multimodal. This system will support economic development, be designed in a manner that promotes and markets the community, encourages sustainable growth, and improves mobility and access for both area and non-area residents and businesses.

## **Purpose of Unified Planning Work Program Document**

The purpose of this work program is to:

- 1) Provide a description of all transportation-related planning activities anticipated to be conducted by MAPO within the metropolitan planning area during 2020 and illustrative activities for 2021.
- 2) Provide detailed work activities and budget information, including local, state and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).

### **Scope of Work Program Planning Process**

The work activities described within are supported by funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Minnesota Department of Transportation (MnDOT) and MAPO member organizations. Work activities are informed by the MAPO Long Range Transportation Plan (LRTP).

### **Metropolitan Planning Factors**

Federal planning statutes identify planning factors that specify the scope of the planning process to be followed by MAPO (23 CFR 450.306). According to statute, the planning process shall provide for consideration and implementation of projects and strategies and services that will address ten (10) identified planning factors. Each factor is listed below. After each factor is a brief description of how the work activities contained in this UPWP support the metropolitan planning factors:

- 1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.**
  - Promote and use the adopted LRTP to ensure that transportation projects and work products are planned in a continuing, cooperative, and comprehensive manner.
  - Continue to monitor travel forecasting with development to reliably and accurately predict future traffic on the major street and highway system.
- 2. Increase the safety of the transportation system for motorized and non-motorized users.**
  - Continue to program transportation projects in coordination with the adopted LRTP and State and Federal safety requirements.
- 3. Increase the security of the transportation system for motorized and non-motorized users.**
  - MAPO staff will continue to serve as a resource to promote programs and opportunities that encourage non-motorized use and users such as the Transportation Alternatives (TA) program, Minnesota Statewide Health Improvement Program (SHIP) and Safe Routes to School (SRTS).
  - Staff will continue to work with local bike and walk advocate groups in advancement of safe non-motorized transportation options.
  - MAPO will provide technical assistance to member communities applying for Transportation Alternative (TA) program grant funding. Depending on type of funding requested, MAPO may assist member communities in improving safety for non-motorized users, such as completing trail system links, critical sidewalk networks around schools, and pedestrian crossing upgrades.
- 4. Increase the accessibility and mobility of people and for freight.**
  - Work with partners to implement the recommendations of local ADA transition plans.
  - Continued development and identification of needs through the Long Range Transportation Plan Update and ADA Transition Plan.
  - Work with other agencies on cooperative development of a Regional Transportation Coordinating Council (RTCC) to increase accessibility and mobility of persons within and throughout the MAPO planning area.
  - Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts.
- 5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.**
  - MAPO staff will assist in implementation of Mankato's and North Mankato's Complete Streets Plan to promote non-motorized usage and

promotes the health initiatives of the Minnesota Statewide Health Improvement Program (SHIP).

**6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.**

- Work with other agencies on cooperative development of a Regional Transportation Coordinating Council (RTCC) to promote efficiencies and cooperation, as well as reduce redundancies of public, private, and non-profit transit service within and throughout the MAPO planning area.

**7. Promote efficient system management and operation.**

- Coordination with MnDOT Area Transportation Partners (ATP) and MnDOT District 7 in administering the Transportation Alternatives (TA) program in the MAPO area, as well as in the development of the annual Transportation Improvement Program (TIP).
- Develop the MAPO's area TIP for submission to federal and state entities. MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.

**8. Emphasize the preservation of the existing transportation system.**

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

**9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.**

- Continue to program transportation projects in coordination with the adopted LRTP and local, State, and Federal stormwater requirements.

**10. Enhance travel and tourism.**

- MAPO staff will assist in implementation of Mankato's and North Mankato's Complete Streets Plans to enhance commuter and recreational opportunities.
- Continue to consider livability, user comfort, and person-centered design when developing work products.

**Resolution & Agreements**

The signed resolution adopting the annual work program is included as Appendix C. The following agreements governing the operation of MAPO are available on the MAPO website at [www.mnmapo.org](http://www.mnmapo.org).

- Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area.

