

**Mankato/North Mankato Area Planning Organization  
Technical Advisory Committee (TAC)**

March 18, 2021 – 1:30 p.m.

Remote meeting available by internet link or telephone:

<https://us02web.zoom.us/j/88445241445?pwd=QnVnNE4wMDJlOW9pMGRJamxuSzRFdz09>

Meeting ID: 884 4524 1445

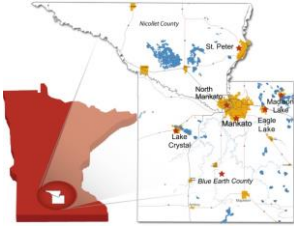
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***\*\*Meeting will be recorded for notetaking purposes\*\****

- I. Call to Order
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes – January 19, 2021
- V. New Business
  1. Recommendation to approve TIP/STIP development memorandum
  2. Recommendation to approve consultant for CSAH 16 (Stoltzman) and CSAH 60 (Stadium) Intersection Control Evaluation
  3. Recommendation to approve consultant for Highway 14 Pedestrian Bridge Study
- VI. Other Business, Discussion & Updates
  1. Discussion: Draft 2022 Unified Planning Work Program (UPWP) Project Suggestion Form
  2. Informational: Quarterly Report: Q4 2020
  3. Informational: Administrative Modification to 2021-2024 Transportation Improvement Program (TIP) SP 8827-319 ITS improvements
- VII. Unapproved February 4, 2020 MAPO Policy Board meeting minutes (informational)
- VIII. TAC Comments
- IX. Adjournment

Mankato/North Mankato Area Planning Organization (MAPO) | 10 Civic Center Plaza |  
Mankato, MN | 56001 | [www.mnmapo.org](http://www.mnmapo.org)



# Meeting Minutes of the Mankato/North Mankato Area Planning Organization (MAPO) Technical Advisory Committee (TAC)

January 19, 2021 | 1:30 p.m. | Remote meeting conducted via Zoom

TAC members present: Jennifer Bromeland– City of Eagle Lake, Paul Corcoran – Minnesota State University, Mankato, Mike Fischer - City of North Mankato, Karl Friedrichs – Lime Township, Seth Greenwood - Nicollet County, Joel Hanif – Region Nine Development Commission, Jeff Johnson - City of Mankato, Mark Konz – City of Mankato, Leroy McClelland – South Bend Township, Scott Morgan– Mankato Township, Sam Parker – MnDOT District 7, Dan Sarff – City of North Mankato, Ryan Thilges - Blue Earth County

Others Present: Charles Androsky – MAPO staff, David Cowan – Minnesota State University, Adrian Potter– SRF Consulting, Brianna Sanders – Region Nine Development Commission, Paul Vogel – MAPO Executive Director

## I. Call to Order

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

## II. Introductions

Introductions were made.

## III. Approval of Agenda

Mr. Konz made a motion approving the agenda. Mr. Fischer seconded the motion. With all voting in favor, the motion carried.

## IV. Approval of Minutes – October 15, 2020

Ms. Bromeland made a motion approving the minutes from the previous TAC meeting. Mr. Sarff seconded the motion. With all voting in favor, the motion carried.

## V. New Business

### **5.1 Recommendation to support MnDOT Performance Measure (PM) Targets - PM2 and PM3**

Staff delivered an overview of Performance Measure targets set by the Minnesota Department of Transportation and associated MPO requirements. The recommendation was for the TAC to motion to recommend to the Policy Board approval of resolutions to plan and program projects to contribute to the accomplishment of State targets.

Mr. Konz made a motion recommending approval to the Policy Board. Mr. Greenwood seconded the motion. With all voting in favor, the motion carried.

### **5.2 Recommendation to approve TIP candidate project rankings**

Staff reported work had begun on developing the 2022-2025 Transportation Improvement Program (TIP). This included coordination with MnDOT District 7 to provide a MAPO ranking for Surface Transportation Program (STP) projects submitted within the MAPO planning boundary. The recommendation was for the TAC to recommend to the MAPO Policy Board approval of a project ranking sheet for submittal to MnDOT.

Mr. Thilges made a motion recommending approval to the Policy Board. Mr. Friedrichs seconded the motion. Mr. McClelland abstained. With all voting in favor, the motion carried.

### **5.3 Recommendation to amend 169 Corridor Study for COVID-19 traffic analytics**

Staff reported that reduced traffic volumes at the outset of the COVID-19 pandemic had affected transportation routes associated with MAPO's ongoing 169 Corridor Study. To account for the traffic volume reductions, the study team performed additional traffic analytics and projections based on historic data.

To account for this cost, MnDOT District 7 had made available an additional \$5,000 to the study. The study Project Management Team had recommended amending the MAPO-consultant contract to increase the contract amount by \$5,000, the source being MnDOT funds. The staff recommendation was a motion to recommend to the MAPO Policy Board amendment of the MAPO-consultant contract and amendment of the financial agreement between MnDOT and MAPO's fiscal agent.

Mr. Greenwood made a motion recommending the amendments to the Policy Board. Mr. Konz seconded the motion. Mr. Sarff abstained. With all voting in favor, the motion carried.

## **VI. Other Business, Discussion & Updates**

### **6.1 Informational: Lor Ray Drive at James Drive Intersection Control Evaluation (SRF)**

Mr. Potter provided an overview of the process and conclusions of the recently completed Intersection Control Evaluation (ICE) of Lor Ray Drive at James Drive in North Mankato.

### **6.2 Informational: 169 Corridor Study Update**

Staff provided an overview of the ongoing 169 Corridor Study including process, public input, and next steps.

Mr. McClelland notified that the township of South Bend had conducted a drainage study and recommended review for the 169 Corridor Study. Staff stated the drainage study would be reviewed by the study team.

### **6.3 Administrative Modification to 2021-2024 Transportation Improvement Program: 007-090-005 – Stoltzman Road bicycle/pedestrian trail & 052-613-021 CSAH 13 mill and overlay**

Staff reported on Administrative Modifications made to the 2021-2024 TIP. Project 007-090-005 had undergone a funding shift without a change in total project budget or deadline. Project 052613-021 had undergone a funding shift without change to total project budget or deadline.

### **6.4 Administrative Modification to 2021-2024 Transportation Improvement Program: Transit adjustments**

Staff reported on Administrative Modifications made to the 2021-2024 TIP relating to transit projects. Project TRF-0028-20E was shifted back one year. Project TRF-0028-20F was shifted back one year. Project TRF-0028-21D was removed from the TIP, as the project's federal funding share was converted to a state share.

**VII. Unapproved November 5, 2020 MAPO Policy Board meeting minutes**

The draft minutes from the MAPO Policy Board meeting held November 5, 2020 were disbursed for TAC review.

**VIII. TAC Comments**

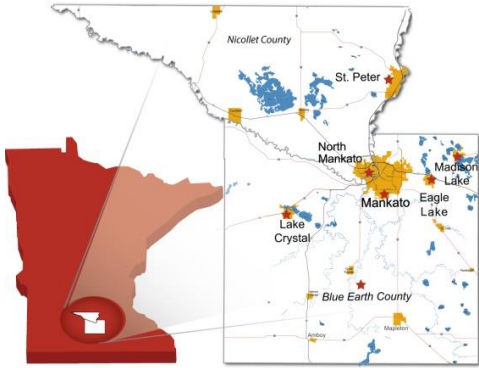
Staff discussed the next TAC meeting was tentatively scheduled for April 15, 2021, though the date of the meeting would be dependent on forthcoming information.

**IX. Adjournment**

Mr. Parker made a motion to adjourn. Mr. Konz seconded the motion. With all voting in favor, the motion carried. The meeting was adjourned at 2:45p.m.

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Chair, Mr. Johnson



## AGENDA RECOMMENDATION

### Agenda Heading: Recommendation to approve MnDOT TIP/STIP development memorandum No: 5.1

#### **Agenda Item:**

Recommendation to approve MnDOT TIP/STIP development memorandum

#### **Recommendation Action(s):**

Motion by TAC to recommend to MAPO Policy Board approval of the attached TIP/STIP development memorandum

#### **Summary:**

Annually MAPO prepares a Transportation Improvement Program (TIP) in coordination with MnDOT District 7's Area Transportation Improvement Program (ATIP) and the statewide State Transportation Improvement Program (STIP).

