Mankato/North Mankato Area Planning Organization
Policy Board
February 5, 2026 – 6:00 p.m.
Intergovernmental Center
Council Chambers
10 Civic Center Plaza, Mankato, MN 56001

If an American Sign Language, foreign language interpreter, or other reasonable accommodation or documents in alternative format (braille or large print) are needed, please contact staff at (507) 387-8389.

I. Call to Order
II. Approval of Agenda
III. Approval of Minutes – November 6, 2025
IV. New Business
    1. Motion to elect Policy Board Chair and Vice Chair
    2. Resolution to proceed with recommended consultants for studies contained in the 2026 Unified Planning Work Program
    3. Resolution to adopt Safety Performance Measure Targets (PM1)
    4. Resolution supporting Mankato Transit's updated Public Transit Agency Safety Plan 2026 targets
    5. Resolution supporting Mankato Transit's Asset Management Plan
    6. Motion to approve of Surface Transportation Program (STP) Rankings
    7. Resolution to amend the MAPO 2026-2029 TIP
    8. Motion to approve functional classification update
    9. Resolution to enter into contract agreements for the 2026 Statewide Metropolitan Planning Organization Annual Conference
V. Other Business, Discussion & Updates
    1. Presentation: Greenhouse Gas emission modeling
    2. Informational: Amendment to the Greenhouse Gas Emission Modeling Contract
    3. Informational: 2025 Study final reports available
    4. Informational: Modification to the 2026 Unified Planning Work Program
    5. Informational: Carbon Reduction Program
    6. Informational: Complete Streets plan updates
    7. Informational: Third Quarter 2025 Report
VI. Unapproved January 15, 2026 MAPO TAC meeting minutes (informational)
VII. Policy Board Comments
VIII. Adjournment

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

November 6, 2025 | 6:00PM | Mankato Room | Intergovernmental Center | Mankato, MN | 56001

A regular meeting of the Mankato/North Mankato Area Planning Organization Policy Board was held on Thursday, November 6, 2025, at 6:00 pm., in the Mankato Room of the Intergovernmental Center.

A quorum existed with the following members present: Nick Lewis – City of Eagle Lake, Scott Carlson – City of North Mankato, Jack Kolars – Nicollet County, Mark Piepho – (Vice Chair) Blue Earth County, Mike Laven (Chair) – City of Mankato

Others Present: Mark Konz (Executive Director) Shawn Schloesser (Associate Director Transportation Planning Services), Chris Talamantez (Transportation Planner), John Zehnder (TAC Vice Chair), Lance Bernard (TC^2), Connor Cox (Bolton & Menk), Kelsey Larsen (Bolton & Menk). Bryan Schneider (Guest)

I. Call to Order – Chair Laven called the meeting to order at 6:00 pm.

II. Approval of Agenda – Mark Piepho moved to approve the agenda; Jack Kolars seconded. With all voting in favor, the motion was adopted.

III. Approval of the Minutes for September 4, 2025 – Jack Kolars moved to approve the minutes; Mark Piepho seconded. With all voting in favor, the motion was adopted.

VI. New Business

4.1 Resolution adopting the Draft 2050 Metropolitan Transportation Plan

Mark Konz introduced Lance Bernard, who provided the summary of the purpose, objectives, highlights, and future projections. He addressed that the funding figures in the report are in 2025 dollars.

Jack Kolars asked about strength of the report and the financial forecast annual differences. Lance Bernard addressed the strength lies in the robust engagement hearing priorities of safety, maintenance, transit, bicycle amenities. Financial annual differences are forecasted to be available and not a shortfall given the historical funding opportunities.

Jack Kolars moved to adopt the 2025 Metropolitan Transportation Plan. Mark Piepho seconded the motion. With all voting in favor, the motion was adopted.

4.2 Motion to approve Requests for Proposals for studies contained in the 2026 Unified Planning Work Program (UPWP).

Chris Talamantez shared a summary of the 2026 UPWP projects selected for proposals.

Mark Piepho moved to approve the RFP for studies contained in the 2026 UPWP. Nick Lewis seconded the motion. With all voting in favor, the motion was adopted.

V. Other Business, Discussions & Updates –

5.1. Presentation: Balcerzak Drive Corridor Study

Connor Cox of Bolten & Menk provided an overview of the study and next steps as they complete the report.

Discussion regarding the engagement, history, and usage ensued.

5.2. Presentation: Lee Boulevard Corridor Study

Kelsey Larsen of Bolten & Menk provided an overview of the study.

Jack Kolars asked about freight proceeding up the hill and congestion. Kelsey noted a previous study demonstrated the truck lane would not meet warrants for inclusion if the road was constructed today.

Mayor Carlson shared feedback from the Council Meeting and pedestrian safety on Lookout Drive.

5.3. Carbon Reduction Program Timeline

Mark Konz shared the timeline for the future program funds and the lack of Safe Routes to School funding for 2026.

VI. Unapproved October 16, 2025, MAPO TAC minutes

John Zehnder shared a high-level overview of the TAC Meeting.

VII. Public Comments – Bryan Schneider asked about the study of Highway 14 and Eagle Lake Study and why it was not included in the Metropolitan Transportation Plan. Mark Konz explained the differing timelines from MAPO and MnDOT Studies with MnDOT being several years into the future.

Bryan Schneider shared MNSU Student Senate provided Mankato a resolution regarding Monks Avenue; what action could be taken. Mark Konz explained the solicitation process for the Unified Planning Work Plan and next summer applications for 2027 would be made available. Chair Laven explained the cost could be covered by the city without the expense of the study by MAPO and funds may be sufficient to cover pedestrian improvements.

Scott Carlson asked if we have better oversight of business expansion road access to prevent future issues. Mark Konz shared jurisdiction oversight of roadways having the final determination rather than a study provided by MAPO.

VIII. Policy Board Comments –

Mike Laven shared the MAPO thoughts on the planning area and inclusion of Eagle Lake.

IX. Adjournment – With no further business the meeting was adjourned at 7:22 p.m.

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Chair Mike Laven

Meeting Date: February 5, 2026

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

AGENDA RECOMMENDATION

Agenda Heading: Motion to elect MAPO Policy Board Chair and Vice Chair. No: 4.1

Agenda Item: Motion to elect MAPO Policy Board Chair and Vice Chair

Recommendation Action(s): Motion to elect MAPO Policy Board Chair and Vice Chair

Summary: The MAPO Policy Board bylaws state: "The officers of MAPO shall be a Chair and Vice Chair. The officers, who shall be elected by the General Membership, shall take office upon election on a biennial basis…" (Article VI. Sec. 1)

The MAPO Policy Board's current Chair is Mr. Mike Laven and the Vice Chair is Mr. Mark Piepho. The Policy Board's last election was held May 4, 2023.

Staff recommends a motion to elect a MAPO Policy Board Chair and Vice Chair.

Attachments:
MAPO Policy Board bylaws

Meeting Date: February 5, 2026

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

AGENDA RECOMMENDATION

Agenda Heading: Resolution to proceed with recommended consultants for 2026 studies

No: 4.2

Agenda Item: Motion to proceed with recommended consultants for 2026 studies

Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board proceed with recommended consultants for 2026 studies

Summary: MAPO's approved 2026 Unified Planning Work Program (UPWP) includes consultant partnership for initiation of two separate studies:

1. CSAH 16 Corridor Study and Intersection Control Evaluation (Riverfront to South of Pleasant)
2. Highway 14 Corridor Study (Lookout Drive to CSAH 12)

MAPO utilizes a competitive procurement process for consultant selection. The Request for Proposals (RFPs) were 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.

Each study had a separate proposal ranking subcommittee. Each subcommittee included representatives from MAPO and partner agencies. Proposals were scored individually and compiled by MAPO staff. Scoring teams met to discuss the proposals and finalize their recommendation.

CSAH 16 Corridor Study ($75,000 budgeted)

Subcommittee included representatives from the City of Mankato, Blue Earth County, MnDOT and MAPO. It is the subcommittee's recommendation that **TC2** be selected for contract for the CSAH 16 Corridor Study. The proposed project budget is $74,902. Project will include $30,000 of complete streets waiver eligible activities in 2026. Factors contributing to this recommendation included consultant's understanding of the work plan, public engagement process, multi-modal focus, and technical approach.

Highway 14 Corridor Study ($800,000 budgeted, $400,000 in 2026 and $400,000 in 2027)

Subcommittee included representatives from the City of North Mankato, MnDOT, Blue Earth County, the City of Mankato, and MAPO. It is the subcommittee's recommendation that **Bolton and Menk** be selected for contract for the Highway 14 Corridor Study. The proposed project budget is $771,748.04 spread over 2026 and 2027. Factors contributing to this recommendation included the consultant's understanding of the project, the work plan elements, experience with this type of study, and public engagement process.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board select the recommended consultant for each respective study.

Attachments:

1. CSAH 16 Proposal

2. Highway 14 Proposal

3. Resolution authorizing Executive Director to enter into contract agreements

January 2, 2026

TC^2

BOLTON & MENK

Real People. Real Solutions.

CSAH 16 (Stoltzman Road) Corridor Study and Intersection Control Evaluation

Click on a tab to view that section

January 2, 2026

Chris Talamantez
MAPO Transportation Planner
(507) 387-8389
ctalamantez@mankatomn.gov

We sincerely appreciate the opportunity to submit a proposal for the CSAH 16 (Stoltzman Road) Corridor Study and Intersection Control Evaluation. Transportation Collaborative & Consultants (TC2), in partnership with Bolton & Menk, is honored to support MAPO and Blue Earth County in advancing this initiative that stems for the recent adoption of the 2050 Metropolitan Transportation Plan (MTP).

Our team recognizes that CSAH 16 is not only a key transportation corridor but also a vital connection for students, families, and regional traffic. The corridor's unique context, serving Mankato West High School and adjacent neighborhoods, requires solutions that address unsafe walking conditions for students, limited pedestrian and bicycle connectivity, and operational challenges for cars and buses accessing the school. We understand the importance of balancing multimodal safety and accessibility with operational efficiency and context-sensitive design.

TC2 brings deep expertise in corridor studies, multimodal planning, Safe Routes to School strategies, and robust stakeholder engagement. Our approach is rooted in inclusive engagement, technical rigor, and actionable outcomes. We have successfully delivered similar studies across the Midwest, leveraging local partnerships and direct coordination with school districts, transit providers, bus companies, and community stakeholders to identify nuanced needs and craft solutions that reflect both technical standards and community priorities.

By teaming with Bolton & Menk, we offer expanded capacity and complementary strengths in traffic analysis, alternatives development, and public involvement. Bolton & Menk's proven record in intersection control evaluations and benefit-cost analysis, combined with TC2's expertise in multimodal planning and engagement, ensures a comprehensive solution tailored to the corridor's challenges. Together, our team is uniquely positioned to help MAPO envision and deliver a safer, more accessible, and connected CSAH 16 corridor for all users.

We appreciate your consideration and look forward to the opportunity to collaborate with MAPO, Blue Earth County, and local partners. Please do not hesitate to contact us for any additional information or clarification.

Matt Pacyna, PE
Principal, Co-Founder
(612) 464-3800
mpacyna@transportationcollaborative.com

Firm Overview: TC2

Transportation Collaborative & Consultants, LLC (TC2) is a transportation planning and engineering firm grounded in our mission to support communities through inclusive collaboration, strategic technical guidance, and effective communication. Our vision is to cultivate a diverse team of planners, engineers, strategists, and communicators dedicated to creating sustainable solutions that meet today's needs while preparing for future generations. With more than 100 years of combined experience in transportation and community planning, traffic engineering, community engagement, and urban design, TC2 has established itself as a trusted partner for agencies across the Midwest.

For the CSAH 16 (Stoltzman Road) Corridor Study, we will bring the same dedication and expertise that have guided our work across numerous projects throughout the MAPO region. Our team's diverse background in multimodal solutions, traffic and operations analysis, multimodal safety, roadway design, and project management ensures we can address this corridors unique needs.

We understand that successful project delivery requires responsiveness, efficiency, and clear communication with a wide range of stakeholders. As a results-oriented firm, we adapt quickly, act as an extension of regional staff, and provide consistent, dependable service. TC2 is committed to supporting MAPO and its partners through collaborative engagement, technical excellence, and a seamless partnership approach.

At TC2, we believe collaboration comes to life when people feel heard, empowered, and part of the process. Our initiatives focus on building teams and partnerships that reflect many perspectives, so the outcomes we create together truly serve the communities we work with.

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Minneapolis, MN 55401

Firm Overview: Bolton & Menk

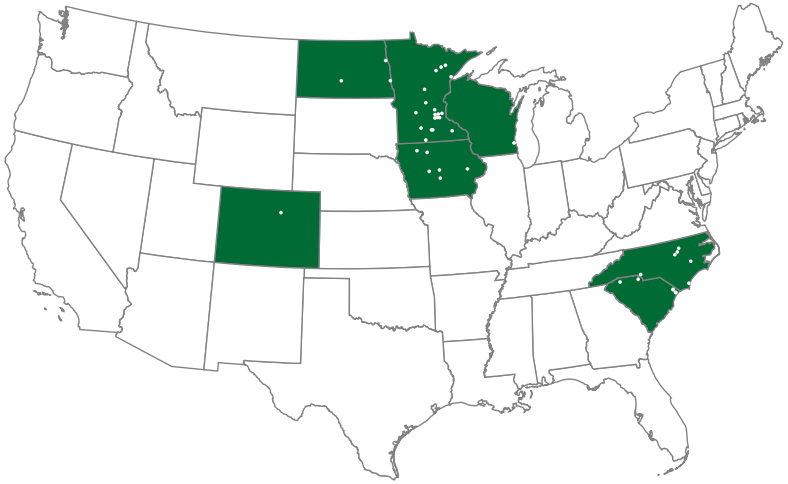
BOLTON & MENK
Real People. Real Solutions.

Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things:

- We'll work hard for you and we'll do a good job.
- We take a personal interest in the work being done around us and do our part to build a better quality of life for all. At the end of the day, we're Real People offering Real Solutions.



Primary Contact: Angie Bersaw, AICP
Phone: (507) 380-8515
Email: angie.bersaw@bolton-menk.com

Website: www.bolton-menk.com

2900 43rd Street NW, Suite 100
Rochester, MN 55901

Project Understanding

The CSAH 16 (Stoltzman Road) corridor serves as a critical link for students, residents, and regional traffic, yet it faces significant safety and operational challenges. Our team understands that current conditions create unsafe walking environments for students and present difficulties for parents, buses, and vehicles accessing Mankato West High School and nearby neighborhoods. These issues drive the need for practical, community-focused solutions.

Our Project Understanding

Our understanding of the project is grounded in our local knowledge of the community and recent discussions with the school district and local agencies during the MAPO 2050 MTP update.

Student Travel Between School and Riverfront Area

Open-campus lunch periods create heavy midday pedestrian movements. Crossing CSAH 16 at these locations poses significant safety hazards due to inadequate pedestrian infrastructure and high vehicle speeds, resulting in frequent near misses and heightened crash risk.

Internal Traffic Circulation at the School Site

Congestion within the school campus during arrival and dismissal creates conflicts between buses, parent drop-off/pick-up, and student pedestrians. Queuing often spills onto CSAH 16, impacting corridor operations.

Access Points to and from the School

Multiple access points, including Van Brunt Street and the high school parking lot, introduce conflicts and safety concerns. Limited sight distances and lack of dedicated turn lanes exacerbate operational issues.

High Pedestrian Exposure Near Intersections

Students crossing CSAH 16 at or near West Pleasant Street face long crossing distances and limited refuge areas, increasing crash risk.

Limited Sidewalk and Bicycle Connectivity

Gaps in sidewalks and lack of dedicated bike facilities discourage safe non-motorized travel, particularly for students and residents accessing the school or nearby businesses.

Crash History and Safety Hotspots

The corridor has experienced crashes involving vehicles, pedestrians, and cyclists, particularly near school access points and intersections with constrained geometry.