- Memorandum of Understanding between the Minnesota Department of Transportation, MAPO, and the Public Transportation Operator.

## **Document Organization**

The 2020 Unified Planning Work Program is organized into six chapters:

**Chapter 1** provides a Summary List of 2020 and illustrative 2021 activities.

**Chapters 2-5** detail the work activities that will be undertaken in 2020 with program hours and budget information. These activities are:

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

**Chapter 6** provides the MAPO Strategic Plan.

Appendices A, B, and C provide supporting documentation of activities, details of the budgets and work activities, meeting times, and contact information.



## **Chapter 1: Executive Summary of 2020 and 2021 Activities**

### **2020 Activities**

The primary work activities for 2020 are:

- Development of Transportation Improvement Program (TIP).
- Continuation of Long Range Transportation Plan (LRTP) Update.
- Continuation of Highway 169 Corridor Study.
- Continuation of Warren Street Corridor Study.
- Provide staff administration to the MAPO TAC and Policy Board.
- Continued coordination with Mankato GIS regarding base data and map requests.
- Facilitate StreetLight data requests for MAPO partner jurisdictions
- Intersection Control Evaluation (ICE) for Lor Ray Drive and James Drive.
- Continued work on planning for a Regional Transportation Coordinating Council
- Upkeep and maintenance of MAPO website.
- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts.
- Complete 2021 & 2022 Unified Planning Work Program.
  - o Note: the 2021 UPWP requires approval. The 2022 UPWP is conceptual.
- Continued involvement in the Transportation Alternatives (TA) program, Surface Transportation Program (STP), and Safe Routes to School (SRTS) programs by providing assistance to MAPO member jurisdictions, as well as review and ranking as needed.
- Provide technical assistance and resources to Mankato Transit System (MTS) on as-needed basis.
- Work with the Region Nine Development Commission Transportation Committee and serve on their TAC.
- Coordination with Area Transportation Partnership (ATP-7) and MnDOT in reviewing and recommending projects.
- Continued involvement in the Statewide Health Improvement Plan (SHIP) and serving on their TAC.
- Review and update MAPO administrative documents as needed.
- Project management and coordination with consultants on various studies.

### **2021 Activities**

Potential activities for 2021 may include:

- Initiation of Transit-Oriented Development Plan
- Initiation of Minnesota River Trail Master Planning (corridor through MAPO area)
- Initiation of MAPO Transportation Modeling
- Initiation of Active Transportation Plan
- Initiation of Intelligent Transportation Plan

MAPO staff will coordinate with area partners and the MAPO TAC and Policy Board to prioritize future studies.

## Chapter 2: Program Support and Administration

### 100 Program Support and Administration

2020 Staff Hours: 1,450    2020 Budget: \$100,215

2021 Staff Hours: 1,500    2021: Budget: \$106,599

#### Introduction

Program Support and Administration activities include the coordination of Technical Advisory Committee and Policy Board meetings, staff training and travel, preparing the work program and quarterly accounting, vacation and holiday time, etc. and maintenance of the MAPO website and social media outlets.

- Program Support (750 staff hours)  
Program support activities keep the Policy Board, Technical Advisory Committee, and subcommittees informed and meeting on a regular basis. Actions include administering meetings, maintaining committee membership lists and bylaws, writing agendas and minutes, and special assignments.
  - Prepare agendas and minutes for MAPO meetings.
  - Prepare agendas, minutes and meeting notices for TAC meetings and Policy Board Meetings.
  - Attend trainings, meetings, and conferences.
  - Project task administration and communication between the Policy Board and TAC.
  - Review and update administrative Plans as needed.
  - Prepare local jurisdictions for billing.
  - Attend and present information on the current projects and MAPO updates to the Blue Earth and Nicollet County Board meetings as requested.
  - Attend and present MAPO updates to the Region Nine Development Commission Transportation Advisory Committee TAC at their regularly-scheduled meetings.
  - Attend and present information on the current projects and other MAPO updates to the City Councils of Mankato, North Mankato, and Eagle Lake as requested.
  - Attend and present information on the current projects and other MAPO updates to the Minnesota Statewide Health Improvement Initiative and serve on their Community Leadership Team.
- Unified Planning Work Program (UPWP) (150 staff hours)  
The UPWP is updated annually in consultation with the MnDOT, Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Mankato Transit System (MTS), the MAPO TAC, and MAPO Policy Board. Quarterly reports and reimbursement forms are prepared and office accounting is maintained. Annual

dues are calculated and billed, and the budget is coordinated with the City of Mankato.