MnDOT Central Office has requested statewide MPOs and Districts agree to enter into a uniform informal TIP/STIP development schedule, as outlined in the attached TIP/STIP development memorandum.

The informal agreement and schedule largely conform to MAPO's previous and future anticipated TIP development timelines. The agreement recommends that MAPO will submit a draft project list to District 7 by April 1<sup>st</sup>, release a draft TIP by July 15<sup>th</sup>, and the MAPO Policy Board will adopt a finalized TIP no later than September 24<sup>th</sup>.

MnDOT District 7 has concurred with the schedule presented in the informal memorandum.

Staff recommendation is a motion to recommend to the MAPO Policy Board approval of the attached memorandum, including signing by the MAPO Executive Director.

#### **Attachments:**

MnDOT/MAPO TIP/STIP development memorandum

MAPO – MnDOT District 7 TIP/ATIP development flowchart

## Memo

**Date:** 02/12/2021

**To:** Paul Vogel, Ronda Allis, Patrick Weidemann

**From:** Anna Pierce, Planning Program Coordinator – OTSM

### RE: TIP/STIP Coordination Timeline

- 1) **PURPOSE, SCOPE AND SCHEDULE.** The purpose of this memorandum is to serve as an informal agreement between the Minnesota Department of Transportation (MnDOT) Central Office, MnDOT District 7 and Mankato-North Mankato Area Planning Organization (MAPO) to encourage and maintain a continuing, cooperative, and comprehensive (3-C) transportation planning and programming process for TIP/STIP coordination as defined and required by the United States Department of Transportation (USDOT) regulations 23 CFR 450, 23 USC 134 and 135, 49 USC 5303 and 5304.

One portion of these regulations is that each Metropolitan Planning Organization (MPO) shall develop a Transportation Improvement Program (TIP) and the State shall develop a Statewide Transportation Improvement Program (STIP) consistent with the 3-C planning process.

FHWA-MN and MnDOT Central office jointly produced a review of the coordination between MnDOT Central Office, MnDOT Districts and MPOs. This resulted in the Federal Highway Administration's (FHWA) MnDOT Project coordination with MPOs released in July 2020, there are nine (9) recommendations for improving the project coordination process across Minnesota. This memorandum is in response to "Recommendation 9: Consider formalizing an agreed-upon process for project coordination between MnDOT Districts, MnDOT CO and the MPOs."

Per recommendation 9, MnDOT requests a consensus between the MnDOT District 7, MnDOT Central Office, and MAPO in agreeing to the following deadlines as they relate to TIP/STIP coordination.

- **1<sup>st</sup> week in February** – Specialty Offices provide MnDOT Office of Transportation System Management (OTSM) with draft project lists; projects distributed to Metropolitan Planning Organizations (MPOs) and Districts from OTSM following that.
- **By March 1** – Compile Specialty Offices' draft project lists and distributed to MPOs and Districts
- **By April 1** – MAPO submits a draft Transportation Improvement Program (TIP) project list to District 7 to include in the draft ATIP; This can be in a spreadsheet format.
- **By April 15** – District Planner submits draft ATIP to OTSM
- **By June 1** – District Planner shares their final project list of projects within the MPA boundaries with the MAPO; Projects within the MPA boundaries should be in their final draft format at this point.
- **By July 8** – District Planner submits final draft ATIP to OTSM for incorporation/compilation in the Statewide Transportation Improvement Program (STIP)

- **No later than July 15<sup>th</sup>** – MAPO release their draft TIP for public comment
  - Once released for public comment, projects in the TIP cannot be changed, except by the MAPO. Any change noted by MnDOT District 7 or OTSM will need to be processed after the STIP is adopted by FHWA/FTA as an amendment or administrative modification.
- **No later than September 24<sup>th</sup>** – MAPO adopts their TIP
- **September 30<sup>th</sup>** – MnDOT submits STIP to FHWA/FTA

## 2) RESPONSIBILITIES TO ACHIEVE SCHEDULE

### MAPO

- By April 1 – MAPO submits a draft TIP project list to District 7 to include in the draft ATIP; This can be in a spreadsheet format.
- No later than July 15<sup>th</sup> – MAPO release their draft TIP for public comment
- No later than September 24<sup>th</sup> – MAPO adopts their TIP

### MnDOT District 7

- By April 15 – District 7 submit draft ATIP to OTSM
- By June 1 – District 7 share their final project list of projects within the MPA boundaries with the MAPO; Projects within the MPA boundaries should be in their final draft format at this point.
- By July 8 – District 7 submits final draft ATIP to OTSM for incorporation/compilation in the STIP

### MnDOT Central Office

- By March 1 – Compile Specialty Offices' draft project lists and distributed to MPOs and Districts
  - (a) July 8 through September 29 – Compile STIP document, referencing the TIPs across the State of Minnesota MPOs for projects within their MPAs.
- September 30 – Submit STIP to FHWA and FTA for review and approval

- 3) **AGREEMENT OBLIGATIONS.** This agreement is not a legally binding document, but rather is intended serve as a good faith effort between all the parties in an effort coordinate. The effective date of the agreement will begin once all parties have agreed via email and signature at the bottom of this document. Any needed modifications or the termination of the agreement may be considered by all parties through a written email request by one or more of the parties.

We concur with this Agreement

MnDOT District 7

Mankato-North Mankato Area Planning  
Organization

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: District Planner

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MnDOT Office of Transportation System  
Management

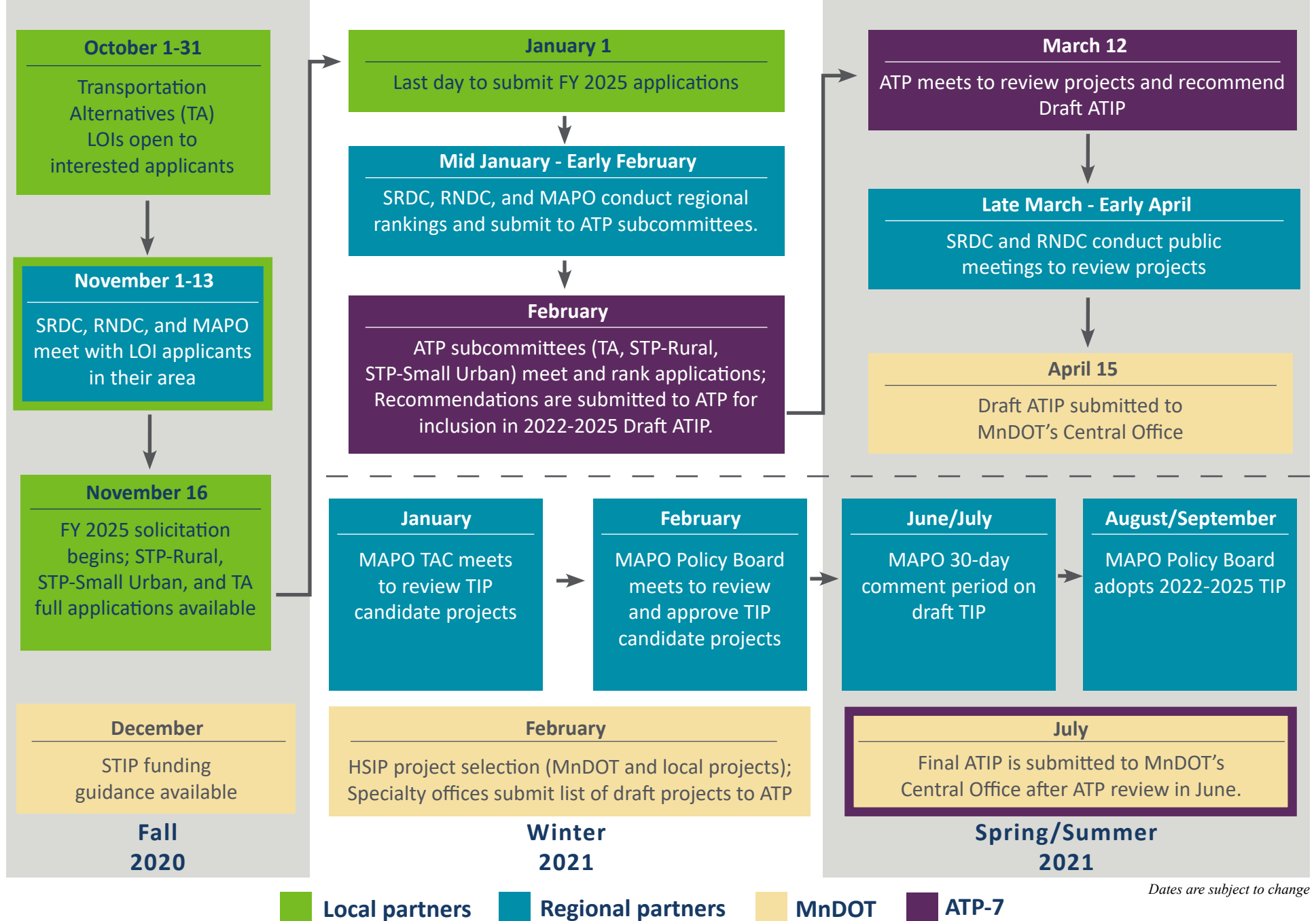
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By:

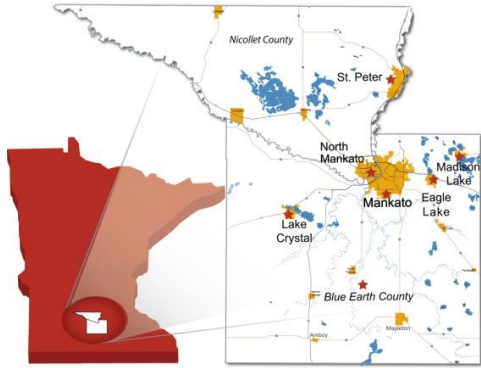
Title: Transportation Program Director

Date: \_\_\_\_\_



# ATP-7 Solicitation Flowchart





## AGENDA RECOMMENDATION

### Agenda Heading: Recommendation to approve consultant for CSAH 16 (Stoltzman) and CSAH 60 (Stadium) Intersection Control Evaluation No: 5.2

#### **Agenda Item:**

Recommendation to approve consultant for CSAH 16 (Stoltzman) and CSAH 60 (Stadium) Intersection Control Evaluation

#### **Recommendation Action(s):**

Motion by TAC to recommend to MAPO Policy Board approval to proceed with recommended consultant

#### **Summary:**

MAPO's 2021 Unified Planning Work Program (UPWP) includes consultant partnership for the CSAH 16 (Stoltzman) and CSAH 60 (Stadium) Intersection Control Evaluation (ICE). MAPO utilizes a competitive procurement process for consultant selection.

The Request for Proposals (RFP) was advertised through a range of venues including posting on the MAPO website/Twitter, notice in the Mankato Free Press, email to MAPO's consultant email list, and announcement through the Association of Metropolitan Planning Organizations, League of Minnesota Cities, Association of Minnesota Counties, American Council of Engineering Companies of Minnesota, and Women Transportation Society.

The proposal ranking subcommittee included representatives from MAPO, Blue Earth County, and the City of Mankato and met March 8, 2021. It is the subcommittee's recommendation that Alliant Engineering be selected for contract. Factors contributing to this recommendation included the project work plan, previous experience, and expanded stakeholder engagement.

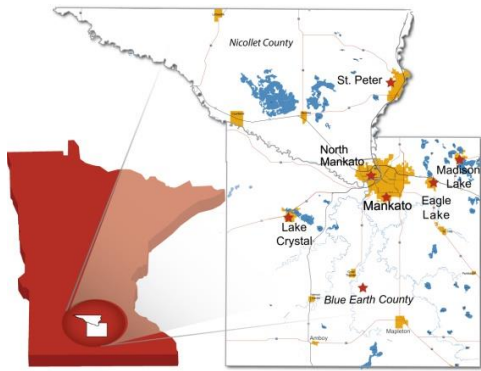
Staff recommendation is a motion to recommend to the MAPO Policy Board selection of Alliant Engineering for consultant partnership to perform the CSAH 16 (Stoltzman) and CSAH 60 (Stadium) ICE.

#### **Attachments:**

[Hyperlinked proposal: Alliant Engineering, Inc.](#)

[Hyperlinked proposal: Bolton & Menk, Inc.](#)

[Hyperlinked proposal: SRF, Inc.](#)



## AGENDA RECOMMENDATION

### Agenda Heading: Recommendation to approve consultant for Highway 14 Pedestrian Bridge Study No: 5.3

#### **Agenda Item:**

Recommendation to approve consultant for Highway 14 Pedestrian Bridge Study

#### **Recommendation Action(s):**

Motion by TAC to recommend to MAPO Policy Board approval to proceed with recommended consultant

#### **Summary:**

MAPO's 2021 Unified Planning Work Program (UPWP) includes consultant partnership for the Highway 14 Pedestrian Bridge Study. MAPO utilizes a competitive procurement process for consultant selection.

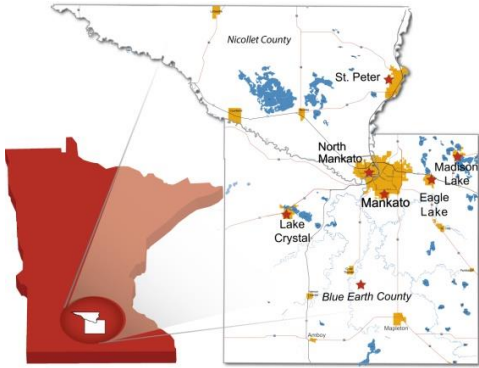
The Request for Proposals (RFP) was advertised through a range of venues including posting on the MAPO website/Twitter, notice in the Mankato Free Press, email to MAPO's consultant email list, and announcement through the Association of Metropolitan Planning Organizations, League of Minnesota Cities, Association of Minnesota Counties, American Council of Engineering Companies of Minnesota, and Women Transportation Society.

MAPO received one (1) proposal. The proposal ranking subcommittee included representatives from MAPO, the City of North Mankato, and MnDOT District 7 and met March 4, 2021. It is the subcommittee's recommendation that Bolton and Menk be selected for contract. Factors contributing to this recommendation included the proposal's firm project understanding, firm's local presence, and positive previous working experiences.

Staff recommendation is a motion to recommend to the MAPO Policy Board selection of Bolton and Menk for consultant partnership to perform the Highway 14 Pedestrian Bridge Study.

#### **Attachments:**

[Hyperlinked proposal: Bolton & Menk, Inc.](#)



## AGENDA RECOMMENDATION

### Agenda Heading: Discussion: Draft 2022 Unified Planning Work Program (UPWP) Project Suggestion Form No: 6.1

#### **Agenda Item:**

Discussion: Draft 2022 Unified Planning Work Program (UPWP) Project Suggestion Form

#### **Recommendation Action(s):**

Informational

#### **Summary:**

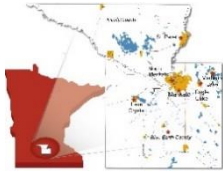
Staff have begun the process of developing the 2022 Unified Planning Work Program (UPWP). This includes coordination with partner jurisdictions to prioritize projects, plans, and studies for UPWP inclusion.

Project suggestions will be solicited through the attached Project Suggestion Form. Changes from last year's form include an expanded area for applicants to detail how proposed projects advance the Federal Highway Administration's Metropolitan Planning Factors.

The solicitation period is tentatively scheduled from April 1<sup>st</sup> to May 4<sup>th</sup>, 2021.

#### **Attachments:**

Draft 2022 Unified Planning Work Program (UPWP) Project Suggestion Form



# MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

## 2022 Unified Planning Work Program (UPWP) Project Application

### Purpose

- Form intent is to provide MAPO suggested plans, studies, and projects for inclusion in the Unified Planning Work Program (UPWP).
- All project submission information will be considered public.
- Projects must advance the goals of the MAPO Long Range Transportation Plan. Review the LRTP at [www.mnmapo.org](http://www.mnmapo.org).
- Applications must be submitted by chief administrative staff of jurisdiction or include a resolution of support from the highest governing body (i.e. City Council or County Board).
- The UPWP is fiscally constrained and funds are limited. Application does not guarantee selection.
- Selected applicants will be expected to work with MAPO staff through development including providing staff time, staff expertise, and planning-related data as available.
- Submit completed applications by **May 4, 2021** to Charles Androsky via email at [candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov) or in person/U.S. mail at 10 Civic Center Plaza in Mankato.