Private Drive Access

Roadway improvements must account for the numerous private driveways along the corridor, which provide the sole access to adjacent properties. They must also consider planned development occurring north of Riverfront Drive and the private roadway connection in that area that currently functions as a public street.

Transit and Bus Operations

School buses and transit vehicles experience delays and conflicts with traffic, especially during peak school hours.

Regional Role of CSAH 16

The corridor serves as a key north-south connector, so local access needs to be balanced with regional mobility and freight considerations.

Future Improvements

A full-depth reclamation project from Stadium to Pleasant is planned for 2027 (pavement only). Approximately $500,000 in TIP funding is allocated for intersection and pedestrian improvements. Roundabout and access management strategies should be evaluated as part of this study.

Mankato West High School at the CSAH 16 & South Riverfront Drive

Issues & Opportunities

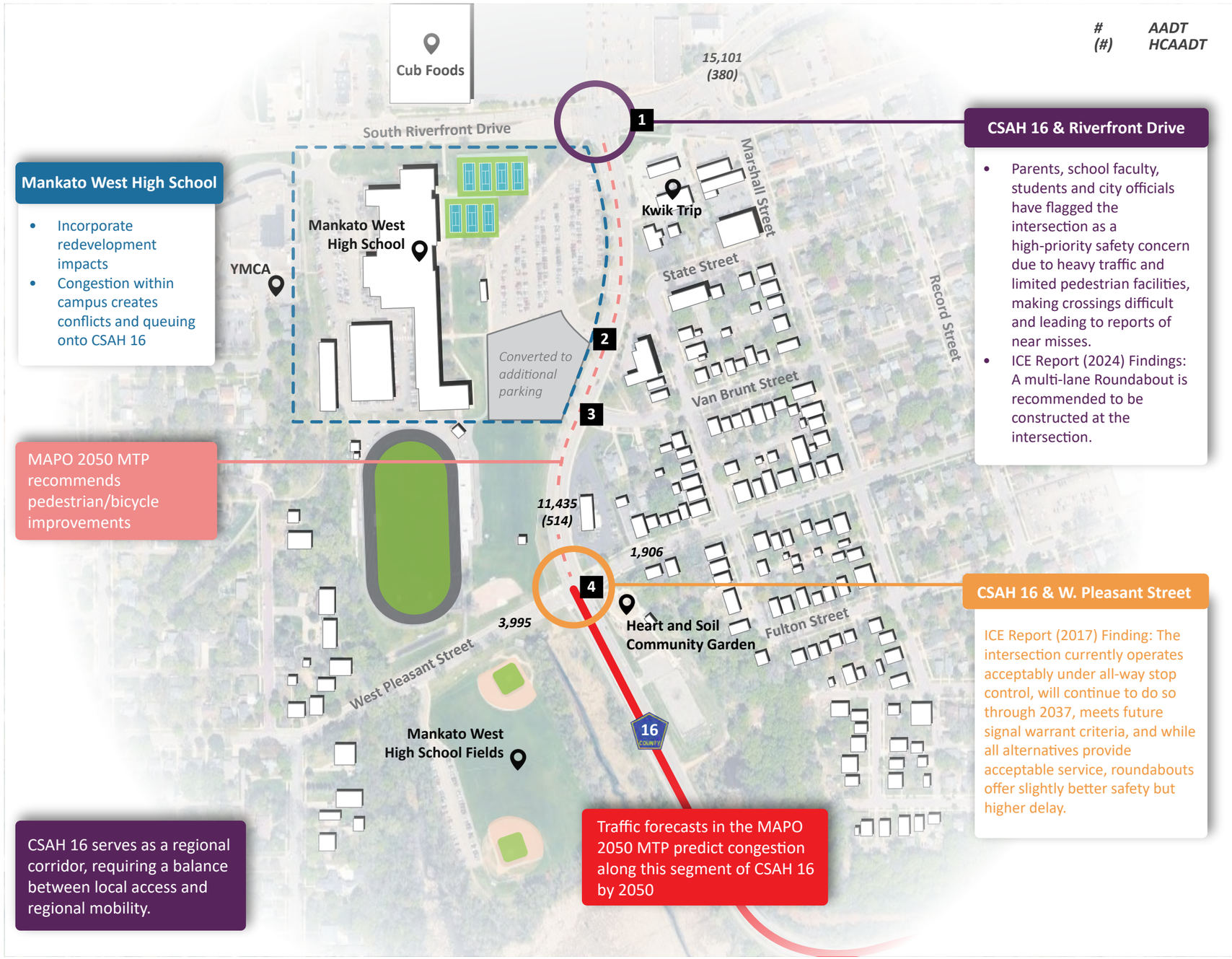
Many of the corridor's issues and opportunities have been documented in previous studies. However, we recognize that additional insights will emerge as we engage with the community and conduct a thorough technical evaluation. This map will serve as a foundation as part of our Phase I engagement to help inform the community of known issues.

The study will leverage the findings and recommendations from the 2024 CSAH 16/Riverfront Drive ICE report.

Conflicts between student parking, drop-off/pick-up activity, and access points exist at this entrance.

The study will consider access needs and issues in nearby neighborhoods, rather than focusing solely on the school.

The study will need to update the 2017 CSAH 16/Pleasant Street ICE report and determine intersection controls.



Mankato West High School

- Incorporate redevelopment impacts
- Congestion within campus creates conflicts and queuing onto CSAH 16

MAPO 2050 MTP recommends pedestrian/bicycle improvements

CSAH 16 serves as a regional corridor, requiring a balance between local access and regional mobility.

CSAH 16 & Riverfront Drive

- Parents, school faculty, students and city officials have flagged the intersection as a high-priority safety concern due to heavy traffic and limited pedestrian facilities, making crossings difficult and leading to reports of near misses.
- ICE Report (2024) Findings: A multi-lane Roundabout is recommended to be constructed at the intersection.

CSAH 16 & W. Pleasant Street

ICE Report (2017) Finding: The intersection currently operates acceptably under all-way stop control, will continue to do so through 2037, meets future signal warrant criteria, and while all alternatives provide acceptable service, roundabouts offer slightly better safety but higher delay.

Traffic forecasts in the MAPO 2050 MTP predict congestion along this segment of CSAH 16 by 2050

Project Approach

Our approach combines technical rigor with community priorities to deliver actionable, cost-effective improvements that make CSAH 16 safer and more accessible for all users, especially students walking or biking to school.

Data-Driven Analysis
Our team will analyze crash history, turning movements, and multimodal traffic volumes to pinpoint high-risk areas. We will streamline the data analysis tasks for this effort by levering our team's recent work on the 2050 Metropolitan Transportation Plan.

Context-Sensitive Solutions
Alternatives will respect the corridor's residential character and environmental constraints while improving access for school traffic and reducing pedestrian exposure to high-speed traffic.

Integration of Previous ICE Reports
We will build on recent Intersection Control Evaluations (ICE), particularly at CSAH 16 and Riverfront Drive (2024) to address known congestion and safety concerns at this high-conflict location, in addtion to updating the CSAH 16 and Pleasant Street ICE Report (2017).

Low-Cost / High-Benefit Solutions
Recognizing budget constraints, we will prioritize strategies such as improved crosswalk visibility, traffic calming near school access points, and operational adjustments that enhance safety without major reconstruction.

Safe Routes to School Emphasis
The corridor's proximity to Mankato West High School warrants strong pedestrian and bicycle safety measures. We will explore sidewalk gaps, crossing challenges, and traffic patterns that currently discourage safe student travel.

Compliance and Funding Eligibility
Recommendations will align with MnDOT and federal standards, ensuring eligibility for Safe Routes to School and other funding programs.

Integration with Existing Plans
We will coordinate with local comprehensive plans, bicycle/pedestrian master plans, and transit strategies to ensure consistency and leverage prior planning efforts.

Project Management
Our project team has a proven history of collaboration on regional initiatives, including the recent 2050 Metropolitan Transportation Plan and the Highway 14 study in Eagle Lake, ensuring seamless coordination and consistent delivery as a unified, holistic team.

Matt Pacyna facilitating a community open house

Project Experience Examples

Highway 14 Corridor Study *TC2+BMI*

Eagle Lake, MN

BMI and TC2 supported MAPO and MnDOT in a comprehensive corridor study of Highway 14 through Eagle Lake. **The study evaluated safety, traffic operations, multimodal access, and long-term infrastructure needs to support regional growth and community priorities.** The project included technical analysis, public engagement, and development of a phased implementation plan to guide future investments.

TC2 developed traffic forecasts, evaluated corridor performance under both no-build and alternative improvement scenarios, analyzed crash data to identify safety concerns, and recommend targeted safety enhancements. This comprehensive work establishes a solid foundation for future efforts to assess existing and projected conditions along Highway 14 within the MAPO region.

Relevant Project Tasks

- *Traffic Operations Assessment*
- *Crash Analysis*
- *Alternatives Evaluation*

MAPO 2050 MTP *TC2+BMI*

MAPO

TC2 and BMI had the privilege of leading MAPO's first-ever long-range transportation plan and have now successfully completed its second update in 2025. Over the course of these efforts, the project team has developed a deep understanding of the region's unique strengths, evolving growth patterns, and long-term aspirations. This experience has allowed us to track demographic shifts, economic trends, and infrastructure needs with precision.

As part of these updates, **we conducted a thorough review of emerging data sources to identify shifts in traffic patterns, safety concerns, and areas with the greatest potential for transportation investment.** In addition, the plan's goals were refined to reflect updated policies and community priorities, creating a framework that is both adaptable and forward-looking.

Relevant Project Tasks

- *System Evaluation*
- *Crash Analysis*
- *Traffic Forecasting*

CSAH 10/17/17B Corridor Study *TC2*

Washington County, MN

TC2 is part of the team working with Washington County to identify corridor and intersection improvements immediately adjacent to a new school site. The corridor study includes assessment of existing conditions, direct engagement with the school district and community, and alternative analysis/recommendation.

With the new school opening Fall of 2026, our team identified key safety improvements for students as well as traffic recommendations to improve mobility. **Communication with community has been vital in understanding corridor priorities and ensuring the roadway works for all users - no matter the mode.**

Relevant Project Tasks

- *Multimodal-Focused Engagement*
- *Student safety improvements*
- *Traffic Analysis*

Project Experience Examples

8th Avenue Extension Corridor Study *TC2*

Dilworth, MN

The 8th Avenue Extension Corridor Study was a collaborative effort supported by TC2 in partnership with Metro COG, MnDOT District 4, and the City of Dilworth. This study focused on a key regional and neighborhood corridor near a local school, recognizing its importance for both community connectivity and safety. **The study focused on guiding future infrastructure decisions by examining roadway alternatives and how they might influence development patterns, school campus plans for expansion, and local/regional connectivity needs.**

TC2 led the traffic and safety analysis, developed corridor and land use concepts, and facilitated stakeholder engagement to ensure the vision reflected local priorities.

Relevant Project Tasks
- *Land Use Analysis*
- *Community Engagement*
- *Alternatives Evaluation*

Riverfront Drive Corridor Study *BMI*

MAPO

BMI supported MAPO on the Riverfront Drive Corridor Study, **analyzing the roadway from MN 169 to Stoltzman Road to understand mobility, safety, and multimodal needs.**

This is a short but complex area due to the range of issues and surrounding land uses. Multiple alternatives were studied and shared with the public and school district for feedback. The study concluded with an implementation plan, including short- and long-term improvement concepts. Several of the short-term improvements have been constructed, and long-term improvements will be revisited as future needs dictate and opportunities arise.

Relevant Project Tasks
- *Alternatives Evaluation*
- *Community & Stakeholder Engagement*
- *Traffic Analysis*

Diffley Road/Eagan School Study *BMI*

Dakota County, MN

BMI led the School Area Safety Improvements Study, gathering input from the community and collaborating on short- and long-term improvements. An initial intersection study was expanded following a fatal accident involving a student in 2019.

Using the momentum from the study, the team assisted in a lane reduction of Diffley Road, single-lane roundabouts at Daniel Drive and Braddock Trail, a new school access, reconfiguration and expansion of the school parking lot, and improvements to parking lot access. **These much needed improvements helped Dakota County realize their vision of a safer Diffley Road and school area.**

Relevant Project Tasks
- *Community Engagement*
- *Safety Analysis*
- *Improvement Recommendations*

Team Organization

The TC2 team was developed to highlight our collaborative approach to addressing each task.

MATT PACYNA, PE

Project Manager

Matt co-founded TC2 in 2021 in partnership with Craig Vaughn. Matt has over 20 years of traffic engineering, transportation/multimodal planning, and preliminary design experience. Matt has a strong business sense and steady even-keeled personality that has allowed him to lead transportation assessments for public and private developments, safety evaluations, corridor studies, small area plans, and event travel demand management plans. He understands the project entitlement process and how to effectively communicate with stakeholders to achieve understanding and obtain project support.

Project Experience

CSAH 10/17/17B Corridor Study, Washington County, MN
Traffic Lead

Highway 14 Corridor Study, Eagle Lake, MN
Traffic Lead

TH 10 Corridor Study, Dilworth, MN
Traffic / Safety Lead

Fernbrook Lane Corridor Study, Maple Grove, MN
Project Manager

SAMANTHA MATUKE, AICP

Lead Planner &
Engagement Support

Samantha Matuke joined the TC2 team in 2022 and is Project Manager in Transportation Planning. She is experienced in community and transportation planning, public engagement, graphic design, and urban design. With an educational background in Architecture and City Planning, she brings a unique perspective to all her projects. Sam believes her role as a planner is to bring tools and resources to communities, which they can utilize to shape their best future.

Project Experience

CSAH 10/17/17B Corridor Study, Washington County, MN
Engagement Lead

CSAH 1 Corridor Study, Saint Cloud, MN
Lead Planner

Blue Earth County Transportation Plan Update
Planner

Ramsey County All-Abilities Transportation Plan
Lead Planner

Team Organization

(continued)

LANCE BERNARD

Alternatives Analysis

Lance brings over 20 years of experience leading a variety of planning projects. Lance's work has touched on all aspects of planning, including comprehensive/land use plans, neighborhood studies, public health initiatives, expanded multimodal planning, corridor studies, parking and micro-mobility assessments, asset management, and financial planning. His approach is built on trust and genuinely listening to community needs, aspirations, and desires.

Project Experience

MAPO 2050 MTP, MAPO
Project Manager

8th Avenue Extension Study, Dilworth, MN
Pubic Realm and Engagement Lead

Watertown Bicycle and Pedestrian Path Network Plan, Watertown, WI
Implementation Lead

CSAH 32 (Penn Avenue)Reconstruction, Richfield, MN
Pubic Realm Lead and Business Liaison

ANGIE BERSAW, AICP

Lead Planner &
Engagement Support

Angie began her planning career in 2003 and now serves as the transportation division leader at BMI. She has led more than 70 transportation and environmental projects in the last two decades, including more than 30 corridor studies, 30 transportation plans, 5 small area plans, and multiple environmental processes and documentation. She excels at finding solutions that can be supported by a diverse group of stakeholders, and how to navigate the complex intersection of transportation planning and environmental clearance.

Project Experience

Highway 14 Corridor Study, Eagle Lake, MN
Project Manager

I-35 Corridor Plan, Arrowhead Regional Development Commission
Project Manager

Highway 169 Multimodal Corridor Study, MnDOT Metro
Project Manager

Highway 169 Corridor Study, MAPO
Project Manager

TC2

BMI

MAPO
MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION

Team Organization

(continued)

CRAIG VAUGHN, PE

Project Advisor

Craig founded TC2 in 2021 after 23 years working in the transportation and traffic engineering consulting space. He has over 25 years of experience in transportation engineering and planning including thoughtful and inclusive community engagement. Craig is a people person who listens to and cares about each individual and community contributing to the project under review. His ability to connect with a diverse range of communities and explain complex technical material in a plain language format has helped him successfully deliver complex multimodal transportation infrastructure across the Midwest.