- Prepare draft 2021-2022 UPWP.
  - Midyear and miscellaneous reviews with MnDOT, FHWA and FTA.
  - Prepare budgets and quarterly progress reports for MnDOT and FHWA.
  - Review 2020 UPWP with TAC, MnDOT and FHWA for work items to carry forward into 2021-2022 UPWP.
  - Receive input from local TAC, MnDOT and FHWA on work items to include in 2021- 2022 UPWP.
- Training and Travel (150 staff hours)  
Travel to MPO Directors meetings, training, and other activities are included. MnDOT requires that \$3,000 of planning funds are used to provide for the MPO's participation in meeting and workshops for the Minnesota MPO Directors and other professional development and training of the MPO staff. (Hard cost of these items are listed as line items in the budget)
    - Travel to MPO Directors Meetings.
    - Travel/registration for training opportunities (APA, FHWA, MnDOT, NTI).
    - Attend conferences.
    - Attend various statewide and district functions or workshops relevant to MAPO.
- Information Technology (City of Mankato) (100 staff hours)
    - Post meeting packets, minutes, and other materials to MAPO website.
    - Continue work with the City of Mankato's Information Technology and Public Information Departments to build and expand the MAPO website.
    - Work with Mankato, North Mankato, Blue Earth County and Nicollet County to continuing development of GIS information for MAPO area.
    - Explore and implement new technologies and methods to enhance public participation and engagement with MAPO.
- Program Expenses (300 staff hours)  
Program expenses are the costs associated with organizational upkeep and administration, including staff vacation, sick and holiday time.

*Process and Timeline to Completion:*

- *The 2021-2022 Unified Planning Work Program will be drafted during 2020 and adopted by September of 2020.*
- *Ongoing maintenance and coordination with City of Mankato Information Technology Department.*
- *The activities in this section will generally be completed in the 2020 Calendar year.*

## Chapter 3: Long-Range Transportation Planning

### 200 Long-Range Transportation Planning

2020 Staff Hours: 425      2020 Budget: \$113,428 (staff hours and consultant costs)  
2021 Staff Hours: 200      2021 Budget: \$74,976 (staff hours and consultant costs)

#### Introduction

The Long Range Transportation Planning element includes activities related to development of and maintenance of intermodal transportation plans which serve the long range transportation needs of the metropolitan planning area and are in compliance with federal and state requirements. MAPO also ensures fiscal constraint and conformity for all Long Range Transportation Planning activities.

#### Long Range Transportation Plan Update

As the region's designated Metropolitan Planning Organization (MPO), MAPO must maintain and periodically update a Long Range Transportation Plan (LRTP). The LRTP update must be adopted by December, 2020. Over the year 2020, work on the LRTP update shall include:

- *Continue LRTP update process, including data collection and analysis, public engagement elements, drafting and revision of Plan elements, and stakeholder presentations.*

#### Consultant Studies

- Long Range Transportation Plan Update
  - Total Contract Amount \$163,108.94
  - Amount Anticipated in 2020 (est.) \$87,299.00 (\$75,800 expended in 2019)
  - Anticipated Completion: 2020

## Chapter 4: Short-Range Transportation Planning

### 300 Short-Range Transportation Planning

2020 Staff Hours: 600      2020 Budget: \$184,438

2021 Staff Hours: 700      2021 Budget: \$180,344

#### Introduction

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

#### Activities

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

#### **Local Planning Assistance (475 staff hours)**

- Continued work on Warren Street Corridor Study.
- Continued work on 169 Corridor Study.
- Assist local partners with localized transportation planning efforts as needed.
- Work with partners on future local planning studies as identified by the TAC and Policy Board.
- Provide notification and assistance to MAPO partner agencies on Transportation Alternatives Program (TA), Surface Transportation Program (STP), Safe Routes to School (SRTS) and other opportunities, programs, and solicitations as needed.
- Assist Mankato Transit with various projects, plans, and initiatives as needed.
- Assist on general transportation topics that arise.
- Continued work with the Blue Earth County and Nicollet County. Includes technical assistance/support, presentations/outreach for MAPO projects and programming.
- Continued work with Statewide Health Improvement Program (SHIP). Includes serving on the SHIP Community Leadership Team.