### Applicant Information

Name:

Title/Position:

Agency:

Phone:

Email:

### Project Information

Project title:

Project location/boundaries/termini *(as detailed as possible)*:

Estimated length of time to complete:

Estimated project budget:

Description of project: *(brief description of work to be undertaken, major project elements, and deliverables)*:

## Project Scoring

*100 points possible. Scores will be considered when UPWP is developed. High scores do not guarantee inclusion in the UPWP.*

- |                         |           |
|-------------------------|-----------|
| • LRTP Goal Advancement | 20 points |
| • Plan Identification   | 20 points |
| • Project Need:         | 40 points |
| • Application Clarity:  | 20 points |

### LRTP Goal Advancement (20 points)

*Per the LRTP, MAPO work products must address the Federal Highway Administration's Metropolitan Planning Factors. From the list below: **1)** identify applicable Metropolitan Planning Factors addressed by the project and **2)** provide a brief description linking the project to identified goals. Higher-ranking projects will address multiple goals. If a project does not advance a factor, leave blank.*

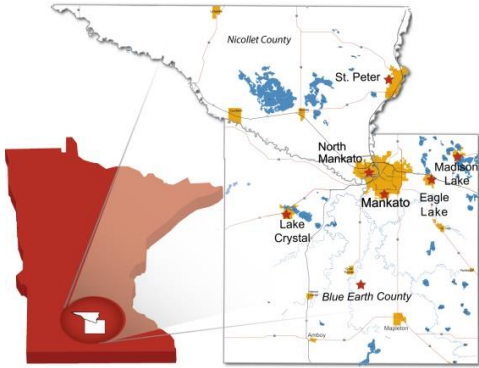
- ☐ **Economic Vitality.** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productive, and efficiency.
  
- ☐ **Safety.** Increase the safety of the transportation system for motorized and non-motorized users.
  
- ☐ **Security.** Increase the security of the transportation system for motorized and non-motorized users.
  
- ☐ **Accessibility.** Increase the accessibility and mobility of people and for freight.
  
- ☐ **Environment.** 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.
  
- ☐ **Connectivity.** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
  
- ☐ **System Management.** Promote efficient system management and operation.

- ☐ **Preservation.** Emphasize the preservation of the existing transportation system.
  
- ☐ **Resiliency.** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
  
- ☐ **Tourism.** Enhance travel and tourism.

**Plan Coordination (20 points):** *Is the project identified in, or does it contribute toward, other existing plans? If so, describe:*

**Project Need (40 points):** *Describe why this project is necessary. What issues will the project help to address? What are the consequences of inaction?*

Contact MAPO Transportation Planner Charles Androsky with questions or comments (507) 387-8389 or [candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov).



## AGENDA RECOMMENDATION

### Agenda Heading: Informational: Quarterly Report: Q4 2020 No: 6.2

#### **Agenda Item:**

Informational: Quarterly Report: Q4 2020

#### **Recommendation Action(s):**

Informational

#### **Summary:**

MAPO's host agency operating agreement states, "The City will provide a quarterly report to the Policy Board. The quarterly reports shall include staff activities, project status, and budget status in conformation with the Unified Planning Work Program."

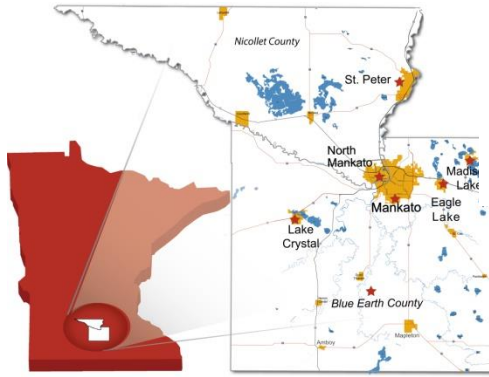
Attached are the reporting documents associated with the fourth quarter of 2020 (October 1, 2020 to December 31, 2020).

Budget expenses for Q4 2020 totaled \$89,564.83. This included consultant contracts, administrative costs, and staff wages.

#### **Attachments:**

Q4 2020 reporting documents





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Mankato/North Mankato Area Planning Organization

10 Civic Center Plaza, Mankato, MN 56001

Phone: (507) 387-8613 or (507) 387-8389

February, 2021

Anna Pierce  
Minnesota Department of Transportation  
<Email Delivery>

Re: CPG Agreement #1035524 & MNDOT State Agreement #1035504

Dear Ms. Pierce:

Enclosed you will find the 2020 Quarter 4 reporting for CPG Agreement #1035524 and the associated payment request for MNDOT State Agreement #1035504. Please review and submit the enclosed requests to the appropriate individuals.

If you have any questions, please feel free to contact me.

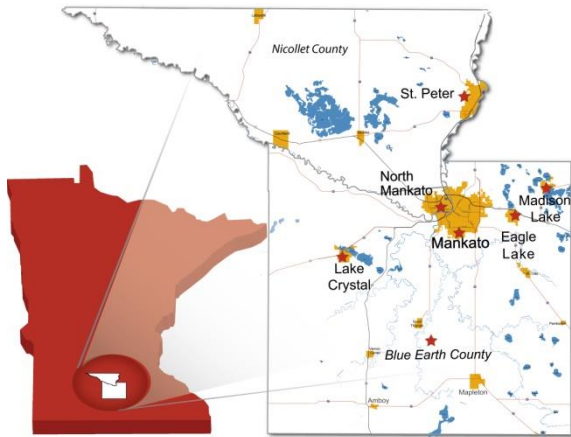
Thank you for your assistance,

Charles Androsky  
Transportation Planner  
(507) 387-8389

Enclosure:

Report: Q4 2020  
Reporting Tables  
Third Party Contract Tracking Sheet  
Q4 2020 consultant invoices  
Timesheets

# MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION



*Paul Vogel, Executive Director*  
Telephone: 507-387-8613  
[pvogel@mankatomn.gov](mailto:pvogel@mankatomn.gov)

*Charles Androsky, Transportation Planner*  
Telephone: 507-387-8389  
[candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov)

*10 Civic Center Plaza*  
*Mankato, MN 56001*  
*Fax: 507-387-7530*

<https://mnmapo.org>

## **2020 Planning Work Program Project Quarterly Report (October 1, 2020 – December 31, 2020)**

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MAPO meets and maintains a continuing, cooperative and comprehensive metropolitan transportation planning process to provide maximum service to citizens since roads and other transportation systems don't start and stop at jurisdictional lines. In other words, the federal government wishes to see federal transportation funds spent in a manner that has a basis in metropolitan region-wide plans developed through intergovernmental collaboration, rational analysis, and consensus-based decision making.

This summary report describes some of the Mankato/North Mankato Area Planning Organization projects and specific work activities during the months of October, November, and December 2020. The summary highlights four areas:

1. Program Support and Administration
2. Long Range Planning
3. Short Range Planning
4. Program Development

If you wish to receive additional information please contact MAPO staff or visit our website at [www.mnmapo.org](http://www.mnmapo.org)

## **100**      **Program Support and Administration**

- Staff assembled Quarter 3 - 2020 reporting and invoicing.
- MAPO Policy Board on October 1, 2020. Packet can be found [here](#).
- MAPO Technical Advisory Committee (TAC) on October 15, 2020. Packet can be found [here](#).
- MAPO Policy Board on November 5, 2020. Packet can be found [here](#).
- Staff reviewed website materials on biweekly basis and updated website as needed. Staff also met with Public Information, City of Mankato, to review website and links into the City host website.
- Staff posted public input opportunity announcements and other relevant information to the website and Twitter.
- Staff responded to various inquiries from the public regarding transportation issues and also provided data to MAPO partners as requested.
- Staff attended a variety of training and professional development opportunities. These included technical webinars:
  - October 7: FHWA/MnDOT webinar: Session 1 Resilient Corridor Planning Peer Exchange
  - October 13: FHWA/MnDOT webinar: Session 2 Resilient Corridor Planning Peer Exchange
  - October 20: FHWA/MnDOT webinar: Session 3 Resilient Corridor Planning Peer Exchange
  - November 5: National Performance Measurement Research Dataset webinar
  - December 10: AMPO Active Transportation Working Group webinar
  - December 12: Smart Growth webinar – The Fiscal Benefits of Smart Growth
- Staff facilitated communication between member jurisdictions related to use of StreetLight application and provided results/data.