Project Experience

MAPO 2050 MTP, MAPO
Project Advisor

Otter Tail County Transportation Plan
Project Manager

Ramsey County All-Abilities Transportation Plan
Project Manager

Blue Earth County Transportation Plan
Project Manager

ALLY DE ALCUAZ

GIS & Traffic Analysis

Ally de Alcuaz is a transportation planner and GIS specialist with a strong background in multimodal planning, performance measurement, and data visualization. She brings valuable institutional knowledge from her work with MnDOT, where she contributed to the development of interactive tools and dashboards to support planning and decision-making. Ally is passionate about applying data-driven approaches to improve accessibility and equity in transportation systems. Her collaborative style and technical expertise make her a key contributor to multidisciplinary planning and modeling efforts.

Project Experience

Ramsey County All-Abilities Transportation Plan
Mobility Analyst

Washington County Long-Range Transportation Plan
GIS Lead

MAPO 2050 MTP, MAPO
Lead Transportation Planner

Greenway Extension, Metropolitan Council
Mobility Analyst

Team Organization

The TC2 team was developed to highlight our collaborative approach to addressing each task.

KELSEY LARSEN, PE, PTOE

Traffic Advisor & Support

Kelsey is a traffic senior project engineer who began her career in 2015. Her primary responsibilities include traffic analysis for intersection control evaluations, corridor studies, and preliminary roadway projects. She is well versed in ITE trip generation, traffic distribution, and in using VISSIM, Synchro/SimTraffic, and Arcady to evaluate existing and proposed conditions. Client satisfaction is a top priority for Kelsey, and she is always willing to go the extra mile to make sure projects are done right. She enjoys creating quality products and strives to show information in a way that is easily understood by everyone.

Project Experience

I-35 Corridor Plan, Arrowhead Regional Development Commission
Traffic Operations

Highway 169 Multimodal Corridor Study, MnDOT Metro
Traffic Analysis

Riverfront Drive Corridor Study, MAPO
Traffic Analysis & Design

JUSTIN VOSSEN

Engagement Support

Justin began his career in 2022. He provides support on planning projects in the Midwest. He is familiar with the master planning process and helps lead projects through forecasting, facility development, alternatives, and implementation plans. Justin is also supports transportation planning projects and public engagement. He is located in our Mankato office and enjoys the opportunity to work with project stakeholders to understand and incorporate their needs into a project.

Project Experience

Warren Street Corridor Study, MAPO
Engagement

Webster Avenue Planning Study, North Mankato, MN
Planning & Engagement

Northwest Area Master Plan, North Mankato, MN
Planning & Engagement

Work Plan

TASK 1

Project Management *(On-going)*

TC2's project management approach emphasizes proactive coordination, transparent communication, and thorough quality assurance. We will leverage collaborative tools to monitor milestones, deliverables, and responsibilities for review with the MAPO Project Manager on a bi-weekly basis. Before the project kickoff, we will work closely with staff to confirm the work plan and schedule. A detailed schedule, including anticipated milestones and deliverables, is provided on Page 16.

Regular check-ins and Project Management Team (PMT) meetings will ensure alignment among MAPO, Blue Earth County, the City of Mankato, and our consultant team. Our team will document decisions, resolve issues promptly, and maintain clear records of progress and costs. All deliverables will meet MAPO's standards for accessibility and clarity, and we will adapt our approach as needed to keep the project on track and responsive to stakeholder needs.

Deliverables

- Work plan and schedule
- Project kickoff (1) meeting and monthly Project Management Team meetings (up to 10) and meeting summaries
- Bi-weekly conference call notes with Two (2) project managers and technical staff
- Meeting agendas (distributed at least one day prior) and meeting minutes (submitted within three business days)
- Two (2) in-person presentations to the Blue Earth County board
- One (1) in-person presentation to the Mankato City Council
- One (1) virtual presentation to MAPO TAC
- One (1) in-person presentation to MAPO Policy Board
- Monthly invoices with progress reports and supporting expense documentation, including separate tracking for Complete Streets activities

TC2 staff facilitating a pop-up engagement event

TASK 2

Public Involvement *(On-going)*

Our team will lead a proactive and inclusive public involvement process designed to reflect the voices of students, parents, residents, and businesses along CSAH 16. We will begin with a project kickoff meeting with the PMT to confirm engagement goals, strategies, and timelines. Following this meeting, we will prepare a Public Involvement Plan (PIP) that outlines outreach tactics, accessibility measures, and creative engagement opportunities. We will use the following engagement strategies as a foundation for developing a PIP.

Kickoff and Planning: Host a PMT kickoff meeting to finalize engagement objectives and create a detailed PIP and timeline. This plan will include strategies for reaching school communities, nearby businesses, and residents.

As part of the PIP, we propose a three-phase engagement approach. Phase one will focus on listening and understanding needs. Phase two will provide an opportunity to gather feedback on draft recommendations. The final phase will involve reporting findings and drafting recommendations to local agencies for their consideration.

PHASE 1

Phase I is designed to thoroughly understand the community's needs and gain a comprehensive view of traffic and safety issues, ensuring that recommendations are well-informed and responsive.

1 Open House
2 Pop-Ups
Stakeholder Interviews

PHASE 2

Phase II focuses on demonstrating how findings from Phase I shape the study's recommendations, supported by technical data. The information will be presented visually and in clear, accessible language to build understanding and generate excitement about future possibilities.

1 Open House
2 Pop-Ups
Agency Presentation

PHASE 3

The final phase of the study will look to secure acceptance of the plan and establish preferred recommendations that can be programmed for future implementation.

Agency Presentation
Adoption

Open Houses at Key Locations: Facilitate two in-person open houses, with at least one hosted at Mankato West High School to maximize participation from students, parents, and faculty. These events will feature interactive displays, concept boards, and feedback stations.

Pop-Up Engagement in High-Traffic Areas: Coordinate four pop-up events at community hubs such as Cub Foods, local parks, and transit stops. These events will provide informal opportunities for residents to learn about the study and share input.

Stakeholder Outreach: Conduct up to six virtual interviews with the School District, school bus operators, transit operators, and other key stakeholders.

Project Website: Maintain an updated website with project maps, upcoming events, and draft concepts to keep the public informed.

Mailings and Postcards: Develop a postcard to promote the project website and its opportunities for engagement. This task assumes the local agency will coordinate and conduct the mailing.

Documentation and Reporting: Summarize each engagement activity with attendee lists, comments received, and key themes. Distribute summaries electronically within two weeks of each event.

Deliverables

- Public Involvement Plan and timeline
- Prepare and attend four (4) pop-up events
- Prepare and attend two (2) open houses
- Stakeholder interviews (6)
- Updated project website content monthly
- Public meeting summaries two weeks after the event

TASK 3

Existing Conditions Report *(Jan - May)*

Our team will deliver an analysis of corridor conditions and context, focusing on CSAH 16's role as a regional connector and its proximity to Mankato West High School. This task will include:

Existing Conditions Analysis: Collect and analyze a variety of data sets as listed in the RFP to document issues and opportunities. We will synthesize multimodal data, including traffic operations, 10-year crash history analysis, pedestrian and bicycle activity, and transit service. Special attention will be given to school access points, internal circulation, and gaps in pedestrian infrastructure. Visualizations will highlight operational deficiencies, safety concerns, pavement conditions, and barriers to walkability and bikeability.

Development Constraints and Opportunities: Identify physical, environmental, and regulatory constraints that may influence future improvements. This includes right-of-way limitations, utility conflicts, and environmental considerations.

Land Use Review: Recognize and evaluate changing land uses, relevant development plans, and the school's campus plan to understand how future development patterns may impact corridor functionality and multimodal needs.

Traffic Data Collection: Collect turning movement counts over a 48-hour period at Riverfront Drive, Willard Street/school access point, Van Brunt Street, and Pleasant Street.

Deliverables

- Visual graphics, maps, and data sets that describe existing conditions and development constraints to the public
- Turning movement counts for four (4) intersections:
  48-hour continuous traffic data collection for each intersection
  Average 24-hour period data reconciled with published AADT/HCAADT
  Counts for all active transportation users (pedestrians, bicyclists, etc.)
- Existing Conditions Operations Analysis memo, including:
  Corridor operations analysis for all modes of transportation
  Safety analysis
  Development constraints assessment
  Land use context

TASK 4

Corridor Issues Identification *(May - Aug)*

Our team will conduct a comprehensive evaluation of CSAH 16 to document known issues and opportunities. We will leverage data and findings from Task 3 to evaluate the following in more detail:

- Review level of service and analyze crash frequency and severity throughout the corridor. This task will include a near-miss analysis to understand ped/bike to vehicle risk along the corridor.
- Perform detailed reviews of pedestrian and bicycle crash locations to identify immediate design interventions.
- Prepare a safety summary that documents overall conditions, supported by crash diagrams and mapping to illustrate patterns and high-risk areas.
- Ensuring all recommendations meet state and federal eligibility requirements for future funding.

As part of this task, we will also identify and prioritize corridor issues such as unsafe student crossings, congestion at school access points, and conflicts between buses, cars, cyclists, and pedestrians. Findings will be organized by intersection, corridor segment, and access point, with emphasis on safety and multimodal connectivity. This task will establish clear project goals and evaluation criteria for alternatives, while cross referenced against past plans, policies, and access management guidelines.

Deliverables

- LOS analysis
- Safety assessment and summary
- Prioritized list of corridor issues and opportunities
- Goals and objectives for future improvements (draft evaluation criteria)
- Existing Conditions Report

TASK 5

Intersection Control Evaluation *(July - Aug)*

An Intersection Control Evaluation (ICE) will be conducted for the intersection of CSAH 16 and W. Pleasant Street. This evaluation will include a benefit-cost analysis and plain-language summaries to ensure accessibility for a broad audience. The task will build upon insights from the 2017 ICE report. The 2024 ICE report prepared for CSAH 16 and Riverfront Drive will also be integrated into the overall study. It is assumed that the 2024 study remains valid and does not require revision, allowing this effort to focus on applying those findings to the current intersection.

Deliverables

- ICE Report for CSAH 16 and W. Pleasant Street

TASK 6

Evaluation Criteria, Alternatives Analysis *(Aug - Oct)*

Our team will develop and evaluate up to three alternatives that are context sensitive to the neighborhoods' needs and issues. Each alternative will address immediate safety needs near the school, such as enhanced crossings, traffic calming, and ADA upgrades. Alternatives will also explore intersection control options, lane modifications, and improved multimodal facilities to meet today and future conditions. We will prepare cross-sections and evaluation matrices, ensuring alternatives are accessible to both technical and public audiences.

Evaluation criteria will align with the project goals defined in Task 4. Alternatives will be assessed, at a minimum, for their ability to enhance safety, improve level of service, reduce delays, and provide a better user experience along the corridor.

We will translate study findings into a clear, actionable roadmap. Recommendations will include phasing, sequencing, and funding strategies aligned with state and federal programs. A project development matrix will summarize roles, responsibilities, and next steps for all partners.

Deliverables

- Three alternatives and cross sections
- Evaluation matrix
- Recommendations and Implementation Plan

TASK 7

Final Report *(Nov - Dec)*

Our team will consolidate all technical analysis, engagement findings, and concept development into a comprehensive final report. The report will highlight recommended short-term improvements and outline a long-term vision for CSAH 16, ensuring accessibility and visual clarity for both technical staff and the public. We envision an executive summary that will serve as the primary public-facing document, presenting key findings in an accessible format. Supporting appendices will comprise the full technical report, providing detailed data and analysis to guide planning, decision-making, and funding considerations.

Deliverables

- Final report and an Executive Summary
- Appendices with technical analysis and engagement documentation
- One electronic copy (PDF) and four hard copies of the full final plan

Schedule

The TC2 team is dedicated to completing this project within a 12-month timeframe. We have developed a strategic schedule aligned with the academic calendar to accurately capture existing conditions, such as traffic counts, and to maximize opportunities for community engagement.

✓ = Key Deliverables

		Task	Format	Task Lead	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Project Management	Work Plan & Schedule	*Word, PDF*	Matt Pacyna	✓											
		Project Kickoff (1)	*Virtual*	Matt Pacyna		1										
		Monthly Project Management Meetings (up to 10)	*Word, PDF*	Matt Pacyna		1	1	1	1	1	1	1	1	1	1	1
		Bi-weekly Conference Calls with PM (up to 23)	*Word, PDF*	Matt Pacyna	1	2	2	2	2	2	2	2	2	2	2	2
		Two (2) Blue Earth County Board Meetings	*In-Person*	Angie Bersaw									1			1
		One (1) Mankato City Council Meeting	*In-Person*	Angie Bersaw									1			
		One (1) MAPO TAC Meeting	*Virtual*	Matt Pacyna										1		
		Monthly Invoices & Progress Reports	*PDF*	Matt Pacyna	1	1	1	1	1	1	1	1	1	1	1	1
2	Public Involvement	Public Involvement Plan (PIP)	*Word, PDF*	Sam Matuke	✓				PHASE 1				PHASE 2		PHASE 3	
		Pop-Up Events (4)	*In-Person*	Justin Vossen					2				2			
		Open Houses (2)	*In-Person*	Sam Matuke						1				1		
		Stakeholder Interviews (6)	*Virtual*	Angie Bersaw												
		Project Website and Monthly Updates	*ESRI StoryMap*	Sam Matuke												
		Public meeting summaries (by phase)	*Word, PDF*	Sam Matuke						✓				✓		✓
3	Existing Conditions Report	Data collection	*GIS, Excel*	Sam Matuke												
		Existing conditions mapping and crash analysis	*GIS, Excel*	Matt Pacyna												
		Development constraints and opportunities analysis	*GIS, Excel*													
		Land use review and analysis	*GIS, Excel*	Lance Bernard												
		Traffic analysis, including TMCs for four (4) intersections	*GIS, Excel, Synchro*	Matt Pacyna												
		Existing Conditions Operations Analysis memo	*Word, PDF*	Matt Pacyna					✓							
4	Corridor Issues Identification	LOS analysis	*GIS, Synchro*	Matt Pacyna												
		Safety assessment and summary	*Word, PDF, Excel*	Matt Pacyna												
		Prioritized list of corridor issues and opportunities	*Word, PDF, Excel*	Sam Matuke												
		Goals and objectives for future improvements	*Word, PDF*	Sam Matuke												
		Existing Conditions Report	*Word, PDF*	Matt Pacyna								✓				
5	ICE	Operations and safety analysis	*GIS, Excel*	Matt Pacyna												
		ICE Report for CSAH 16 and W. Pleasant Street	*Word, PDF*	Matt Pacyna								✓				
6	Evaluation	Three (3) alternatives and cross sections	*Beyond Typicals, Word, PDF*	Lance Bernard												
		Evaluation matrix	*Word, PDF*	Lance Bernard												
		Recommendations and Implementation Plan	*Word, PDF*	Lance Bernard										✓		
7	Final Report	Final report and an Executive Summary	*Word, PDF*	Matt Pacyna												
		Appendices with technical analysis and engagement documentation	*Word, PDF*	Matt Pacyna												
		One (1) electronic copy (PDF) and four (4) hard copies of the full final plan (cost is reflected in the expenses)	*Word, PDF Physical Copy*	Sam Matuke												✓

Budget

Below are TC2 team cost and hourly estimates by task and subtask.