#### **State Planning Assistance (125 staff hours)**

- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts, including review and commenting on statewide and district plans or projects. Assist as needed in open houses, outreach or other communication.
- Review requests and present functional classifications changes to TAC and Policy Board.
- Provide reporting and follow up with MnDOT regarding changes or updates to functional classification changes.
- Work with Region Nine Development Commission Transportation Committee and serve on their TAC. Provide technical assistance/support, present

information on MAPO projects/programming, serve as liaison between agencies.

- Continued involvement in meetings related to MPO functions for local advocacy groups and transportation partnerships.

*Process and Timeline to Completion:*

- The above referenced planning efforts and activities are anticipated to occur within over the 2020 calendar year.

**Consultant Studies**

- **Warren Street Corridor Study**

The Warren Street Corridor Study includes a traffic study of Warren Street from Riverfront Drive to Highland Park (via Cedar and Highland Avenue) in Mankato. The study will determine a range of alternatives for potential multimodal improvements throughout the segment by performing an operational analysis of major intersections, pedestrian movements, transit operations, safety, public engagement, and traffic flow to ensure the most efficient and community-supported design is implemented for the reconstruction of Warren Street, which is scheduled for 2021. This study is referenced in the LRTP on pages 12-2 and 12-3.

- Total Project Cost (est.): 69,499.34
- 2020 Cost (est.): \$30,500 (\$39,000 expended in 2019)
- Anticipated Completion: 2020

- **Highway 169 Corridor Study**

Highway 169 Corridor Study includes coordination with partner jurisdictions (Mankato, North Mankato, Blue Earth County, and Nicollet County) in cooperation with MnDOT. In the District 7 Capital Highway Improvement Plan (CHIP), several pavement and bridge projects are contemplated along the corridor within the next 10 years. In addition, land use transitions abutting the corridor are also likely. Since a study has not been conducted for the corridor within the last 20 years, MAPO partners believe a coordinated examination of the corridor is warranted considering possible land use transitions, future MnDOT improvements, and ongoing concerns regarding access, safety, and the context of the corridor through the urbanized area. The need for this study is referenced in the LRTP on numerous pages including 6-21 and 9-21, which identifies that “further study [is] warranted” along the corridor.

- Total project cost (est.): \$196,700
- 2020 Cost (est.): \$100,000 (\$10,000 expended in 2019, \$86,700 estimated in 2021)
- Anticipated Completion: 2021

- **Intersection Control Evaluation (ICE) of Lor Ray Drive at James Drive**

A multimodal study of the intersection of Lor Ray Drive and James Drive in North Mankato. This area experiences high volumes of traffic generated by industrial, commercial, and residential uses. The intersection is currently a four-way stop with

issues of traffic backup during peak hours. The purpose of the ICE study is to examine a range of alternatives through review of existing traffic counts and movements and contributing factors. Alternatives will be examined with consideration to safety, future planning, nearby land impacts, multimodalism, and local context. The ICE will develop recommendations for potential future improvements.

- Total Project Cost (est.): \$15,000
- Anticipated Completion: 2020
- 

## **Chapter 5: Program Development**

### **400 Program Development & TIP Development**

2020 Staff Hours: 580	2020 Budget: \$35,212
2021 Staff Hours: 605	2021 Budget: \$37,382

#### Introduction

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

#### Activities

##### **Transportation Improvement Program (TIP)**

The TIP is a federally-mandated, annually-prepared document that contains pedestrian, highway, transit, streets, highway, and other transportation projects that are recommended for federal funding during the next four years in the metropolitan area. This task includes development of the MAPO's area 2020-2023 TIP for submission to federal and state oversight agencies. MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.