## **200**      **Long Range Planning**

- Staff maintained Long Range Transportation Plan Update

## **300**      **Short Range Planning and Technical Assistance**

### **Local**

- Staff administered Lor Ray Drive/James Drive Intersection Control Evaluation (ICE) with consultant and partners.

-Staff continued to administer 169 Corridor Study with consultant and partners. PMT meetings held October 14, November 11. Work included invoicing and miscellaneous communications.

-Staff coordinated with RFP outlet venues to schedule release of RFP announcements.

### **State Planning Efforts**

-Staff maintained the 2021-2024 Transportation Improvement Program and started preparing the 2022-2025 Transportation Improvement Program including miscellaneous coordination with partners and MnDOT.

### **400 Program Development**

#### **Interagency State**

-Staff attended virtual 2020 Minnesota MPO Conference and delivered technical presentation on MAPO RTCC project on October 1.

-Staff continued coordination with MnDOT District 7 by sharing information and providing updates as needed. Staff also coordinated with District staff on meeting and general coordination of transportation planning activities.

-Area Transportation Partnership (ATP) meeting December 11.

#### **Interagency Local**

-Staff served on the Transportation Advisory Committee for the Region Nine Development Commission.

-Staff coordinated with local MAPO partners regarding TA and STP solicitations and information for projects in order to prepare the partners for solicitation.

-Staff served on Community Leadership Team for State Health Improvement Partnership. No SHIP meetings held

### **Budget Summary October 1, 2020 – December 31, 2020 is below**

<b>FY 2020 Quarter 4</b>		
<b>UPWP Category</b>	<b>Project Title</b>	<b>Total Amount</b>
100	Program Support	\$17,996.47
200	Long Range Planning	\$8,592.77
300	Short Range Planning	\$57,554.00
400	Program Development	\$5,064.19
	<b>Total</b>	<b>\$89,207.43</b>

Legal & Advertising		0.00
GIS Services (Transfer)		0.00
Telephone & Postage		87.92
Training, Travel & Conferences		0.00
Printing & Publishing		\$70.48
Office Supplies (including software)		0.00
Subscriptions & Memberships		\$199.00
<b>Total</b>		<b>357.40</b>

<b>Grand Totals</b>	<b>\$89,564.83</b>

**\* \$89,564.83 is grant eligible**

2020 Program Activity Detail																
				January 1 - March 31, 2020			April 1 - June 30, 2020			July 1 - September 30, 2020			Oct 1 - Dec 31, 2020			
	100 Program Support and Administration	Budget	Staff Hours	Total Hours (quarter)	Total Dollars (quarter)	YTD % of Budget	Total Hours (quarter)	Total Dollars (quarter)	YTD % of Budget	Total Hours (quarter)	Total Dollars (quarter)	YTD % of Budget	Total Hours (quarter)	Total Dollars (quarter)	YTD % of Budget	
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 Title VI Program/Limited English Proficiency Plan															
	6. Review and Update Public Participation Plan															
	7. Prepare billing for local jurisdiction assessment															
	<b>Total Expense - Program Support</b>	<b>\$48,408</b>	<b>750</b>	115	\$6,493.80	13.41%	168.5	9,072.36	32.16%	150	8,444.97	49.60%	163	\$8,695.51	67.56%	
Planning Work Program 51002	1. Prepare draft 2020-2021 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>	20	\$784.00	8.28%	43.5	2,131.50	30.78%	77.5	3,861.91	71.56%	15.5	\$759.50	79.58%	
Training and Travel 51003	1. Travel to MPO Directors meetings MN MPO workshop															
	2. Travel to workshops															
	3. Attend other meetings related to transportation															
	<b>Total Expense - Training &amp; Travel</b>	<b>\$9,471</b>	<b>150</b>	32	\$1,568.00	16.56%	0	0	16.56%	0	0	16.56%	0	\$0.00	16.56%	
Information Tech & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information															
	2. Geographic Information System Support	\$10,000														
	Total Staff Expenses	\$4,769	100	29.5	\$1,509.91	31.66%	53.25	2,600.12	86.18%	32.5	1,613.97	120.03%	38	\$1,883.47	159.52%	
	<b>Total Expenses - 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>	36.3	\$1,717.04	9.49%	12	759.76	13.69%	62.25	3,318.63	32.03%	113.75	\$6,657.99	68.82%	
<b>Total Expenses - Program Support and Administration</b>		<b>\$100,215</b>	<b>1,450</b>	233	\$12,072.75	12.05%	277.25	\$14,563.74	26.58%	322.25	17,239.48	43.78%	330.25	\$17,996.47	61.74%	
	<b>200 Long-Range Planning</b>	<b>Budget</b>		<b>Total Hours</b>	<b>Total Dollars</b>	<b>% of Budget</b>	<b>Total Hours (quarter)</b>	<b>Total Dollars (quarter)</b>	<b>YTD % of Budget</b>	<b>Total Hours (quarter)</b>	<b>Total Dollars (quarter)</b>	<b>YTD % of Budget</b>				
LRTP (Metro Transportation Plan) Update 52001	1. Consultant cost - Initiate and coordinate Long Range Transportation	\$87,299			\$19,296.31			\$35,881.62			24,819.25	91.64%		\$7,324.83		
	2. Staff Costs - Long Range Transportation Plan Update	\$26,129	425	39.5	\$2,257.55	8.64%	68.5	\$3,721.49	22.88%	47.75	2,715.48	33.28%	25	\$1,267.94	38.13%	
	<b>Total Expenses - Long Range Transportation Plan Update</b>	<b>\$113,428</b>														
LRTP Outreach 52002										9.5	508.44		0	\$0.00		
<b>Total Expenses - Long-Range Planning</b>		<b>\$113,428</b>	<b>425</b>	39.5	\$21,553.86	19.00%	68.5	\$39,603.11	53.92%	57.25	28,043.17	78.64%	25	\$8,592.77	86.22%	
	<b>300 Short-Range Planning</b>	<b>Budget</b>	<b>Staff Hours</b>	<b>Total Hours</b>	<b>Total Dollars</b>	<b>% of Budget</b>	<b>Total Hours (quarter)</b>	<b>Total Dollars (quarter)</b>	<b>YTD % of Budget</b>	<b>Total Hours (quarter)</b>	<b>Total Dollars (quarter)</b>	<b>YTD % of Budget</b>				
Local Planning Efforts 53001	1. Consultant cost - Intersection Control Evaluation (ICE) Lor Ray Dr	\$15,000			\$0.00	0.00%		\$0.00	0.00%		357.69	2.38%		\$14,640.94		
	2. Consultant cost - Warren Street Corridor Study	\$30,500			\$8,363.77	27.42%		\$14,694.63	75.60%		6,023.13	95.35%		\$0.00		
	3. Consultant cost - Highway 169 Corridor Study	\$100,000			\$1,853.23	1.85%		\$27,666.57	29.52%		40,135.26	69.66%		\$36,588.77		
	4. Assist MAPO partners with local transportation planning efforts as needed/requested															
	5. Coordination and working with local Statewide Health Improvement Program/Active Transportation															
	6. Distribute and share relevant transportation materials & information						5.75	356.9								
	7. Coordination with agency partners on Regional Transportation Coordinating Council															
	8. Initiate work on RFP for urbanized area Transit-Oriented Development Plan															
State Planning Efforts 53002	Staff Expenses	\$30,694	475	87.8	\$4,632.54	15.09%	109.25	\$5,728.98	33.76%	85.25	4,552.98	48.59%	101	\$5,077.82	65.13%	
	<b>Total Expenses - Short Range Planning - Local</b>	<b>\$176,194</b>														
	1. Participation in Statewide and District Planning Efforts															
	2. Coordination with MnDOT and local partners for transportation related activities															
Total Expenses - Short Range Planning (difference of \$1 from Program Activity Details)	Total Staffing Costs - Short Term Planning - Interagency	\$8,244	125	92.3	\$4,334.99	52.58%	44.75	\$2,396.72	81.66%	71	3,479.00	123.86%	25	\$1,246.47	138.98%	
	<b>Total Expenses - Short Range Planning - Interagency</b>	<b>\$8,244</b>														
<b>Total Expenses - Short-Range Planning (difference of \$1 from Program Activity Details)</b>		<b>\$184,438</b>	<b>600</b>	180	\$19,184.53	10.40%	154	\$50,843.80	37.97%	156.25	54,548.06	67.54%	126	\$57,554.00	98.75%	
	<b>400 Program Development</b>	<b>Budget</b>	<b>Staff Hours</b>	<b>Total Hours</b>	<b>Total Dollars</b>	<b>% of Budget</b>	<b>Total Hours (quarter)</b>	<b>Total Dollars (quarter)</b>	<b>YTD % of Budget</b>	<b>Total Hours (quarter)</b>	<b>Total Dollars (quarter)</b>	<b>YTD % of Budget</b>				
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>	80.3	\$3,897.28	69.42%	48	2,373.47	111.70%	46.75	2,559.13	157.28%	15.25	\$886.81	173.08%	
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 TAC															
	8. Staff costs-Coordinate Regional Transportation Coordinating Council	\$5,751	100.00													
	9. Facilitate interjurisdictional discussion with City of Mankato and Mankato Township re: Folklife															
Total Expenses - Program Development	Total Staffing Costs - Inter Agency Local	\$23,847	400	40.5	\$2,177.73	9.13%	28.5	\$1,439.44	15.17%	8	563.76	17.53%	83.5	\$4,177.38	35.05%	
	<b>Total Expenses - Program Development - Interagency</b>	<b>\$29,598</b>														
<b>Total Expenses - Program Development</b>		<b>\$35,212</b>	<b>580</b>	121	\$6,075.01	17.25%	76.5	\$3,812.91	28.08%	54.75	3,122.89	36.95%	98.75	\$5,064.19		
	<b>Other Services &amp; Commodities</b>	<b>Budget</b>														
	3040 Legal & Advertising	\$1,200			\$0.00	0.00%		\$0.00	0.00%		\$0.00	0.00%		\$0.00	0.00%	
	7208 GIS Services (coded time)	\$0			\$0.00	0.00%		\$0.00	0.00%		\$0.00	0.00%		\$0.00	0.00%	
	3210 Telephone & Postage	\$499			\$120.32	24.11%		\$200.28	64.25%		\$116.83	87.66%		\$87.92		
	3300 Training, Travel & Conferences	\$3,000			\$1,360.74	45.36%		\$0.00	0.00%		\$0.00	45.36%		\$0.00	45.36%	
	3410 Printing & Publishing	\$3,000			\$52.65	1.76%		\$69.73	4.08%		\$163.05	9.51%		\$70.48	11.86%	
	2010 Office Supplies (including software and \$5,000 StreetLight licenses)	\$5,760			\$0.00	0.00%		\$0.00	0.00%		\$5,000.00	86.81%		\$0.00	86.81%	
	4330 Subscriptions & Memberships	\$550			\$345.50	62.82%		\$0.00	0.00%		\$0.00	62.82%		\$199.00	99.00%	
	<b>Total Commodities &amp; Other Services</b>	<b>\$14,009</b>			<b>\$1,879.21</b>	13.41%		<b>\$270.01</b>	15.34%		<b>\$5,279.88</b>	53.03%		<b>\$357.40</b>	55.58%	
<b>Total Expenses and Staffing Hours for 2020 (difference of \$2 from Program Activity Details)</b>		<b>\$447,302</b>	<b>3,055</b>		<b>\$60,765.36</b>	13.58%		<b>\$109,093.57</b>	37.97%		<b>\$108,233.48</b>	62.17%				
<b>Corrected Line Item: P. Vogel staff wages</b>					<b>\$1,278.89</b>											
<b>Total</b>		<b>\$447,302</b>			<b>\$62,044.25</b>	13.87%		<b>\$109,093.57</b>	37.97%		<b>\$108,233.48</b>	62.46%	<b>580</b>	<b>\$89,564.83</b>		