Estimated Person Hours by Task															The TC2 Team	
Task	**Description**	**Pacyna**	**Matuke**	**Alcuaz**	**Bernard**	**Vaughn**	**Traffic Support**	**TC2 Total Hours**	**TC2 Total Cost**	**Bersaw**	**Larsen**	**Vossen**	**BMI Total Hours**	**BMI Total Cost**	**Team Total Hours**	**Team Total Cost**
		$236	***$144***	***$121***	***$200***	***$236***	***$105***			***$62***	***$48***	***$32***				
1.0	**Project Management**	**37**	**14**	**0**	**0**	**0**	**0**	**51**	**$8,250**	**13**	**0**	**8**	**21**	**$1,060**	**72**	**$9,310**
1.1	Work plan and schedule	1	0	0	0	0	0	1	$236	0	0	0	0	$0	**1**	**$236**
1.2	Project kick-off meeting (1)	2	2	0	0	0	0	4	$774	1	0	0	1	$62	**5**	**$836**
1.3	Monthly Project Management Team meetings (10)	10	10	0	0	0	0	20	$3,870	0	0	0	0	$0	**20**	**$3,870**
1.4	Bi-weekly project manager check-ins (half-hour)	12	0	0	0	0	0	12	$2,832	0	0	0	0	$0	**12**	**$2,832**
1.5	Blue Earth Co. County Board Meetings (2)	0	0	0	0	0	0	0	$0	4	0	6	10	$439	**10**	**$439**
1.6	Mankato City Council Meeting (1)	0	0	0	0	0	0	0	$0	2	0	2	4	$188	**4**	**$188**
1.7	MAPO TAC Meeting (1)	1	2	0	0	0	0	3	$538	0	0	0	0	$0	**3**	**$538**
1.8	MAPO Policy Board (1)	5	0	0	0	0	0	5	$0	0	0	0	0	$0	**5**	**$0**
1.9	Monthly invoices with progress reports	6	0	0	0	0	0	6	$0	6	0	0	6	$372	**12**	**$372**
2.0	**Public Involvement**	**16**	**42**	**6**	**0**	**0**	**0**	**64**	**$10,898**	**14**	**0**	**60**	**74**	**$2,773**	**138**	**$13,671**
2.1	Public Involvement Plan (PIP)	0	2	0	0	0	0	2	$302	0	0	0	0	$0	**2**	**$302**
2.2	Pop-up Events (4)	0	2	0	0	0	0	2	$302	0	0	18	18	$572	**20**	**$874**
2.3	Open Houses (2)	16	32	0	0	0	0	48	$8,608	8	0	32	40	$1,512	**88**	**$10,120**
2.4	Stakeholder Interviews (6)	0	0	0	0	0	0	0	$0	4	0	6	10	$439	**10**	**$439**
2.5	Project website and monthly updates	0	2	6	0	0	0	8	$1,082	0	0	0	0	$0	**8**	**$1,082**
2.6	Public meeting summaries	0	4	0	0	0	0	4	$604	2	0	4	6	$251	**10**	**$855**
3.0	**Existing Conditions Report**	**7**	**12**	**20**	**2**	**0**	**24**	**55**	**$9,056**	**0**	**0**	**0**	**0**	**$0**	**55**	**$9,056**
3.1	Data collection	0	0	4	0	0	0	4	$520	0	0	0	0	$0	**4**	**$520**
3.2	Existing conditions mapping and crash analysis	2	2	6	0	0	8	8	$2,418	0	0	0	0	$0	**8**	**$2,418**
3.3	Development constraints and opportunities analysis	1	2	4	0	0	0	7	$1,058	0	0	0	0	$0	**7**	**$1,058**
3.4	Land use review and analysis	0	0	2	2	0	0	4	$660	0	0	0	0	$0	**4**	**$660**
3.5	Traffic analysis (TMCs at 4 int., data collection incl. in expenses)	2	0	0	0	0	16	18	$2,200	0	0	0	0	$0	**18**	**$2,200**
3.6	Existing Conditions Operations Analysis memo	2	8	4	0	0	0	14	$2,200	0	0	0	0	$0	**14**	**$2,200**
4.0	**Corridor Issues Identification**	**7**	**12**	**14**	**0**	**0**	**10**	**43**	**$6,364**	**0**	**0**	**0**	**0**	**$0**	**43**	**$6,364**
4.1	LOS analysis	1	0	4	0	0	4	9	$1,188	0	0	0	0	$0	**9**	**$1,188**
4.2	Safety assessment and summary	2	0	6	0	0	6	14	$1,900	0	0	0	0	$0	**14**	**$1,900**
4.3	Prioritized list of corridor issues and opportunities	1	4	2	0	0	0	7	$1,100	0	0	0	0	$0	**7**	**$1,100**
4.4	Goals and objectives for future improvements	1	2	0	0	0	0	3	$538	0	0	0	0	$0	**3**	**$538**
4.5	Existing Conditions Report	2	6	2	0	0	0	10	$1,638	0	0	0	0	$0	**10**	**$1,638**

Budget (continued)

Estimated Person Hours by Task															The TC2 Team	
Task	**Description**	**Pacyna**	**Matuke**	**Alcuaz**	**Bernard**	**Vaughn**	**Traffic Support**	**TC2 Total Hours**	**TC2 Total Cost**	**Bersaw**	**Larsen**	**Vossen**	**BMI Total Hours**	**BMI Total Cost**	**Team Total Hours**	**Team Total Cost**
		$236	***$144***	***$121***	***$200***	***$236***	***$105***			***$62***	***$48***	***$32***				
5.0	**Intersection Control Evaluation**	**10**	**4**	**6**	**0**	**0**	**32**	**52**	**$7,200**	**0**	**14**	**0**	**14**	**$672**	**66**	**$7,872**
5.1	Operations and safety analysis	2	2	6	0	0	16	26	$3,282	0	6	0	6	$288	**32**	**$3,570**
5.2	ICE Report for CSAH 16 and W. Pleasant Street	8	2	0	0	0	16	26	$3,918	0	8	0	8	$384	**34**	**$4,302**
6.0	**Evaluation Criteria, Alternatives Analysis**	**3**	**10**	**0**	**14**	**8**	**16**	**51**	**$8,634**	**0**	**0**	**0**	**0**	**$0**	**51**	**$8,634**
6.1	Three (3) alternatives and cross sections	2	4	0	2	4	8	20	$3,284	0	0	0	0	$0	**20**	**$3,284**
6.2	Evaluation matrix	0	2	0	8	4	8	22	$3,710	0	0	0	0	$0	**22**	**$3,710**
6.3	Recommendations and Implementation Plan	1	4	0	4	0	0	9	$1,640	0	0	0	0	$0	**9**	**$1,640**
7.0	**Final Report**	**2**	**14**	**2**	**0**	**0**	**0**	**18**	**$2,846**	**0**	**0**	**0**	**0**	**$0**	**18**	**$2,846**
7.1	Final report and an Executive Summary	1	10	2	0	0	0	13	$2,006	0	0	0	0	$0	**13**	**$2,006**
7.2	Appendices with technical analysis and engagement documentation	1	4	0	0	0	0	5	$840	0	0	0	0	$0	**5**	**$840**
7.3	One (1) electronic copy (PDF) and four (4) hard copies of the full final plan (cost is reflected in the expenses)	0	0	0	0	0	0	0	$0	0	0	0	0	$0	**0**	**$0**
	HOUR TOTALS	82	108	48	16	8	82	334		27	14	68	109		443	
	Direct Labor Cost Totals	$19,352	$16,308	$6,240	$3,200	$1,888	$8,856		$55,844	$1,674	$672	$2,159		$4,505		$60,349
	Indirect Overhead Rate						(TC2 Indirect Rate: N/A)					(BMI Indirect Rate 228.71%)		$10,303		$10,303
	Direct Labor + Indirect Costs Subtotal								$55,844					$14,808		$70,652
	Materials, Supplies, Travel, Misc Costs								$4,000					$250		$4,250
	Total Fee Estimate								**$59,844**					**$15,058**		**$74,902**

References

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Senior Professional Engineer
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Affidavit of Noncollusion

AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);

2. That the attached proposal submitted in response to the CSAH 16 Corridor Study Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

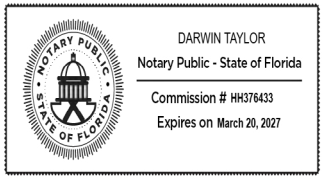
Responder's Firm Name: Transportation Collaborative & Consultants

Authorized Signature: Matthew Roger Pacyga

Date: 12/26/2025

Subscribed and sworn to me this: 26th day of December 2025

Notary Public: Darwin Taylor



My commission expires: 03/20/2027

Notarized remotely online using communication technology via Proof.

Disclosure of Potential Conflict of Interest

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

____X____ Determined that no potential organizational conflict of interest exists.

_____ Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

Signature

January 2, 2026

Date

Affirmative Action Certification

AFFIRMATIVE ACTION CERTIFICATION

If your response to this solicitation is or could be in excess of $100,000.00, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

Has a current Certification of Compliance issued by the Minnesota Department of Human Rights (MDHR) -or-
Has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

☐ We have a current Certificate of Compliance issued by the MDHR. Proceed to Box C. Include a copy of you Certification with your response.

☐ We do not have a current Certificate of Compliance; However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____(date). If the date is the same as the response due date, indicate the time your plan was received: _____(time). Proceed to Box C.

☐ We do not have a Certification of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to Box C. Contact the MDHR for assistance. (See below for contact information)

Please note: Certificates of Compliance must be issued by the MDHR. Affirmative Action Plans must be approved by the Federal government, a county or a municipality must still be received, reviewed, and approved by the MDHR before a Certification can be issued.

BOX B – For those companies not described in BOX A

Check below.

☒ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: Transportation Collaborative & Consultants

Authorized Signature: _____ Phone number: 612-464-3800

Printed Name: Matt Pacyna Title: Co-Founder

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services Section
190 East 5th St., Suite 700
St. Paul, MN 55101

Web: https://www.mn.gov/mdhr/

Email: employerinfo@therightsplace.net

TC Metro: (651) 296-5663

Toll Free: 800-657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

Immigration Status Certification

IMMIGRATION STATUS CERTIFICATION

By order of the Governor (Governor's Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

E-Verify program information can be found at http://www.dhs.gov/ximgtn/programs.

If any response to a solicitation is or could be in excess of $50,000.00, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the Contract. All subcontractor certifications must be kept on file with the Contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this Contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.

Name of Company: Transportation Collaborative & Consultants Date: January 2, 2026

Authorized Signature:  Telephone Number: 612-464-3800

Printed Name: Matt Pacyna Title: Co-Founder

If the Contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the Contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the Contract, and/or suspending or debarring the Contract vendor from state purchasing.

Certification of Restriction on Lobbying

CERTIFICATION OF RESTRICTION ON LOBBYING

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the bidder/company named below that:

1. No Federal or state appropriated funds have been paid or will be paid by or on behalf of the bidder/company, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The bidder/company shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name of Bidder / Company Name Transportation Collaborative & Consultants

Type or print name Matt Pacyna

Signature of authorized representative  Date 01 / 02 / 26

Co-Founder (Title of authorized official)

Certification of Liability Insurance

TRANCOL-01 DSCHULER

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/02/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paragon Insurance Group, LLC 1844 W Wayzata Blvd. Long Lake, MN 55356	CONTACT NAME: PHONE (A/C, No, Ext): (612) 338-9179 FAX (A/C, No): (612) 338-9180 E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cincinnati Ins	10677
INSURER B : Cincinnati Ind	23280
INSURER C : CFC Underwriting Limited	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Transportation Collaborative & Consultants LLC
17515 26Th Ave N
Minneapolis, MN 55447-1601

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	ENP 0629322	9/15/2025	9/15/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X	X	ENP 0629322	9/15/2025	9/15/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	X	X	ENP 0629322	9/15/2025	9/15/2026	EACH OCCURRENCE AGGREGATE $	$ 2,000,000 $ 2,000,000 $ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		EWC 0643363	2/1/2025	2/1/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Cyber Liability			ESM0039967478	6/1/2025	6/1/2026	Limit of Liability	$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/02/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Kraus-Anderson Insurance Agency, Inc 420 Gateway Blvd Burnsville MN 55337	CONTACT NAME: Certificates Department PHONE (A/C, No, Ext): 952-707-8200 FAX (A/C, No): 952-890-0535 E-MAIL ADDRESS: Certificates@kainsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Casualty and Surety	31194
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED TRANCOL-01
Transportation Collaborative and Consultants LLC
17515 26th Ave N
Minneapolis MN 55447

COVERAGES CERTIFICATE NUMBER: 1968186577 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ $ $ $ $ $ $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Design Professional's Professional Liability Claims Made & Reported	X	X	108125284	9/15/2025	9/15/2026	Each Claim Aggregate	$3,000,000 $3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

JANUARY 2, 2026

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

PROPOSAL FOR

HIGHWAY 14 CORRIDOR STUDY AND INTERSECTION CONTROL EVALUATION

BOLTON & MENK
Real People. Real Solutions.

In Partnership With:
TC^2

Contact:
Angie Bersaw, AICP
507-380-8515
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January 2, 2026

Chris Talamantez
Transportation Planner
Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001
ctalamantez@mankatomn.gov

RE: PROPOSAL FOR HIGHWAY 14 CORRIDOR STUDY AND INTERSECTION CONTROL EVALUATION

Dear Chris:

Highway 14 is one of MnDOT District 7's most important corridors, connecting Mankato and North Mankato, as well as metropolitan areas and regional centers across the state. The Mankato/North Mankato Area Planning Organization (MAPO) and MnDOT are undertaking the Highway 14 Corridor Study to address aging infrastructure, safety, and mobility needs, and prepare for future transportation demands on Highway 14 from Lookout Drive to CSAH 12. Significant investments are required in the corridor over the next decade. This study is critical to guide those investments to ensure needs are addressed, opportunities are maximized, and partners have a plan to optimize both short-term and long-term improvements.

Like you, Bolton & Menk, Inc. takes great pride in completing studies that support safe, sustainable, and functional transportation systems. We partnered with Transportation Collaborative and Consultants (TC2) to bring a team that knows the study area, has experience working together, and has proven experience developing corridor visions with financially feasible implementation plans. Our goal is to help MAPO and MnDOT document corridor needs, identify targeted improvements, resolve key interchange and multimodal challenges, and engage stakeholders to build consensus around actionable solutions for the future.

TRUSTED AND LOCAL LEADERSHIP – Our local team brings a deep history with MAPO, having delivered 11 of 15 MAPO transportation/ corridor studies. Our trusted leadership and familiarity with MAPO and MnDOT processes ensure efficient project management and responsive communication. We also bring a deep history with the Highway 14 corridor, with direct experience spanning its length and a proven record of delivering successful studies and design projects for MAPO, MnDOT, and local partners, as shown on our project experience map on page 14. As local residents, Tony Rotchadl, Justin Vossen, and I understand the unique challenges at critical interchanges—including Lor Ray Drive, Highway 169, Victory Drive, and Highway 22—as well as the corridor's needs for flood control, freight movement, multimodal connectivity, local and regional mobility, and safety. This foundation allows us to anticipate issues and deliver recommendations that are both practical and visionary.

1960 Premier Drive
Mankato, MN 56001
507-625-4171 | Bolton-Menk.com

CONTENTS

SPECIALIZED CORRIDOR PLANNING EXPERTISE – Bolton & Menk has assembled a team of experts with specialized knowledge in freeway interchanges, structural feasibility, traffic and safety, hydraulics, engagement, transit, intelligent transportation systems (ITS), and bike/pedestrian infrastructure. We leverage our experience from major corridor study projects—including I-35 in Duluth, Highway 169 in Mankato and the Twin Cities Metro, and Highway 7 from St. Bonifacius to Hopkins—bringing creative, context-sensitive solutions tailored to MAPO and MnDOT's priorities.

TAILORED ENGAGEMENT AND EFFICIENT DELIVERY – We understand a freeway corridor study is different from other studies in how we engage stakeholders. Our engagement needs to be both broad in reaching the wide range of corridor users, and focused—tailored to interest groups with unique needs like freight and pedestrians/bicyclists. We have proven engagement strategies drawing on similar study work, and we will work with you to develop an engagement plan that is both broad and tailored appropriately. In addition, our team's approach is designed to be efficient and cost-effective, sharing efforts across a mix of staff to deliver more value for every dollar invested. By combining innovative engagement strategies with disciplined project management, we ensure MAPO and MnDOT will receive actionable results within budget and on schedule.

We also think you will find exceptional value in our proposal. As noted in the work plan and budget, we included several areas of emphasis to enhance and meet the required scope within your budget, yet add significant value to the study. These include items like a project management team (PMT) alternatives workshop using drone footage, an existing conditions GIS web map, and alternatives visualizations. We also included an optional task for your consideration—a structural feasibility analysis and maintenance of traffic strategies to provide further value in this planning stage of work.