- Ensure that federal investments are tied to planning, priorities, and policies as defined in the MAPO's LRTP.
- Solicit and prioritize candidate project and assist MnDOT Central Office and MnDOT District 7 as a member of ATP subcommittees as needed.
- Conduct consultation with the Mankato Transit System.
- Ensure the TIP document is fiscally constrained.
- Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning process.
- Perform TIP public engagement activities as outlined in the MAPO Public Participation Plan.
- Send approved TIP to federal and state oversight agencies.
- Amend and/or modify the TIP as necessary in response to changes in project schedules and/or scopes.

## **Regional Planning Assistance**

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

### *Process and Timeline to Completion:*

- The above referenced items are yearly planning activities that coincide with District 7 ATP's dates and timelines within the calendar year.

## **Regional Transportation Coordinating Council (RTCC) Development**

MAPO, in cooperation with MnDOT's Office of Transit and Active Transportation, will continue work on planning for a Regional Transportation Coordinating Council (RTCC). The RTCC will be tasked with increasing coordination between transportation providers and service agencies to achieve efficiencies and fill transportation gaps within, throughout, and around the MAPO area.

- Work with other agencies on cooperative development of a Regional Transportation Coordinating Council (RTCC) to increase accessibility and mobility of persons within and throughout the MAPO planning area.
- Build and strengthen partnerships with and between regional human service organizations and private, public, and nonprofit providers.
- Coordinate with MnDOT to obtain and administer funding for development of an RTCC Plan.
- Manage consultant throughout plan development process.



## Chapter 6: Strategic Plan

### Introduction

What follows is a summary of MAPO overall Strategic Planning as it relates to maintenance of the Long Range Transportation Plan (LRTP) for the Years 2019-2022.

Major Program Activities	2019	2020	2021	2022
ADA Transition Plan	X			
Aerial Photography	X			
Highway 169 Corridor Study	X	X		
Warren Street Corridor Study	X	X		
Long Range Transportation Plan Update	X	X		
Regional Transportation Coordinating Council (RTCC)	X	X		
Intersection Control Evaluation: Lor Ray Dr. and James Dr.		X		
Prospective: Transit-Oriented Development Plan			X	X
Prospective: Active Transportation Plan			X	X
Prospective: MAPO Transportation Modeling			X	X
Prospective: Intelligent Transportation Plan			X	X

MAPO staff, TAC, and Policy Board will annually review the MAPO Strategic Plan and reevaluate planning studies for inclusion in future work programs.

## \*Appendix A: 2020 Program Activity Details & Budget

\*Note: totals in appendices may be off by \$1 due to rounding

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	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 MAPO administrative documents as needed		
	6. Prepare billing for local jurisdiction assessment		
	<b>Total Expense - Program Support</b>	<b>\$48,408</b>	<b>750</b>
Planning Work Program 51002	1. Prepare draft 2021-2022 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	<b>Total Expense - Planning Work Program</b>	<b>\$9,471</b>	<b>150</b>
Training and Travel 51003	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	<b>Total Expense - Training &amp; Travel</b>	<b>\$9,471</b>	<b>150</b>
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support (7208)	\$10,000	
	Total Staff Expenses	\$4,769	100
	<b>Total Expense - Information Tech &amp; Website</b>	<b>\$14,769</b>	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	<b>Total Expense - Program Expenses</b>	<b>\$18,096</b>	<b>300</b>
<b>Total Expenses - Program Support and Administration</b>		<b>\$100,215</b>	<b>1,450</b>
	200 Long-Range Planning	Budget	Staff Hours
LRTP Update 52001	1. Consultant cost - Continue to develop Long Range Transportation Plan Update	\$87,299	
	Total Staff costs - Long Range Transportation Plan Update	\$26,129	425
	<b>Total Expenses - Long Range Transportation Plan Update</b>	<b>\$113,428</b>	
<b>Total Expenses - Long Range Planning</b>		<b>\$113,428</b>	<b>425</b>
	300 Short-Range Planning	Budget	Staff Hours
Short Range Planning - Local	1. Consultant cost - Intersection Control Evaluation (ICE) Lor Ray Drive at James Drive	\$15,000	
	2. Consultant cost - Warren Street Corridor Study	\$30,500	
	3. Consultant cost - Highway 169 Corridor Study	\$100,000	
	4. Assist MAPO partners with local transportation planning efforts as needed		
	5. Coordination and working with local Statewide Health Improvement Program/Active Transportation		
	6. Distribute and share relevant transportation materials & information/LRTP Outreach (52002 staff coding)		
	7. Initiate work on RFP for urbanized area Transit-Oriented Development Plan		
	Staff Expenses	\$30,694	475
	<b>Total Expenses - Short Range Planning - Local</b>	<b>\$176,194</b>	
State Planning Efforts 53002	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	\$8,244	125
	<b>Total Expenses - Short Range Planning - Interagency</b>	<b>\$8,244</b>	
Staff Expenses - Short Range Planning		\$38,938	
<b>Total Expenses - Short-Range Planning</b>		<b>\$184,438</b>	<b>600</b>