Q1	
Total amount of 100 Program Support, 200 Long Range Planning, 300 Short Range Planning, 400 Program Development, Other Services & Commodities	\$58,886.15 \$1,879.21 <b>\$60,765.36</b>
Q2	
Total amount of 100 Program Support, 200 Long Range Planning, 300 Short Range Planning, 400 Program Development, Other Services & Commodities	\$108,823.56 \$270.01 <b>\$109,093.57</b>
Q3	
Total amount of 100 Program Support, 200 Long Range Planning, 300 Short Range Planning, 400 Program Development, Other Services & Commodities	\$102,953.60 \$5,279.88 <b>\$108,233.48</b>
Q4	
Total amount of 100 Program Support, 200 Long Range Planning, 300 Short Range Planning, 400 Program Development, Other Services & Commodities	\$89,207.43 \$357.40 <b>\$89,564.83</b>

## 2020 Unified Planning Work Program

Third Party Contract Tracking Sheet

Instructions: Update and submit this worksheet with your progress report and Request for Federal Funds. Continue to report closed contracts until the start of the new annual work program.

MPO: Mankato/North Mankato Area Planning Organization

Date: October 1 - December 31 2020

UPWP Task #	Work Product/Contract Name/Contract #	Contract Price	Total Paid to Date (12/31/20)	Date Contract Executed	Expected Completion Date	Date Contract Closed	Percent Complete	Comments
Short Range Planning 53001	ICE Study - Lor Ray Drive at James Drive (SRF)	\$15,000.00	\$15,000.00	7/6/2020	12/31/2020	12/31/2020	100.00%	
Short Range Planning 53001	169 Corridor Study (BMI)	\$222,971.32	\$106,243.83	1/13/2020	7/21/2021	In process	47.65%	
Long Range Planning 52001	LRTP Update (SRF)	\$163,108.94	\$163,108.94	6/25/2019	12/3/2020	12/31/2020	100.00%	



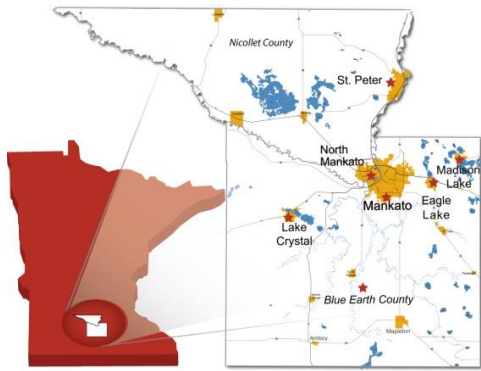


, 11/3/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/3/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/4/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/4/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/5/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/5/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/6/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 11/6/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/9/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/9/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 11/10/20	08:00	16:00	550 (Floating Holiday)	8.00	0.00	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 11/10/20	16:00	16:30	100 (Regular Hours Worked)	0.50	0.50	0.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/11/20	08:00	16:30	540 (Holiday)	8.50	0.50	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 11/12/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/12/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	
, 11/13/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/13/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 11/16/20	08:00	16:30	100 (Regular Hours Worked)	8.50	0.50	8.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/17/20	08:00	16:30	100 (Regular Hours Worked)	8.50	0.50	8.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/18/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/18/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/19/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	
, 11/19/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/20/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/20/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 11/23/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 11/23/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/24/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	53002 -Salary - - (53002-MPO - State Planning Efforts-Salary,)	
, 11/24/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/25/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	
, 11/25/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 11/26/20	08:00	16:30	540 (Holiday)	8.50	0.50	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 11/27/20	08:00	16:30	540 (Holiday)	8.50	0.50	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 11/30/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 11/30/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/1/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/1/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/2/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	
, 12/2/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/3/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/3/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/4/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	53002 -Salary - - (53002-MPO - State Planning Efforts-Salary,)	
, 12/4/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/7/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/7/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/8/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/8/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/9/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	
, 12/9/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	