In continued service to MAPO, we are excited at the opportunity to complete the Highway 14 Corridor Study and Intersection Control Evaluation. I will serve as your lead client contact and project manager. Please contact me at 507-380-8515 or Angie.Bersaw@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Angie Bersaw, AICP
Project Manager | Transportation Division Leader/Principal

RESPONDER INFORMATION

BOLTON & MENK

Real People. Real Solutions.

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk has more than 1,000 multiregional employees including professional staff of more than 400 engineers, planners, landscape architects, and surveyors. **Even with our growth, our roots are still in Mankato with one of our largest offices and our corporate headquarters.**

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing their dreams to finding funding, we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things: we'll work hard for you, and we'll do a good job. We take a personal interest in the work being done around us and do our part to build a better quality of life for all. At the end of the day, we're **Real People** offering **Real Solutions**.

SOLUTIONS PROVIDED

- **Transportation Planning and Engineering**
- **Engagement Services**
- Planning and Urban Design
- Water Resources Engineering
- Environmental Planning and Permitting
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Visual Communications
- Civil/Municipal Planning and Engineering
- Structural Services
- Architectural and Building Services
- Construction Administration and Inspection
- Water and Wastewater Engineering
- Aviation Services

COMPANY NAME

Bolton & Menk, Inc.

BUSINESS ADDRESS

1960 Premier Drive
Mankato, MN 56001

CONTACT PERSON

Angie Bersaw, AICP
507-380-8515
Angie.Bersaw@bolton-menk.com

TC^2

Transportation Collaborative & Consultants, LLC (TC2) is a transportation, community planning, and engineering firm founded in 2021. They have collectively been in the industry for more than 100 years and have worked on projects across the Midwest. TC2's team of experts has extensive experience in transportation and community planning, bicycle/pedestrian system planning, community engagement and meeting facilitation, urban design development, traffic and parking analysis, vehicular and multimodal safety analysis, preliminary and final design, and project management and development. TC2 believes that moving people with transportation is best achieved through collaboration among communities and organizations to create sustainable solutions that meet their needs today while also providing for future generations. **TC2 is a registered Disadvantaged Business Enterprise (DBE), Emerging Small Business Enterprise (ESBE), Minority Business Enterprise (MBE), CERT Small Business Enterprise (SBE), and Targeted Group Business (TGB) certified firm.**

OBJECTIVES, GOALS, AND TASKS

INTRODUCTION

MAPO and MnDOT have initiated a corridor study to determine improvement needs for Highway 14 and its surrounding infrastructure between Lookout Drive in North Mankato and CSAH 12 in Mankato. At the heart of the corridor study is the need to develop a plan to address aging infrastructure and the significant investments MnDOT is planning over the next decade. These include

- Bridge repair/replacements at
  - Lor Ray Drive (2030)
  - 3rd Avenue, UP Railroad, Riverfront Drive (2034)
  - Highway 169, Minnesota River (not in Capital Highway Investment Plan [CHIP] but expected within next 10 years)
- Pavement resurfacing from
  - 3rd Avenue to Riverfront Drive; West of Highway 22 through east end of study area (2034)

With the magnitude of these projects, it's prudent to take a holistic look at the corridor and surrounding infrastructure to identify other critical needs like safety, mobility, and multimodal connectivity. As such, this study will evaluate the key interchanges with upcoming investments and known challenges including: Lor Ray Drive, Highway 169, Victory Drive, and Highway 22. Intersection control evaluations (ICE) will be conducted at these locations as well as adjacent intersections at Lor Ray Drive/Commerce Drive and Victory Drive/Raintree Road. In addition, the study will also consider the entire corridor to address mobility and safety needs at other interchanges and corridor segments and will address multimodal crossings throughout.

The corridor study will draw upon planned projects and previously completed studies such as

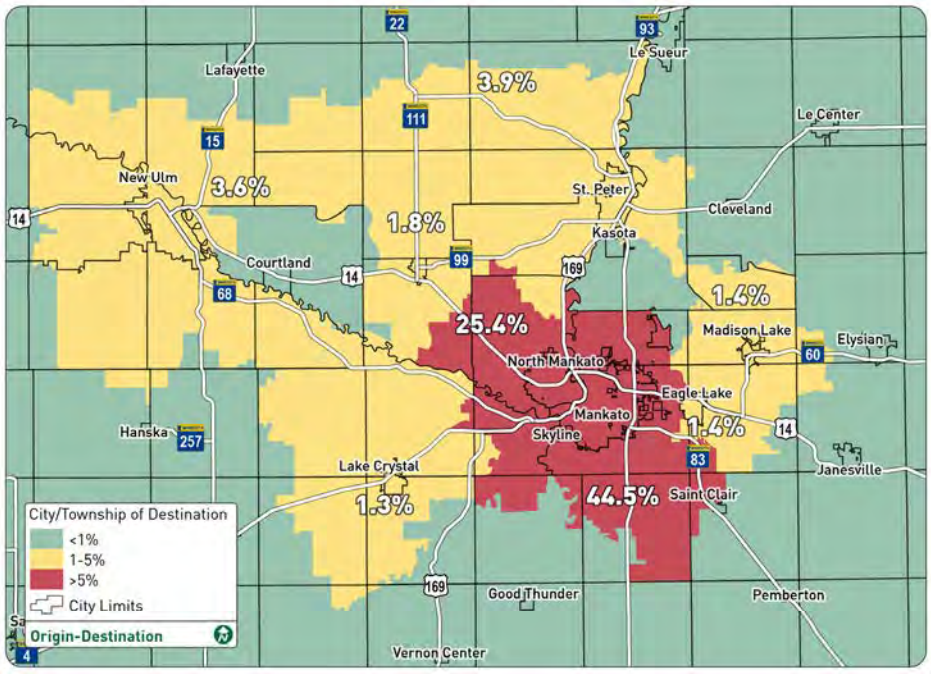
- MAPO 2050 Metropolitan Transportation Plan**
- MAPO Highway 14 Pedestrian Bridge Study*
- MAPO Lookout Drive Corridor Study*
- MAPO Highway 22 Corridor Study
- MAPO Highway 169 Corridor Study*
- Blue Earth County CSAH 5 (3rd Avenue) Reconstruction Project*
- District 7 Manufacturers' Perspective Study
- MnDOT Greater Minnesota Mobility Study*
- MAPO Highway 14 Eagle Lake Corridor Study**

*Completed by Bolton & Menk
**Completed by TC2/Bolton & Menk

CONTEXT/GROWTH

The 2050 MAPO Metropolitan Transportation Plan indicates Highway 14 will carry between 8,000 and 10,000 additional vehicles per day compared to existing conditions. The highest growth in volumes is projected near the west and east ends of the study area, mirroring the growth areas of each city.

Highway 14 plays a unique role in the region's transportation system. As one of three Minnesota River crossings in the MAPO urbanized area (only two of which are highway crossings), it functions as an important local route in connecting people and commerce across the river between the two communities for access to jobs, shopping, schools, and recreation. A StreetLight analysis shows that on an average weekday (Tuesday-Thursday), more than 70 percent of trips originate or are destined for Mankato or North Mankato, as shown in the graphic below.



Highway 14 is also the highest volume corridor in MnDOT District 7 and has a critical role in the regional transportation system, moving approximately 25,000 to 37,000 vehicles per day and 8 to 13 percent heavy commercial vehicles per day through the study area. It is the highest functional classification route as a four-lane divided, grade-separated principal arterial freeway and National Highway System roadway. Significant investments have also been made in Highway 14 both west and east of the study area, increasing the capacity to a continuous four-lane divided corridor from New Ulm to Rochester—signifying the important role it plays in the southern Minnesota economy, connecting multiple regional centers.

TRAFFIC DEMAND VARIATION

We conducted a cursory review of traffic demand variation on the Highway 14 corridor. The findings below highlight some important variabilities related to location-specific traffic data, peak hour variations, and seasonal trends. These demand variations will be important to understand to ensure future infrastructure improvements are designed to meet actual demand and commuter patterns.

Traffic Volumes are Increasing: Recent weekday counts show higher volumes than official figures in most segments of the corridor.

Location	Official 2024 Daily Traffic Count	2025 Count
West End of Study Area	15,300	12,000-20,000
East of Minnesota River	35,200	45,000-52,000
Riverfront Drive to Victory Drive	34,600	44,000-50,000
West of Highway 22	27,400	33,000

Volumes used for the corridor analysis should be considered carefully to account for a typical average day, to understand the implications on higher volume days, and to make sure the volumes accurately reflect the growth that has occurred in each segment.

Directionalities in Peak Hour Flow: Morning and afternoon peak hours differ between eastbound and westbound traffic, reflecting commuter patterns. There are peak hour trends worth noting:

- **West end to the east of Minnesota River:** eastbound AM peak hour is higher volume, but the PM peak is closer to 50-50 between eastbound and westbound, with westbound slightly higher
- **Riverfront to Victory Drive:** traffic is nearly balanced in both directions during peak times
- **West of Highway 22:** westbound is higher in the AM peak and eastbound is higher in the PM peak, consistent with commuter traffic feeding into downtown Mankato in the morning and leaving in the evening

Seasonal and Weekly Variation: Traffic volumes are slightly higher when school is in session, and weekends see 20 to 30 percent lower volumes than weekdays.

SUMMARY: Although based on a preliminary review, this information tells us it will be important to consider peak periods from approximately 6:30 to 8:30 am and 2:30 to 5:30 pm, consider directional changes, and updated counts to reflect current conditions. We will verify these trends through our existing conditions analysis.

HIGHWAY 14/169 INTERCHANGE AND RIVER BRIDGE

The need for a more comprehensive Highway 14/169 interchange design analysis has been discussed for many years. The 2019 Highway 169 Corridor Study, led by Bolton & Menk, identified existing and forecasted operational and safety needs and identified short-term improvements and a concept for a diverging diamond interchange. However, that study acknowledged that a more thorough interchange study was warranted to consider this and additional designs in further detail and in conjunction with the Minnesota River bridge replacement project. The river bridge project is not yet in the CHIP but is anticipated within the next 10 years.

We noted the complexities and multitude of considerations with the Highway 14/169 interchange and Highway 14 River Bridge area on the Issues Map on page 9.

ENVIRONMENTAL CONSTRAINTS

The study area contains significant environmental constraints, most notably the Minnesota River and its surrounding floodplains and wetlands. The on-ramp from westbound Highway 14 to northbound Highway 169, along with Highway 169 just north of the interchange, is part of the Mankato/North Mankato levee system.

The levee system is a critical flood resiliency infrastructure that protects lower North Mankato and the portions of Mankato that are west of the river. As alternatives are developed for the Highway 14/169 interchange, impacts to the levee system will need to be thoroughly understood and accounted for. Any alterations to the levee system will require coordination with the U.S. Army Corps of Engineers (USACE) during subsequent project phases like scoping, preliminary, and final design. Our team will engage USACE during alternatives development so the levee alteration requirements are understood, incorporated, and costs are accurately accounted for in the alternatives analysis.

The scope and footprint of the interchange alternatives, specifically north of the Highway 14/169 intersection, will require floodplain and floodway considerations that are above and beyond the current levee system. Project development processes like a no-rise analysis and other floodplain requirements need to be acknowledged as considerations or risks with each alternative.

Existing Highway 14/169 interchange

Based on our previous experience in the area, we understand that possible contaminated properties exist in the study area. We will use desktop resources to flag these possible areas, along with other environmental considerations, to inform decisions regarding the impacts associated with all of the alternatives.

Additional environmental constraints that require further evaluation throughout the entire corridor include historic and cultural resources, sensitive noise receptors, and natural features such as hills, ravines, and utilities. Understanding the potential impacts on these resources will be an important part of the analysis.

GREENHOUSE GAS (GHG) ASSESSMENT

Alternatives that propose adding capacity to interchanges or to Highway 14, like an auxiliary lane/truck climbing lane extension greater than 2,500 feet, will require a GHG assessment. **Our team completed the first GHG assessment for a planning study in the state on the I-94 Moorhead Corridor Study.** We are currently working through the first metro assessment on the Highway 169 Multimodal Study. Both studies included a quantitative measurement of additional vehicle miles traveled (VMT) for applicable alternatives for comparison to the no-build using the elasticity method. Our planning team (Bob Rogers, Karen Scheffing, and Angie Bersaw) will lead an efficient GHG impact assessment if needed for Highway 14 alternatives, bringing their experience and lessons learned from the I-94 and Highway 169 (Metro) studies.

MULTIMODAL PROVISIONS

The corridor study is an opportunity to identify ways to improve comfort, safety, and any missing connections for nonmotorized users along and across the Highway 14 corridor. The corridor has several interchanges with higher levels of comfort facilities for pedestrians and bicyclists such as at

- **Lookout Drive:** separated paths on both sides of the bridge
- **CSAH 5 (3rd Avenue):** The 2026 reconstruction project will connect Riverfront Drive to the Minnesota River Trail on the north side of the 3rd Avenue/Highway 14 interchange; additional improvements with the tentative 2030 interchange roundabout project will be considered to enhance multimodal opportunities
- **Riverfront Drive:** separated trail on the west side through the interchange was constructed with the roundabout project
- **CSAH 12:** separated path on east side through interchange area

There are also several interchanges that could benefit from the opportunity to enhance multimodal facilities with bridge and/or surrounding infrastructure improvements. These include

- **Victory Drive:** a path exists on the east side under the Highway 14 bridge but there is an opportunity to add a path on the west side to connect with the path further east near the growing residential areas on that side of Victory Drive
- **Highway 22:** separated paths exist on both sides; however, a different interchange design could remove the need to navigate multiple free-right movements that present safety risks for pedestrians/bicyclists

This study is also an opportunity to take a comprehensive view of all multimodal crossings along the corridor to assess if there are any gaps in the network. At a minimum, we expect to analyze the need for the following new crossings:

- Along Highway 14 across the Minnesota River
- Highway 14 Pedestrian Bridge Crossing (Caswell Park area to Commerce Drive)—*drawing upon the 2021 study*
- Search Area: east of Victory Drive to serve growing residential areas north and south of Highway 14

CAPACITY AND TRAFFIC FLOW IMPROVEMENTS

Even with the 2050 growth projections, significant Highway 14 corridor congestion is not anticipated. However, certain areas along the corridor—such as interchange ramp terminals near closely spaced intersections, some merge and diverge points, hills, and truck climbing lanes—have specific mobility and safety issues that need more detailed analysis to understand issues. For instance, are there trends in crash data or mobility data that may suggest considering improvements beyond traditional infrastructure-based solutions? We've found with freeway corridors, the answer is often "yes" to these questions, which leads us to consider ITS solutions that could enhance mobility, traffic flow, and safety and improve traveler information along the corridor. For example, approximately 1/3 of the crashes on Highway 14 between Lor Ray Drive and Highway 169 and from the Highway 169 interchange over the Minnesota River Bridge occurred during icy or slippery conditions. Consequently, we will consider evaluation and determination of the usability and applicability of the following:

- Dynamic curve warning systems
- Pavement warning systems
- Automated anti-icing for bridges
- Variable speed advisories
- Dynamic lane signage, especially in relation to truck climbing lanes
- Weather stations
- Additional overhead and side mounted variable message signs
- Additional cameras

INTERSECTION CONTROL EVALUATIONS

The corridor study will evaluate existing conditions and issues at all intersecting roadways along Highway 14 from Lookout Drive to CSAH 12 (except CSAH 5/3rd Avenue), but it will focus on select locations for full ICEs. Notably, recent roundabout interchanges are excluded from the ICE reports.

We did our homework to understand local agency goals for this study and specific needs along the corridor and at these locations. **The Issues Maps on pages 9-11 highlight our understanding of the needs and considerations.** We also identified a few interchange redesign concepts to illustrate examples of ideas that can be explored further during the study.