## 2020 Program Activity Details & Budget Continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development	\$10,620	
	<b>Total Expenses - Program Development - Interagency</b>	<b>\$5,614</b>	<b>80</b>
Inter Agency Local 54003	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 Advisory Committee		
	8. Staff costs - coordinate Regional Transportation Coordinating Council - Phase 1 Planning	\$5,751	100
	9. Facilitate interjurisdictional discussion with City of Mankato and Mankato Township regarding Foley Road		
	Total Staffing Costs - Inter Agency Local	\$23,847	400
	<b>Total Expenses - Program Development - Interagency</b>	<b>\$29,598</b>	
<b>Total Expenses - Program Development</b>		<b>\$35,212</b>	<b>580</b>
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	3210 Telephone & Postage	\$499	
	3300 Training, Travel & Conferences	\$3,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies (including software and \$5,000 StreetLight license fee to be paid October 2020)	\$5,760	
	4330 Subscriptions & Memberships	\$550	
<b>Total Commodities &amp; Other Services</b>		<b>\$14,009</b>	
<b>Total Expenses and Staffing Hours for 2020</b>		<b>\$447,302</b>	<b>3,055</b>

## 2020 Program Budget and Detail

2020 UPWP Program Budget and Detail						
Funding Source	Funds	Allocation of Funds				
		100	200	300	400	Other Services & Commodities
		Program Support	Long Range Planning	Short Range Planning	Program Development	
MAPO Revenue						
Minnesota Federal Funds	\$ 351,301	\$ 78,707	\$ 89,084	144,854	\$ 27,654	\$ 11,002
	78.54%					
Local Match - Minnesota Federal Funds - (including \$20,000 State funds from MnDOT District 7 for 169 Corridor Study)	\$ 55,128	\$ 12,351	\$ 13,980	22,731	\$ 4,340	\$ 1,727
	12.32%					
Minnesota State Funds	\$ 32,698	\$ 7,326	\$ 8,292	13,483	\$ 2,574	\$ 1,024
	7.31%					
Local Match - Minnesota State Funds	\$ 8,175	\$ 1,832	\$ 2,073	3,371	\$ 644	\$ 256
	1.83%					
Total Revenue	\$447,302	\$100,215	\$113,428	\$184,438	\$35,212	\$14,009
MAPO Staff Expenses						
Program Support & Administration	\$ 100,215	\$ 100,215				
Long Range Planning	\$ 26,129		\$ 26,129			
Short Range Planning	\$ 38,938			\$ 38,938		
Program Development	\$ 35,212				\$ 35,212	
Total Staff Salaries & Benefits	\$ 200,494					
Commodities & Other Services						
Legal, Publication, & Advertising	\$ 1,200					\$ 1,200
Telephone & Postage	\$ 499					\$ 499
Training, Travel & Conferences	\$ 3,000					\$ 3,000
Printing & Publishing	\$ 3,000					\$ 3,000
Office Supplies (including software)	\$ 5,760					\$ 5,760
Subscriptions & Memberships	\$ 550					\$ 550
Consultant Services	\$ 232,799		\$ 87,299	\$ 145,500		
Total Expenses	\$ 447,302	\$ 100,215	\$ 113,428	\$ 184,438	\$ 35,212	\$ 14,009
% of Total Program		22.4%	25.4%	41.2%	7.9%	3.1%