, 12/10/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 12/10/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/11/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 12/11/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/14/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/14/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 12/15/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	
, 12/15/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/16/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/16/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	51002 -Salary - - (51002-MPO - Planning Work Program-Salary,)	
, 12/17/20	08:00	12:30	100 (Regular Hours Worked)	4.50	0.00	4.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/17/20	12:30	16:30	100 (Regular Hours Worked)	4.00	0.50	3.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	
, 12/18/20	08:00	13:30	100 (Regular Hours Worked)	5.50	0.50	5.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/18/20	13:30	16:30	405 (Sick Leave Family Member)	3.00	0.00	3.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/21/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/21/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/22/20	08:00	15:00	100 (Regular Hours Worked)	7.00	0.50	6.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/22/20	15:00	16:30	405 (Sick Leave Family Member)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/23/20	08:00	12:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	
, 12/23/20	12:00	16:30	100 (Regular Hours Worked)	4.50	0.50	4.00	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	
, 12/24/20	08:00	16:00	399 (Leave Without Pay)	8.00	0.00	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/24/20	16:00	16:30	100 (Regular Hours Worked)	0.50	0.50	0.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/25/20	08:00	16:30	540 (Holiday)	8.50	0.50	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/28/20	08:00	16:00	399 (Leave Without Pay)	8.00	0.00	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/28/20	16:00	16:30	100 (Regular Hours Worked)	0.50	0.50	0.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/29/20	08:00	16:00	399 (Leave Without Pay)	8.00	0.00	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/29/20	16:00	16:30	100 (Regular Hours Worked)	0.50	0.50	0.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/30/20	08:00	16:00	399 (Leave Without Pay)	8.00	0.00	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/30/20	16:00	16:30	100 (Regular Hours Worked)	0.50	0.50	0.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/31/20	08:00	16:00	399 (Leave Without Pay)	8.00	0.00	8.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
, 12/31/20	16:00	16:30	100 (Regular Hours Worked)	0.50	0.50	0.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	
				561.00	33.00	528.00		
			Total hours x all in rate	\$27,489.00	\$1,617.00	\$25,872.00		

VOGEL, PAUL A	Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Date	In	Out	Pay Code	Time Logged	Auto Deduct	Total Time	Project	Department
, 10/1/20	00:00	01:00	100 (Regular Hours Worked)	1.00	0.00	1.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/5/20	00:00	02:00	100 (Regular Hours Worked)	2.00	0.00	2.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/7/20	00:00	00:30	100 (Regular Hours Worked)	0.50	0.00	0.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/12/20	00:00	01:00	100 (Regular Hours Worked)	1.00	0.00	1.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/13/20	00:00	00:30	100 (Regular Hours Worked)	0.50	0.00	0.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/14/20	08:00	09:00	300 (Vacation)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/15/20	08:00	09:00	300 (Vacation)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/16/20	08:00	09:00	300 (Vacation)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/19/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/20/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))

, 10/21/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/22/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/23/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/26/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/27/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/29/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 10/30/20	08:00	09:30	300 (Vacation)	1.50	0.00	1.50	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/2/20	00:00	01:30	100 (Regular Hours Worked)	1.50	0.00	1.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/3/20	00:00	00:15	100 (Regular Hours Worked)	0.25	0.00	0.25	52001 -Salary - - (52001-MPO - LRTP-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/4/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/5/20	00:00	01:00	100 (Regular Hours Worked)	1.00	0.00	1.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/6/20	08:00	08:45	300 (Vacation)	0.75	0.00	0.75	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/9/20	00:00	00:30	100 (Regular Hours Worked)	0.50	0.00	0.50	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/10/20	00:00	04:00	100 (Regular Hours Worked)	4.00	0.00	4.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/11/20	08:00	08:30	540 (Holiday)	0.50	0.00	0.50	53002 -Salary - - (53002-MPO - State Planning Efforts-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/16/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	54002 -Salary - - (54002-MPO - Inter Agency State-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/17/20	00:00	00:15	100 (Regular Hours Worked)	0.25	0.00	0.25	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/17/20	00:00	01:15	100 (Regular Hours Worked)	1.25	0.00	1.25	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/18/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	52001 -Salary - - (52001-MPO - LRTP-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/19/20	00:00	01:00	100 (Regular Hours Worked)	1.00	0.00	1.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/20/20	08:00	10:00	550 (Floating Holiday)	2.00	0.00	2.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/23/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/24/20	00:00	00:15	100 (Regular Hours Worked)	0.25	0.00	0.25	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/25/20	00:00	01:15	100 (Regular Hours Worked)	1.25	0.00	1.25	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/26/20	08:00	09:00	540 (Holiday)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/27/20	08:00	09:00	540 (Holiday)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 11/30/20	00:00	01:00	100 (Regular Hours Worked)	1.00	0.00	1.00	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/1/20	00:00	00:30	100 (Regular Hours Worked)	0.50	0.00	0.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/2/20	00:00	00:15	100 (Regular Hours Worked)	0.25	0.00	0.25	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/2/20	00:00	00:30	100 (Regular Hours Worked)	0.50	0.00	0.50	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/3/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	53001 -Salary - - (53001-MPO - Local Planning Efforts-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/8/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	51001 -Salary - - (51001-MPO - Program Support-Staff, Fulltim)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/9/20	00:00	00:45	100 (Regular Hours Worked)	0.75	0.00	0.75	54003 -Salary - - (54003-MPO - Inter Agency Local-Salary)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/11/20	00:00	02:30	100 (Regular Hours Worked)	2.50	0.00	2.50	54002 -Salary - - (54002-MPO - Inter Agency State-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/28/20	08:00	09:00	360 (Furlough)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/29/20	08:00	09:00	360 (Furlough)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/30/20	08:00	09:00	360 (Furlough)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
, 12/31/20	08:00	09:00	360 (Furlough)	1.00	0.00	1.00	51005 -Salary - - (51005-MPO - Program Expenses-Salary,)	POLITAN PLANNING ORGANIZATION (MPO))
				52.00	0.00	52.00		
Total hours x all in rate				\$4,780.88	\$0.00	\$4,780.88		



## AGENDA RECOMMENDATION

### **Agenda Heading: Informational: Administrative Modification to 2021-2024 Transportation Improvement Program (TIP) SP 8827-319 - ITS improvements No: 6.3**

#### **Agenda Item:**

Informational: Administrative Modification to 2021-2024 Transportation Improvement Program (TIP) SP 8827-319 - ITS improvements

#### **Recommendation Action(s):**

Informational

#### **Summary:**

MnDOT District 7 informed MAPO of a project adjustment within the MAPO planning boundary. The adjustment constitutes an Administrative Modifications to MAPO's 2021-2024 TIP, described below:

#### **SP 8827-319**

This adjustment was the result of a reclassification of funding source. The project was formally funded through the National Highway Performance Program (NHPP) and is now funded via the Surface Transportation Program (STP). The project will construct a fiber optic network that runs from the D7 headquarters in Mankato along Bassett Drive, TH 22, TH 14 and TH 169. The fiber optic network will be connected to all of the existing ITS infrastructure and traffic signal systems within the project limits. Automated non-intrusive vehicle detection devices for collecting traffic data will be installed and connected to the fiber optic network. Pan-Tilt-Zoom/Closed Circuit TV (PTZ/CCTV) camera for maintenance, traffic and incident management will also be installed and connected to the fiber optic network.

The project list change is reflected in the below table.

No action is requested regarding this item.