PUBLIC AND STAKEHOLDER ENGAGEMENT

We understand that a freeway corridor study is different than a downtown corridor study in how we need to engage stakeholders. Our engagement needs to be both broad and focused at the same time. It needs to be broad to reach the wide array of stakeholders that use the corridor for different types of trips, such as commuting and local access, regional and inter-city, long-distance, economic, tourism, recreation, and multimodal transportation. It can be difficult to get all of these stakeholders interested in a planning-level freeway study. We will be thoughtful in identifying specific stakeholders in the public involvement plan and the methods to best reach them through a variety of in-person and online strategies and in partnership with community-based organizations.

In addition, our engagement will need to be specific and tailored to interest groups with unique needs such as freight/distribution and warehouse businesses, bike/walk advocacy groups, localized interchange area businesses, etc. We want to meet with these stakeholders in focus group-style meetings to understand their needs and gather direct input on corridor alternatives. Our plan includes engagement activities to reach both the specific and broad ends of the spectrum.

Our engagement philosophy involves continually asking ourselves two questions: **What does the data tell us? And what do the people tell us?** It is critical to remain aware of these principles to ensure study outcomes are founded in strong technical analysis and meet the needs of corridor users, local partners, and stakeholder groups.

PROJECT GOALS

MAPO, MnDOT, and their partners desire to **define a corridor improvement plan** that

- **Leverages upcoming bridge investments** to maximize Highway 14's ability to serve continued regional and local growth, maintain safety, and is realistic and can be implemented
- Considers the need for **capacity and other traffic flow improvements** within the corridor and surrounding infrastructure
- **Evaluates multimodal connectivity** needs through and across the corridor
- Develops and **evaluates a range of improvements** to determine the best options for Highway 14 interchanges at Lor Ray Drive (including Commerce Drive), Highway 169, Victory Drive (including Raintree Road), and Highway 22; if needs dictate, non-ICE locations like Lookout Drive, Riverfront Drive, and CSAH 12 interchanges
- **Secures public, stakeholder, and agency support** by meaningfully incorporating input into plan recommendations and is adopted by applicable agencies
- **Documents the study** process, decisions made, recommendations, and any items requiring further analysis in future scoping or engineering design phases; outline anticipated next steps for advancing reasonable alternatives
- **Develops an implementation plan** to prioritize recommendations over time by need and potential funding

WHY OUR TEAM

Highway 14 is one of the region's most important corridors and this is the largest joint study MAPO and MnDOT have initiated. As such, MAPO and MnDOT should select the Bolton & Menk/TC2 team for the following reasons:

TRUSTED AND LOCAL LEADERSHIP

You know and trust our team, which is critical for a study of this magnitude. We also know the corridor better than any other team from our local project experience, as residents, and as a local business. Our local presence allows for responsive, efficient, and hands-on expertise.

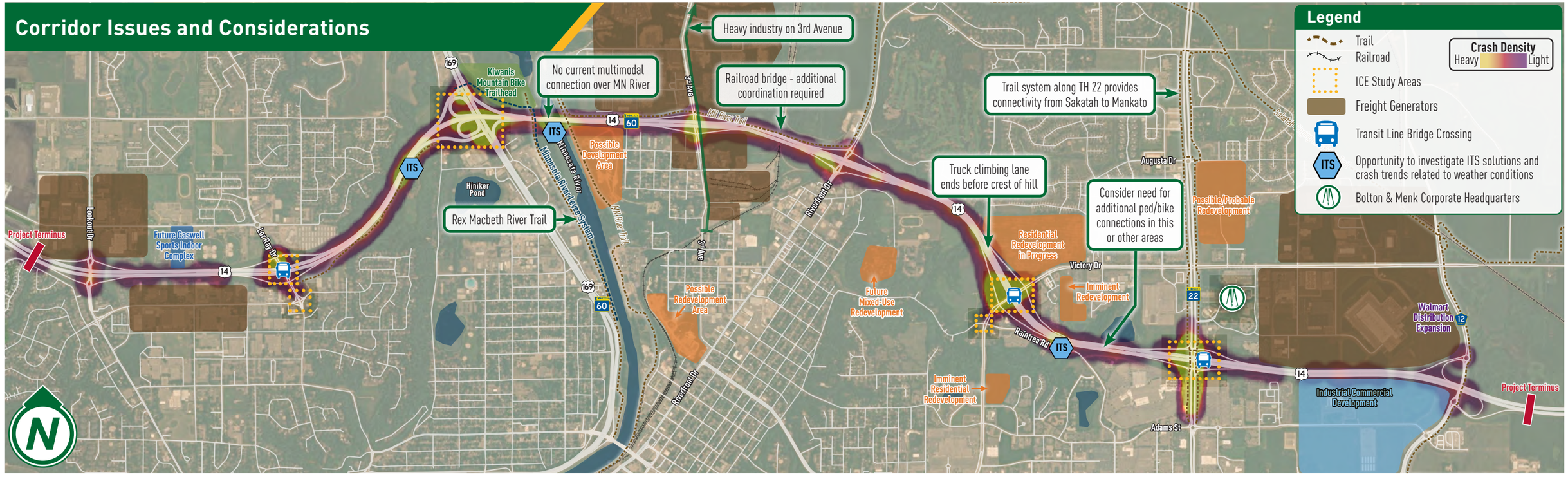
SPECIALIZED CORRIDOR PLANNING EXPERTISE

We structure our teams with a balanced approach. Our specialized experts help navigate technically challenging areas including freeway analysis, hydraulics, structural feasibility, etc. However, we keep our eye on efficiency by using experts where needed but ensure project staffing levels stay balanced so you get the best value for the budget.

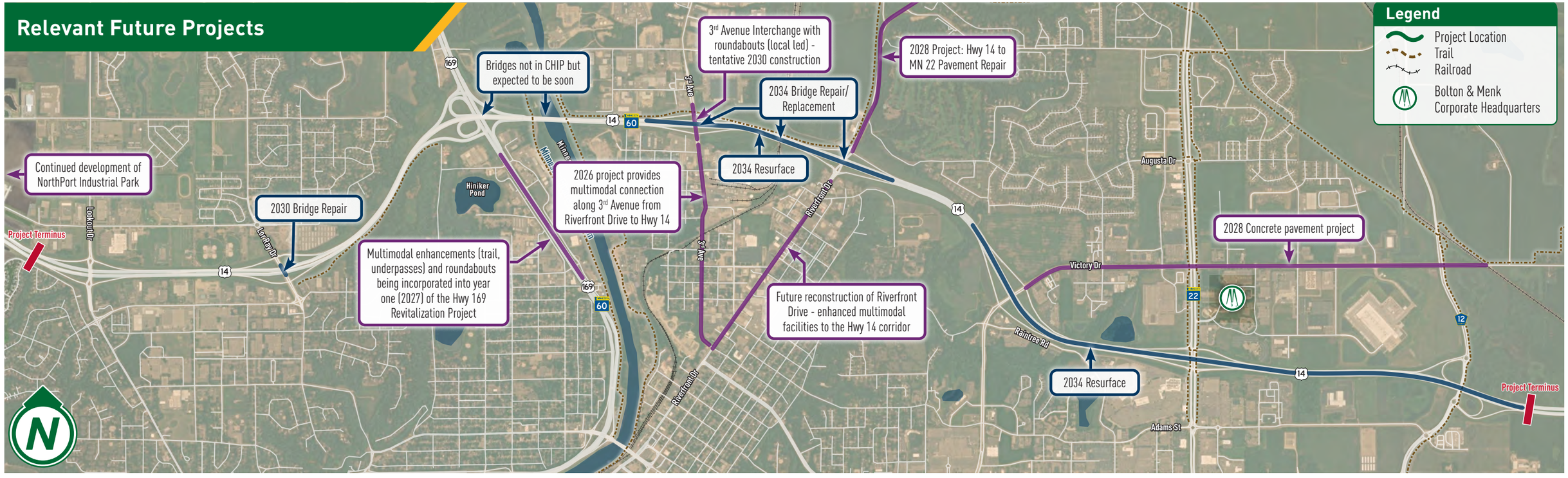
PROVEN AND COMMITTED PARTNER

We don't give up, and we see the study through to the end. We've been with you since the beginning, delivering your most important corridor studies successfully and efficiently. Being local, the study has a tremendous impact on our daily lives and the lives of our neighbors. We are vested in delivering a well-planned and technically sound study for our communities.

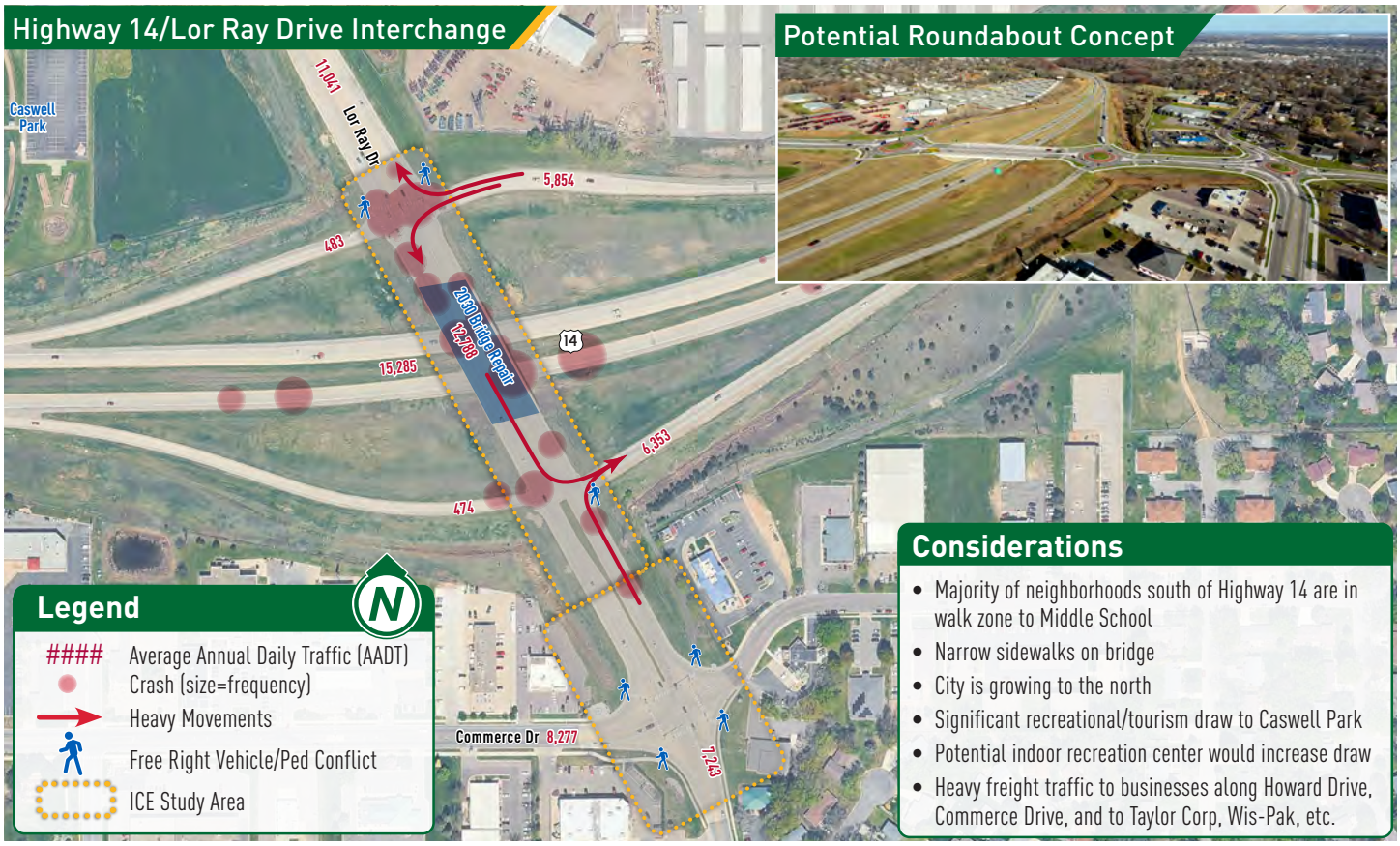
Corridor Issues and Considerations



Relevant Future Projects



Highway 14/Lor Ray Drive Interchange



Potential Roundabout Concept

Legend

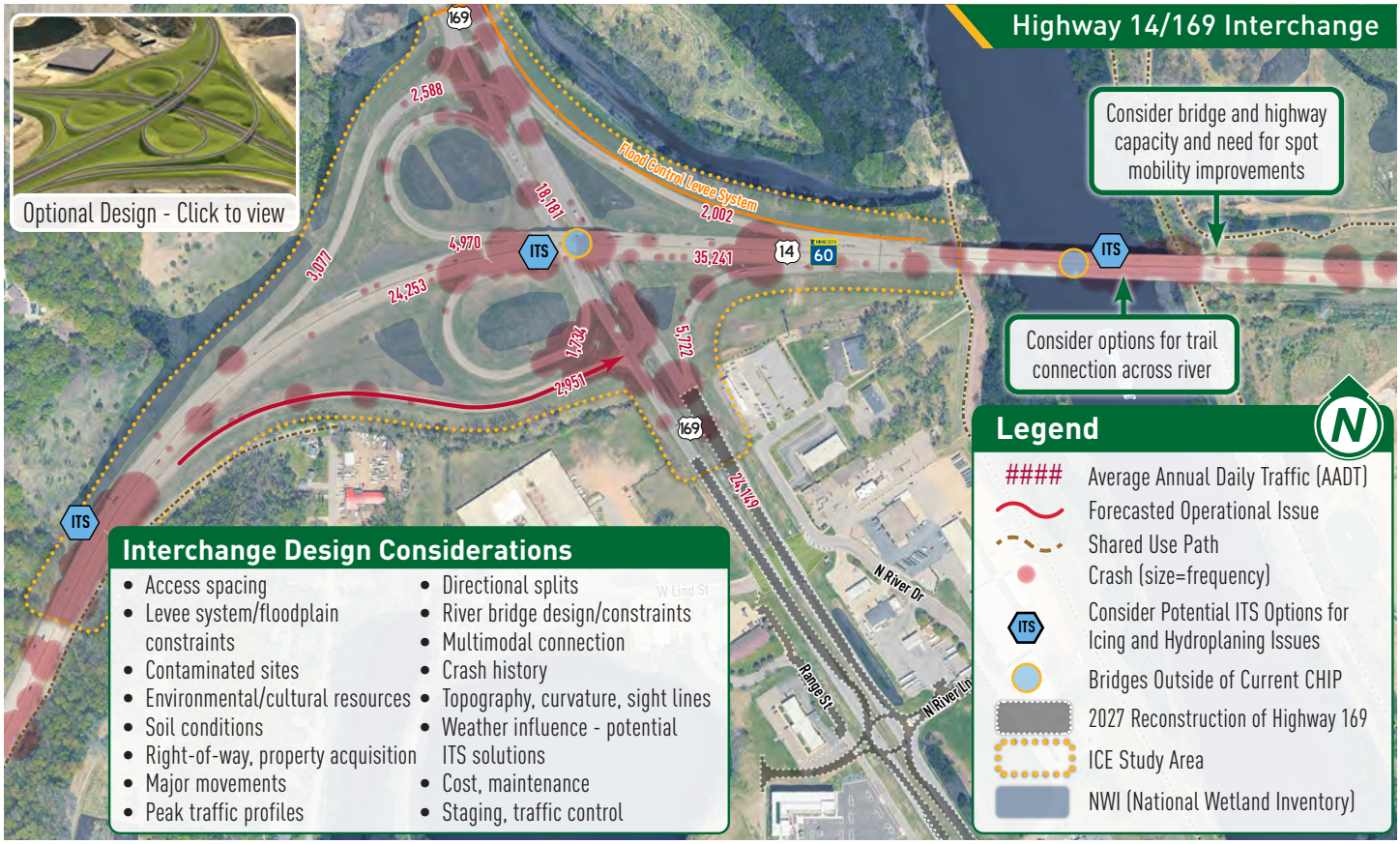
- #### Average Annual Daily Traffic (AADT)
- Crash (size=frequency)
- Heavy Movements
- Free Right Vehicle/Ped Conflict
- ICE Study Area

Considerations

- Majority of neighborhoods south of Highway 14 are in walk zone to Middle School
- Narrow sidewalks on bridge
- City is growing to the north
- Significant recreational/tourism draw to Caswell Park
- Potential indoor recreation center would increase draw
- Heavy freight traffic to businesses along Howard Drive, Commerce Drive, and to Taylor Corp, Wis-Pak, etc.