## \*2020 Unified Planning Work Program Budget – Federal Funds and Local Match

MAPO FY 2020 Unified Planning Work Program Budget - Federal Funds and Local Match				
UPWP Category	Project Title	Federal Funding Amount	Local Funding Amount (State and Local)	Total Funding Amount
100	Program Support	\$ 78,707	\$ 21,508	\$ 100,215
200	Long Range Planning	\$ 89,084	\$ 24,344	\$ 113,428
300	Short Range Planning	\$ 144,854	\$ 39,584	\$ 184,438
400	Program Development	\$ 27,654	\$ 7,557	\$ 35,212
	Other Service & Commodities	\$ 11,002	\$ 3,007	\$ 14,009
	<b>*Funding Totals</b>	<b>\$ 351,301</b>	<b>\$ 96,000</b>	<b>\$ 447,302</b>
Source of Local Funds:				
	Minnesota State Funds		\$ 32,698	
	Local Funds		\$ 63,302	
	<b>Funding Totals</b>		<b>\$ 96,000</b>	

\*Note: funds granted by State of Minnesota for Regional Transportation Coordinating Council Phase 1 Planning activities not included.

### 2020 Local Share Amount

2020 LOCAL SHARE AMOUNT	
UNIT OF GOVERNMENT	LOCAL SHARE
<b>TOTAL 2020 Local Payments</b>	<b>\$ 63,302</b>
<b>Subtract MnDOT D7 match for 169 Corridor Study (\$20,000)</b>	<b>\$ 43,302</b>
Blue Earth County	\$ 16,455
City of Mankato	\$ 16,022
Nicollet County	\$ 5,196
City of North Mankato	\$ 5,629
<b>TOTAL 2020 Local Partner Payments</b>	<b>\$ 43,302</b>

### Local Share Amount by Year

Local Share Amount by Year	2014	2015	2016	2017	2018	2019	2020
Blue Earth County	\$ 17,316	\$ 8,443	\$ 11,983	\$ 11,496	\$ 15,436	\$ 16,021	\$ 16,455
City of Mankato	\$ 16,824	\$ 8,207	\$ 11,668	\$ 10,901	\$ 15,030	\$ 15,599	\$ 16,022
Nicollet County	\$ 5,223	\$ 2,545	\$ 3,783	\$ 3,535	\$ 4,875	\$ 5,059	\$ 5,196
City of North Mankato	\$ 5,715	\$ 2,787	\$ 4,098	\$ 3,830	\$ 5,281	\$ 5,481	\$ 5,629
Total	\$ 45,078	\$ 21,982	\$ 31,532	\$ 29,762	\$ 40,622	\$ 42,160	\$ 43,302