#### **Attachments:**

MnDOT correspondence notification to MAPO

8827-319 ITS improvements (multiple locations)

L RTP REFERENCE	ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	PROJECT DESCRIPTION	MILES	PROGRAM	TYPE OF WORK	PROPOSED FUNDS	STIP TOTAL	FHWA	AC	FTA	TH	OTHER	PROJECT TOTAL
5-1	Multiple	8827-319	2022	MNDOT	**ITS**: US 14, US 169 & MN 22, VARIOUS LOCATIONS IN MANKATO AND NORTH MANKATO, TRAFFIC MANAGEMENT SYSTEM	0	TM	OTHER	<del>NHPP</del> STP	2,300,000	1,600,000		-	400,000	300,000	2,300,000

## Androsky, Charles

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**From:** Yates, Debra (DOT) <[debra.yates@state.mn.us](mailto:debra.yates@state.mn.us)>  
**Sent:** Tuesday, March 9, 2021 3:10 PM  
**To:** Androsky, Charles  
**Subject:** SP 8827-319

Hi Charles,

This project SP 8827-319 listed federal funds as NHPP and should be listed as STP. I have been told I need to do an Admin Mod to process this change. That is all that is changing on this project.

Let me know if you need to do a TIP action on your end for this change.

*Debra Yates*

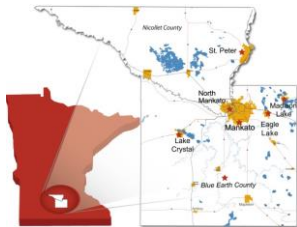
District State Aid Assistant

[Debra.yates@state.mn.us](mailto:Debra.yates@state.mn.us)

Cell 507-327-0204

Fax 507-304-6119





# Meeting Minutes of the Mankato/North Mankato Area Planning Organization (MAPO) Policy Board

February 4, 2021 | 6:00PM | Remote meeting held via Zoom

Policy Board members present: Tim Auringer – City of Eagle Lake, Jack Kolars – Nicollet County, Michael Laven – City of Mankato, Mark Piepho – Blue Earth County, Dan Rotchadl – MAPO Townships, James Whitlock – City of North Mankato

Others Present: Ronda Allis, Charles Androsky, Michael Fischer, Adrian Potter, Paul Vogel

## I. Call to Order

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

## II. Approval of Agenda

Mr. Rotchadl moved to approve the agenda and Mr. Kolars seconded to approve. With all voting in favor, motion carried.

## III. Approval of Minutes – November 5, 2020

Mr. Whitlock moved to approve the minutes and Mr. Rotchadl seconded to approve. With all voting in favor, motion carried.

## IV. New Business

### **4.1 Resolutions supporting MnDOT Performance Measure (PM) Targets - PM2 and PM3**

Staff provided an overview of MnDOT's 2018-2021 Performance Measure targets and associated adjustments made by MnDOT at the process midpoint. MnDOT adjustments had been made regarding PM2 – Percentage of NHS Bridges in Good Condition and PM3 – Non-Interstate NHS Travel Time Reliability, necessitating MAPO action. The MPO could either agree to support the updated targets via the attached resolutions or set MPO-specific targets.

MAPO support of MnDOT's adjusted targets had been recommended by the MAPO Technical Advisory Committee at their previous meeting.

Mr. Rotchadl made a motion to adopt the resolutions and Mr. Auringer seconded to approve.

Mr. Kolars inquired as to MnDOT's decision making process when setting bridge condition targets.

Ms. Allis suggested the target setting was affected by the planned schedule of statewide bridge fund allocation. A large bridge project in District 1 was anticipated to consume three years' worth of statewide bridge funds, thereby reducing the ability of other districts to perform bridge work. This affected overall statewide bridge condition ratings.

Mr. Kolars inquired as to the definition of "good" bridge condition.

Ms. Allis stated that bridges classified in "good" condition were anticipated to have a decades-long performance period. There are bridges in the District 7 area anticipated for work and statewide districts are looking for funding opportunities.

Chair Piepho called the question. With all voting in favor, the motion carried.

#### **4.2 Motion approving Surface Transportation Program (STP) project rankings**

Mr. Fischer reported MAPO staff had begun developing the 2022-2025 TIP. This included coordination with MnDOT District 7 to provide a MAPO ranking for STP projects submitted within the MAPO boundary. Mr. Fischer provided an overview of the STP projects submitted and the MAPO project ranking sheet.

Approval of the attached STP candidate project rankings had been recommended by the MAPO Technical Advisory Committee at their previous meeting.

Mr. Whitlock moved and Mr. Rotchadl seconded to approve. With all voting in favor, the motion carried.

#### **4.3 Motion amending 169 Corridor Study contract for COVID-19 traffic analytics**

Mr. Fischer reported the pandemic had affected transportation routes associated with MAPO's ongoing 169 Corridor Study. To account for traffic volume reductions and generate usable data, the study team had performed additional traffic analytics and projections based on historic data. This activity was not originally planned and represented an unanticipated cost to the study.

To account for this cost, MnDOT District 7 had made available an additional \$5,000 to the study. The 169 Study Project Management Team (PMT) has recommended amending the MAPO-consultant contract to increase the contract amount by \$5,000, the source being MnDOT funds. This would also entail amending the project funding agreement between MnDOT District 7 and MAPO's fiscal agent, the City of Mankato to facilitate the funds transfer.

The recommendation was a motion by the MAPO Policy Board to amend the MAPO-consultant contract with corresponding amendment to the financial agreement between MnDOT and MAPO's fiscal agent.



Amending the financial documents was recommended by the Technical Advisory Committee at their previous meeting.

Mr. Kolars made a motion to amend the contract and the associated financial agreement, and Mr. Rotchadl seconded to approve. With all voting in favor, the motion carried.

## **V. Other Business, Discussion & Updates**

\*Note: due to request, the order of discussion of items 5.1 and 5.2 was exchanged.

### **5.1 Informational: Lor Ray Drive at James Drive Intersection Control Evaluation (SRF)**

Mr. Potter provided an overview of the process and conclusions for of the Lor Ray Drive at James Drive Intersection Control Evaluation. A mini-roundabout with single lane approaches was anticipated to provide the highest service levels to the intersection. Details would be refined at final design.

The Policy Board discussed the recommended intersection control. Mr. Potter stated the recommendation had been designed to fit in the existing right of way.

Mr. Laven inquired if the intersection had been impacted by transit service adjustments. Mr. Potter stated the transit aspect had likely contributed little to the final recommended intersection control.

Mr. Vogel stated he would obtain the information.

### **5.2 Informational: Highway 169 Corridor Study Update**

Ms. Allis provided an overview of the project from the district perspective. Several areas along the corridor were anticipated for significant reconstruction including road segments and bridges. The study represented a partnership between MAPO and MnDOT District 7.

Staff provided an overview of ongoing study processes including data collection, data analysis, and public engagement.

The Policy Board discussed the study's potential local and regional benefits. The study team should use a deliberative process to consider the balance between access and safety, potential right of way purchases, and the long term useful life of the corridor.

### **5.3 Administrative Modifications to 2021-2024 Transportation Improvement Program: 007-090-005 – Stoltzman Road bicycle/pedestrian trail & 052-613-021 CSAH 13 mill and overlay**

Staff provided an overview of two Administrative Modifications. The Stoltzman Road bicycle/pedestrian trail adjustment was the result of a statewide shifting of Transportation Alternatives (TA) funds. The CSAH 13 mill and overlay was the result of MnDOT State Aid receiving additional August redistribution funds. Additional federal funding had been allocated to the project without a change in total cost.

#### **5.4 Administrative Modifications to 2021-2024 Transportation Improvement Program: Transit Adjustments**

Staff reported on three separate adjustments to the TIP related to transit projects. TRF-0028-20E involved the purchase of two replacement buses. The project had been shifted to 2021. TRF-0028-20F involved the purchase of software and software upgrades. The project had been shifted to 2021. TRF-0028-21D involved the purchase of two replacement buses. The federal share was replaced with state share, leading to removal from the TIP, as the TIP did not include state funded projects.

#### **VI. TAC Minutes (January 19, 2021 meeting minutes)**

The unapproved minutes from the January 19, 2021 MAPO Technical Advisory Committee meeting were distributed.

#### **VII. Public Comments**

There were no public comments.

#### **Policy Board Comments**

Mr. Rotchadl expressed appreciation to MPO staff for ongoing project work.

#### **VIII. Adjournment**

At approximately 7:30 p.m. Mr. Rotchadl moved to adjourn and Mr. Auringer seconded. Motion carried.

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Chair, Mr. Piepho