Highway 14/169 Interchange

Optional Design - Click to view



Consider bridge and highway capacity and need for spot mobility improvements

Consider options for trail connection across river

Interchange Design Considerations

- Access spacing
- Levee system/floodplain constraints
- Contaminated sites
- Environmental/cultural resources
- Soil conditions
- Right-of-way, property acquisition
- Major movements
- Peak traffic profiles
- Directional splits
- River bridge design/constraints
- Multimodal connection
- Crash history
- Topography, curvature, sight lines
- Weather influence - potential ITS solutions
- Cost, maintenance
- Staging, traffic control

Legend

- #### Average Annual Daily Traffic (AADT)
- Forecasted Operational Issue
- Shared Use Path
- Crash (size=frequency)
- ITS Consider Potential ITS Options for Icing and Hydroplaning Issues
- Bridges Outside of Current CHIP
- 2027 Reconstruction of Highway 169
- ICE Study Area
- NWI (National Wetland Inventory)

Diverging Diamond Concept

Highway 14/Victory Drive Interchange

- Ramp is striped to allow for dual rights, but the sign is missed by most drivers
- Ramp queues extend near mainline at times

Opportunity to expand sidewalk to trail with revised interchange design; trail exists to the north near Starbucks

Considerations

- Eastbound Victory Drive left turns queue beyond turn lanes in peak hours, often extend through ramp intersections
- Closely spaced intersections and overlapping merge areas
- Bridge feasibility to widen Victory Drive
- Interchange bridge not in current CHIP
- Area provides connection to Hilltop commercial, growth areas to the north, and key routes to the south, providing access across the entire community

Legend

- #### Average Annual Daily Traffic (AADT)
- Heavy Movements
- Shared Use Path
- Sidewalk
- Crash (size=frequency)
- Overhead Utility Poles
- ICE Study Area

Highway 14/22 Interchange

Legend

- #### Average Annual Daily Traffic (AADT)
- Shared Use Path
- Free Right Vehicle/Ped Conflict
- Crash (size=frequency)
- ICE Study Area

Closely spaced signals

Frequent hard breaking and near misses during peak hours and weekends

Future northbound 3rd lane from Adams Street to Hwy 14 in 2045 preferred design (2018 Hwy 22 study)

Considerations

- Separated shared use paths exist on both sides; different intersection design could improve safety by removing the need to cross multiple high-speed free rights
- Hwy 22 identified as a roundabout corridor by 2018 study
- Interchange bridge not in CHIP

APPROACH AND METHODOLOGY

OVERALL STUDY APPROACH

Bolton & Menk's approach to transportation planning is built on a series of investigations, technical analysis, and public/agency concurrence at each step prior to moving on. This allows for a clear understanding of the study area's needs before jumping to specific improvement solutions. **We have used this proven approach to execute 11 of the 15 MAPO corridor/transportation studies over the past decade.** This sequencing of study tasks follows best practices in transportation planning per MnDOT's Transportation Project Development Process (TPDP) and will benefit MAPO, MnDOT, and study partners by providing a mechanism to integrate the planning phase analyses directly into the future phases of project development, including environmental review processes that may be required in the study area.

PHASE 1: DEFINE THE PROBLEM AND ESTABLISH EVALUATION MEASURES

March – August 2026

Our work will start with developing a comprehensive understanding of current and future issues within the study area including safety, mobility, access, development and land use, and environmental constraints. We will document the findings into a purpose and need, serving as the foundation for the corridor evaluation.

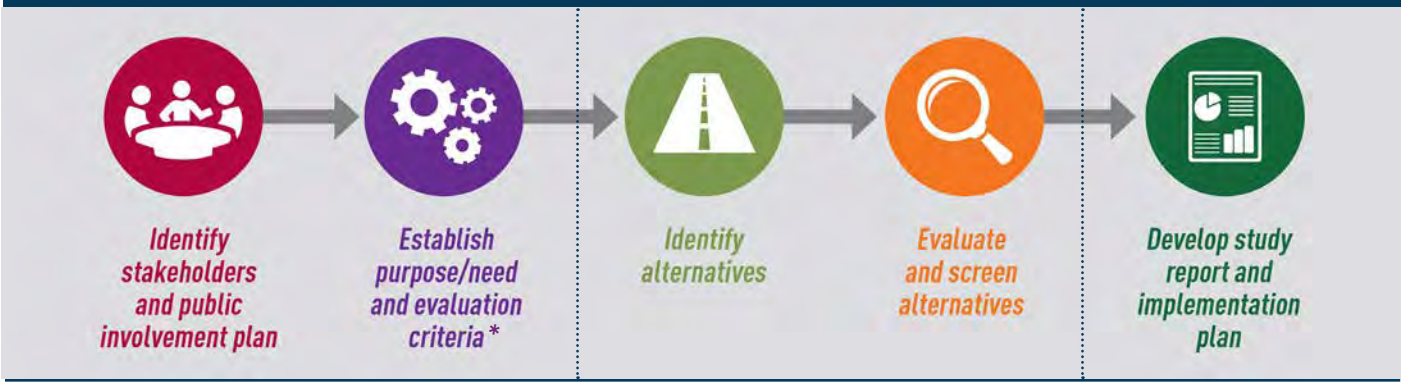
We will conduct the first round of engagement including a series of focus group meetings, community events, online engagement with a survey, and an open house to gather input on the corridor issues, needs, and opportunities. From this point, we will draft the evaluation measures. This will be a process that defines the corridor's ultimate setting and function and influences what alternatives are developed and how they are evaluated.

PHASE 2: DESIGN AND EVALUATE ALTERNATIVES

September 2026 – May 2027

Corridor alternatives will be developed to address safety needs; mobility, multimodal access, and connectivity needs; land use and economic goals; cost; freeway and local roadway performance; and environmental resources in the study area. We will evaluate alternatives using evaluation measures comparing the benefits, costs, impacts, and trade-offs. A matrix will be used to convey this information for evaluation purposes and consistency with any future National Environmental Policy Act (NEPA) process. We will conduct the second round of engagement in this phase including another series of focus group meetings, community events, online engagement with a survey, and an open house to gather input on the improvement alternatives.

CORRIDOR STUDY MILESTONES



**Based on existing conditions analysis and corridor issues identification*

PHASE 3: DEVELOP RECOMMENDATIONS AND IMPLEMENTATION PLAN

June – October 2027

We will conduct a final open house to share study recommendations and to gather input on the preliminary implementation plan. The conclusion of this work phase will be public and agency support for study recommendation(s). A study report will document the process and an implementation plan will be developed to identify implementation triggers, build funding support, and provide a public communication tool for incremental improvements.

SUSTAINABLE DECISION-MAKING APPROACH

Our team will use a sustainable decision-making approach to embrace the study's goals by including an evaluation of these key elements. A successful corridor improvement plan will be found at the intersection of these four core principles.

An **ECONOMICALLY VIABLE** plan is sensitive to initial capital costs as well as life cycle costs, to develop improvements that are realistic to fund and construct.

An **ENVIRONMENTALLY COMPATIBLE** plan identifies sensitive features of the area, applies the appropriate level of environmental screening, and protects and accentuates social, economic, and environmental (SEE) resources while achieving the fundamental purpose of corridor improvements.

A **TECHNICALLY FEASIBLE** plan builds upon work already completed, establishes technical objectives based on sound engineering principles, and applies extensive design experience to find flexible and feasible solutions.

A **PUBLICLY ACCEPTABLE** plan identifies and involves stakeholders early in the decision-making process, listens to and understands issues, and informs and maintains communication.

DELIVERABLES

Deliverables are noted in each work plan task and on the schedule on page 32.

PROJECT MANAGEMENT TECHNIQUES

While quality is foundational to the process, what really differentiates our team is our leadership and thoughtful communication approach.

Angie Bersaw will lead the overall study management, ensuring consistent coordination, schedule adherence, and quality control from kickoff through final delivery. Her leadership style is rooted in clear communication, structured timelines, and proactive engagement, which is critical for navigating complex projects with multiple stakeholders and technical components.

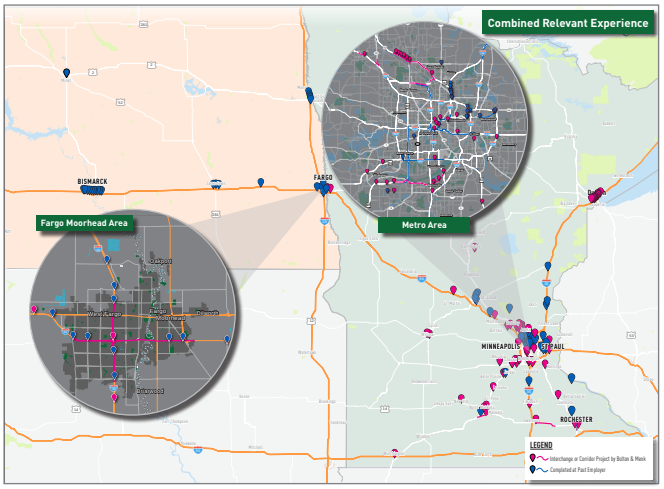
We tailored our team to bring you a suite of experts in freeway analysis and interchange design, bridges, hydraulics, transit, and multimodal planning for this study; however, we know there is a tipping point of diminishing returns in using experts too heavily on a project. Therefore, we purposefully kept our organizational chart flat to ensure we maximize the value for MAPO and MnDOT. This is a key project management technique we have found great success with; we'll bring in specialized corridor planning expertise when needed. You can expect a balanced approach to staff management from our team, thereby maximizing the value to your agencies and the overall reach of the study budget.

SIMILAR EXPERIENCE

Bolton & Menk has assembled an experienced team of professionals with a proven track record of delivering similar studies. We have highlighted several projects our team has delivered using a similar approach and/or with similar elements. We will draw upon this experience to benefit the Highway 14 Corridor Study and ICE. Additional project experience and references are available upon request.

SIMILAR EXPERIENCE—FREEWAYS

The entire range of our firm's Minnesota freeway experience is highlighted in the map below. On the following page, you'll find a selection of our team's most relevant freeway and related project experience.



Click the image to view a full screen version:
https://bit.ly/4aHyzpB

SIMILAR EXPERIENCE—LOCAL

The map below highlights our local planning and design experience relevant to the Highway 14 corridor, which includes

- Six corridor/transportation studies for MAPO/MnDOT
- Six roadway/intersection design projects for MnDOT, Blue Earth County, Mankato, and North Mankato
- One trail project for North Mankato
- The most recent 2050 Metropolitan Transportation Plan Update (a TC2/Bolton & Menk team collaboration)

Study partners will be hard pressed to find a team with more local and relevant experience than ours.

Click the image to view a full screen version:
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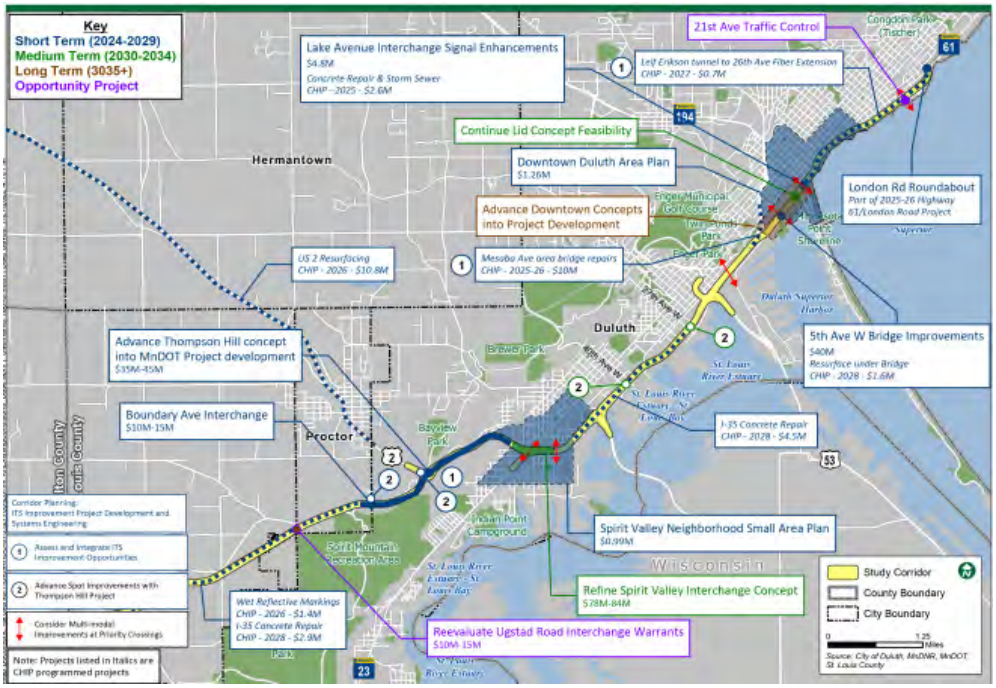
Existing Highway 14/22 interchange

I-35 CORRIDOR PLAN

DULUTH-SUPERIOR METROPOLITAN INTERSTATE COUNCIL (MIC) AND MNDOT DISTRICT 1

The I-35 corridor is one of the most unique corridors in the country. Built as the last segment of the interstate system, the corridor is a centrifuge for a unique combination of port activity, tourism, mining and lumber freight movements, event movements, and daily commuter traffic. The project was originally initiated to properly scope hundreds of millions of dollars' worth of new structures on the several billion-dollar corridor. The study evolved quickly as a grassroots effort to remove the freeway gained momentum to serve economic growth, equity, and livability.



Ultimately, the study meant something different to everyone it touched. The effort, led by Bolton & Menk and study partners, blended art and science. The science included detailed macro- and micro-simulation modeling tools to study various investment strategies ranging from new, removed, and reconfigured interchanges to a parkway conversion, to ITS concepts. The art came in the form of a detailed engagement plan that studied softer benefits and injected ideas like a lid for the freeway, economic redevelopment, and equity-focused connections.

KEY PERSONNEL INVOLVED

Bersaw, Rogers, Bemis, Rotchadl, Braband, Larsen, Bittner, Padilla

SIMILARITIES TO HIGHWAY 14 CORRIDOR STUDY AND ICE

- Aging bridges with significant infrastructure reinvestment looming
- Spot mobility, safety, and traffic flow needs
- Need to balance freight movements, community connections, and multimodal access along and across the corridor

HIGHWAY 14 EAGLE LAKE CORRIDOR STUDY

MAPO AND MNDOT DISTRICT 7

The Highway 14 Eagle Lake Corridor Study was initiated by MAPO in partnership with MnDOT District 7, the City of Eagle Lake, and Blue Earth County to develop a long-term transportation vision for Highway 14 between CSAH 12 and Highway 60. Bolton & Menk led the consultant team, along with TC2, to develop improvement alternatives aimed at addressing safety, mobility, local connectivity for all modes, and serving both existing land uses and future growth.

We conducted detailed traffic analysis and safety evaluations using FHWA's Surrogate Safety Assessment Model and developed forecasted break points of the existing at-grade accesses on Highway 14 from both a mobility and safety perspective. We developed multiple access and grade-separation alternative combinations in the Eagle Lake and Highway 60 intersection area for evaluation and discussion. The study concluded with a supported recommendation for an interchange at the Highway 14/60 intersection. A blueprint for a phased implementation plan was also identified for the Eagle Lake area.