## Draft 2021 Program Activity Details & Budget (illustrative)

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	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 MAPO administrative documents as needed		
	6. Prepare billing for local jurisdiction assessment		
	<b>Total Expense - Program Support</b>	<b>\$52,955</b>	<b>800</b>
Planning Work Program 51002	1. Prepare draft 2021-2022 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	<b>Total Expense - Planning Work Program</b>	<b>\$9,660</b>	<b>150</b>
Training and Travel 51003	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	<b>Total Expense - Training &amp; Travel</b>	<b>\$9,660</b>	<b>150</b>
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support (7208)	\$10,000	
	Total Staff Expenses	\$5,866	100
	<b>Total Expense - Information Tech &amp; Website</b>	<b>\$15,866</b>	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	<b>Total Expense - Program Expenses</b>	<b>\$18,458</b>	<b>300</b>
<b>Total Expenses - Program Support and Administration</b>		<b>\$106,599</b>	<b>1,500</b>
	200 Long-Range Planning	Budget	Staff Hours
Long Range Planning 52001	1. Consultant cost - Long Range Planning	\$50,000	
	Total Staff costs - Long Range Planning	\$24,976	200
	Total Expenses - Long Range Planning	<b>\$74,976</b>	
<b>Total Expenses - Long Range Planning</b>		<b>\$74,976</b>	<b>200</b>
	300 Short-Range Planning	Budget	Staff Hours
Short Range Planning - Local 52002	1. Consultant cost - Short Range Planning	\$25,000	
	2. Consultant cost - Highway 169 Corridor Study	\$86,700	
	3. Partner-solicited projects	\$25,000	
	4. Assist MAPO partners with local transportation planning efforts as needed		
	5. Coordination and working with local Statewide Health Improvement Program/Active Transportation		
	6. Distribute and share relevant transportation materials & information/outreach (52002 staff coding)		
	7. Coordination with agency partners on Regional Transit Coordinating Council		
	Staff Expenses	\$33,984	550
	<b>Total Expenses - Short Range Planning - Local</b>	<b>\$170,684</b>	
State Planning Efforts 53002	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	\$9,660	150
	<b>Total Expenses - Short Range Planning - Interagency</b>	<b>\$9,660</b>	
	Staff Expenses - Short Range Planning	\$43,644	
<b>Total Expenses - Short-Range Planning</b>		<b>\$180,344</b>	<b>700</b>

## Draft 2021 Program Activity Details & Budget (illustrative) Continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development	\$10,620	
	<b>Total Expenses - Program Development - Interagency</b>	<b>\$6,727</b>	<b>100</b>
Inter Agency Local 54003	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 Advisory Committee		
	8. Staff costs - coordinate Regional Transportation Coordinating Council - Phase 1 Planning	\$6,331	105
	Total Staffing Costs - Inter Agency Local	\$24,324	400
	<b>Total Expenses - Program Development - Interagency</b>	<b>\$30,655</b>	
<b>Total Expenses - Program Development</b>		<b>\$37,382</b>	<b>605</b>
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	3210 Telephone & Postage	\$499	
	3300 Training, Travel & Conferences	\$3,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies (including software and \$5,000 StreetLight license fee to be paid October 2021)	\$5,760	
	4330 Subscriptions & Memberships	\$550	
<b>Total Commodities &amp; Other Services</b>		<b>\$14,009</b>	
<b>Total Expenses and Staffing Hours for 2021 (est.)</b>		<b>\$413,311</b>	<b>3,005</b>

## Appendix B: MAPO Meeting Locations, Times & Contact Information

### Policy Board meetings

MAPO Policy Board meetings are typically held every other month on the 1<sup>st</sup> Thursday of the month unless otherwise notified. Board meetings are typically held in the Minnesota River Room, 1<sup>st</sup> floor of the Intergovernmental Center (IGC) at 6:00pm, 10 Civic Center Plaza, Mankato, MN 56001.

### Technical Advisory Committee (TAC) meetings

MAPO Technical Advisory Committee meetings are typically held every other month on the 3<sup>rd</sup> Thursday of every month unless otherwise notified. TAC meetings are typically held in the Minnesota River Room, 1<sup>st</sup> floor of the Intergovernmental Center (IGC) at 6:00pm, 10 Civic Center Plaza, Mankato, MN 56001.

### MAPO Contact information

#### Mailing Address

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

#### Website

[www.mnmapo.org](http://www.mnmapo.org)

**Executive Director**

Paul Vogel

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## Appendix C: Adopting Resolution

### **Resolution Adopting 2020-2021 Unified Planning Work Program for the Mankato/North Mankato Area Planning Organization**

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

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

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

WHEREAS, MAPO commits to providing the twenty (20) percent local match for the federal and state funds.

NOW, THEREFORE, BE IT RESOLVED: that the Policy Board of the MAPO adopts the 2020 Unified Planning Work Program with potential minor amendments or amendments pending MnDOT and FHWA comments; and

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

#### CERTIFICATION

State of Minnesota

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the 5<sup>th</sup> day of September, 2019, as shown by the minutes of said meeting in my possession.

 Chair	 Executive Director	<u>9/5/19</u> Date	<u>9/5/19</u> Date
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