A key element of this plan was robust community and stakeholder engagement. Our team engaged a wide variety of corridor users through various pop-up events, led well-attended open house meetings, and was flexible to accommodate extra city council and joint agency meetings when needed.

KEY PERSONNEL INVOLVED

Bersaw, Larsen, Pacyna, Braband, Manickavasagan, Padilla, Harding

SIMILARITIES TO HIGHWAY 14 CORRIDOR STUDY AND ICE

- Highway 14 corridor—study included the CSAH 12 interchange influence area
- Future land use and growth considerations to develop Highway 14 traffic forecasts
- Similar agency and local partners/stakeholders (MAPO, MnDOT District 7, Blue Earth County, City of Mankato)

Highway 14/60 recommended concept

HIGHWAY 169 MULTIMODAL STUDY

MNDOT METRO

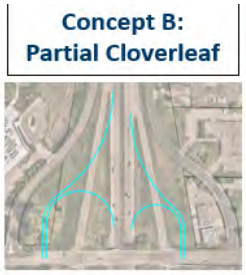
The Highway 169 Multimodal Study is a critical initiative aimed at preparing the corridor for significant planned bridge investments over the next 10 years. Bolton & Menk is leading the development of a corridor vision that addresses infrastructure needs including mobility, safety, and multimodal connectivity along this 12-mile stretch from I-394 in St. Louis Park to 101st Avenue in Brooklyn Park to meet the regional transportation demands of 60,000 to 90,000 mainline vehicles daily while supporting safe and efficient access for more than 300,000 trips across the principal arterial each day.

Bolton & Menk organized the following framework to develop and evaluate alternatives due to the length and complexity of the corridor:

- **Mainline Alternatives:** Transportation systems management (TSMO)/ITS, auxiliary lanes, E-ZPass lanes, general-purpose lanes
- **Interchange/Access Alternatives:** System and service interchange modifications, ramp intersection control changes, ramp access removal
- **Multimodal Alternatives:** Sidewalks, trails, bike facilities, connections to transit, new crossings

We evaluated the alternatives within each category and then proposed corridor alternative packages from those that remained. The corridor packages were themed based on the primary needs and compared to each other and the no-build. Stakeholder engagement was both broad and focused to ensure we reached as many interests as possible. We conducted community advisory group (CAG) meetings, pop-up and neighborhood meetings, open house events, online engagement, and city council updates. We are currently working with the PMT to select a preferred package and develop an implementation plan.

Mainline alternative—spot auxiliary lane additions



Selection of interchange and local road concepts

SIMILARITIES TO HIGHWAY 14 CORRIDOR STUDY AND ICE

- Aging bridges and outdated infrastructure
- Need for organizing framework for alternatives development and evaluation
- Emphasis on interchange reconfigurations and multimodal improvements versus major capacity expansion
- Need to balance mobility, safety, freight movements, community connections, and multimodal access

KEY PERSONNEL INVOLVED

Bersaw, Nemeth, Braband, Bartling, Evans, Padilla, Scheffing

HIGHWAY 169 CORRIDOR STUDY

MAPO AND MNDOT DISTRICT 7

Portions of the Highway 169 corridor in the Mankato, North Mankato, and South Bend Township area had been studied numerous times over the previous two decades. Incremental improvements such as turn lanes, acceleration lanes, pedestrian crossing enhancements, trail connections, and frontage road improvements had resulted, yet a long-term, supported vision was lacking.

A comprehensive approach was needed to understand the issues and community priorities to develop and evaluate a range of reasonable alternatives with local partners, the communities, public, and vested stakeholders. Bolton & Menk worked with MAPO, MnDOT District 7, the Cities of Mankato and North Mankato, and Blue Earth and Nicollet Counties to define an ultimate vision for Highway 169, secure public/agency support, and develop a detailed implementation plan to turn the vision into reality. The northern section of this vision has moved into preliminary design with construction programmed for 2027.

KEY PERSONNEL INVOLVED

Bersaw, Larsen, Nemeth, Rogers, Braband, Bemis, Padilla, Harris

SIMILARITIES TO HIGHWAY 14 CORRIDOR STUDY AND ICE

- Included a preliminary review of the Highway 14/169 interchange area; we understand the constraints and challenges well
- Found consensus among multiple jurisdictions
- Established an implementation plan with first major project now in design phase for 2027 construction

Highway 169 Study concept now in design for 2027 construction project

Highway 14/169 diverging diamond concept evaluated during 2019 Highway 169 Study

HIGHWAY 7 CORRIDOR STUDY

MNDOT METRO

Bolton & Menk is an integral part of the project team, led by KLJ and with Bolton & Menk project manager, Paul Glaser and his transition from KLJ to Bolton & Menk during the study. The study created a blueprint for a multimodal future of the Highway 7 corridor in the west metro from St. Bonifacius to Hopkins. Working with MnDOT and local partners, we identified corridor needs and community priorities, evaluated feasible alternatives to determine a recommended vision, and aligned that vision with upcoming projects and future potential funding sources.

DEPARTMENT OF TRANSPORTATION

Highway 7 Corridor Study

Option	Description	Traffic Benefits (safety / mobility)	Multi-modal Benefits	Pavement Project Schedule	Ability to fund / Sequencing	Corridor Vision Schedule	Corridor Vision Cost	Engagement	Project Risks	Totals
1	*Aligned to MnDOT Pavement Project*	1	1	5	5	1	1	1	5	20
		Current budget would not accommodate most identified corridor improvements	*Pavement project includes some longitudinal trail connections and 2 roundabouts.*	*Scope of pavement project would not change drastically so project schedule could be maintained*	*Most in line with current budget*	*Would construct least amount of vision projects in 2029*	*Requires pavement to be reconstructed when future concrete barrier is installed.*	*Likely large pushback from stakeholders / public that MnDOT is not including many study recommendations*	*Least changes to scoped project*	
2	*Construct full vision*	5	5	1	1	5	5	5	1	28
		Addressses all traffic corridor needs	Addressses all corridor needs	Could delay pavement work longer than remaining service life	Highest initial capital cost	Construct the entire vision in near term.	Lowest overall cost to implement	Would likely be accepted, but could be frustration if significant delay in project	Risks in project development for environmental, permitting, right of way acquisition	
3	*Construct vision in multiple projects*	4	4	2	2	2	3	3	2	22
		Will eventually address all corridor needs in multiple projects	*Will eventually address all corridor needs in multiple projects*	*Could delay pavement work longer than remaining service life*	*Pavement funds can not be full transferred to this 1st segment. Significant funding gap would remain*	*Would construct highest priority vision project s in 2029. Schedule of other work would be unknown*	*Does not require pavement work to be reconstructed with CMB installation but inflation for second project.*	*Would be accepted but frustration could exist if second project lags*	*Risks in project development for environmental, permitting, right of way acquisition, but longer schedule for multiple projects*	
4	*Build partial vision plus pavement rehab*	3	3	4	4	3	2	4	4	27
		Could address most needs; needs in pavement rehab section would be delayed >15 years out	All multi-modal benefits will not be realized but trail section is still possible in rehab section	Reconstruction segment could affect schedule	Increased cost compared to pavement project. Additional funding would be needed	Addresses highest priority needs for vision. Delays lower priority needs.	Pavement rehab area will be throw away when vision is implemented	Possible pushback from areas where vision not constructed but could be strategic on location.	Risks in project development for environmental, permitting, right of way	
5	*Build west of TH 41*	2	2	3	3	4	4	2	3	23
		Addressed most needs, but Segment 2 intersections remain problems for foreseeable future	*Major pedestrian crossing challenges not addressed until Segment 2 projects*	*Could delay pavement work longer than remaining service life in Segment 2*	*Increased cost compared to pavement project. Additional funding would be needed*	*Signal replacement may cause significant delay >20yrs in addressing intersections*	*For signal replacements, life cycle may not be achieved with planned roundabouts.*	*Anticipate pushback that TH 41, Oak, Christmas Lake Rd are not addressed*	*Significant risks in project development for environmental, permitting, right of way*	

Highway 7 Corridor Study implementation plan

Our approach was rooted in rigorous technical analysis and robust public engagement. We identified critical corridor-wide needs—vehicle safety, mobility, and walkability/bikeability—by listening to stakeholders and analyzing real-world data. The urgency is clear: eight intersections with elevated crash rates, four with severe or fatal crashes, and persistent challenges for pedestrians and bicyclists demand innovative solutions.

Bolton & Menk responded with targeted alternatives designed to directly address these needs. Our evaluation process was transparent and results-driven, focusing on how each solution improved the corridor needs.

Stakeholder and public engagement were not just a checkbox—they were the engine of our success. Facing more than 5,000 public comments in the first phase, our team developed clear, accessible study materials and integrated community feedback into every step of the process. This commitment to collaboration ensured the final vision for Highway 7 was not only technically sound but also widely supported and ready for implementation.

As we move forward, Bolton & Menk continues to work closely with MnDOT and local partners, driving the development of a corridor vision that delivers lasting benefits for all users. We are currently finalizing the custom implementation plan for this study. **MnDOT Metro is already using this as a model for other corridor planning studies in their district.**

KEY PERSONNEL INVOLVED

Glaser, Braband, Bemis, Bersaw, Padilla, Scheffing

SIMILARITIES TO HIGHWAY 14 CORRIDOR STUDY AND ICE

- State highway corridor traversing multiple communities
- MnDOT corridor study process: identify issues, develop purpose and need, identify and evaluate alternatives, provide study recommendations and implementation plan
- Robust and creative engagement to reach the multitude of corridor users
- Custom implementation plan now being used as a model for MnDOT Metro corridor planning studies

I-35 DULUTH ITS FEASIBILITY STUDY

MNDOT

Bolton & Menk is leading a feasibility plan for an ITS corridor along 14 miles of I-35 in Duluth, Minnesota. This section of I-35 is operating with crash rates between two and eight times higher than the statewide average crash rates for urban and rural freeways. Most of these crashes occur during times of inclement weather extremes that Duluth frequently experiences. In addition, Duluth is a significant tourist destination with events causing travel time reliability challenges year-round.

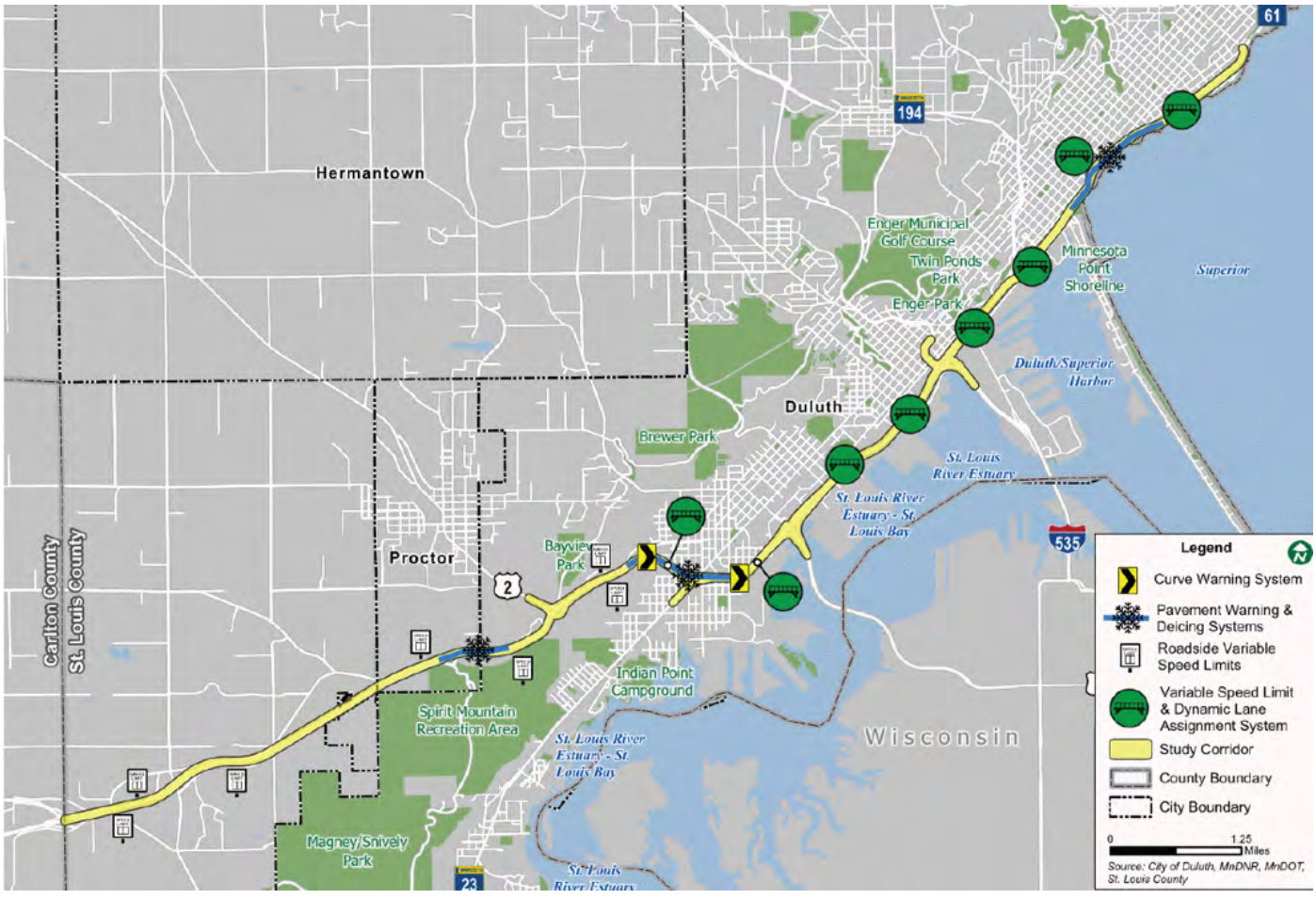
The goal of this project is to determine if there are ITS solutions—such as variable speed advisory signs, ice warning systems, or environmental sensor stations—that can improve safety on the I-35 corridor in Duluth. One potential ITS solution, variable speed advisories, allows the road authority to post advisory speed limits to match roadway conditions in real time, which may reduce crash frequency and severity. This project includes stakeholder engagement, a concept of operations, preliminary concept layouts, and cost estimates.

KEY PERSONNEL INVOLVED

Bittner

SIMILARITIES TO HIGHWAY 14 CORRIDOR STUDY AND ICE

- Innovative study of ITS application on a freeway corridor
- Lessons learned about risks, implementability, and costs may have application to Highway 14



KEY PERSONNEL

We have done our homework and understand MAPO, MnDOT District 7, Cities of Mankato and North Mankato, Blue Earth County, and area partner motivations and needs for this corridor study. The individuals on our team are top industry experts in corridor studies and have been involved in some of the most complex studies across the state. We've led numerous studies that succeeded where previous efforts failed by developing innovative cost-constrained solutions, building consensus along the way, and providing a step-wise implementation and funding strategies to achieve the full vision.

The team we propose for the Highway 14 Corridor Study and ICE has worked together and successfully delivered numerous projects. **Below is a brief description of key individual roles. More information on our team members can be found in the Appendix.**

You have our commitment that staff highlighted in this proposal will indeed be performing and overseeing the work they have been identified to lead. The organizational chart below illustrates key personnel associated with individual tasks. Full résumés of all staff can be provided upon request.

Project Management Team

MAPO MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION

DEPARTMENT OF TRANSPORTATION

BLUE EARTH COUNTY

MANKATO Leading the way...

NORTH MANKATO MINNESOTA

Angie Bersaw, AICP
Project Manager

Craig Vaughn, PE, PTOE (TC2)
Quality Control

Bob Rogers, AICP
Planning and Environmental

- **Lance Bernard (TC2)** — Land Use, Pedestrian/Bike
- **Karen Scheffing** — Environmental/GHG
- **Aaron Bartling** — Transit
- **Corrin Bemis, AICP** — Implementation
- **Aaron Padilla, GISP** — GIS

Bryan Nemeth, PE, PTOE
Traffic and Safety

- **Matt Pacyna, PE (TC2)** — Forecasts and Safety
- **Kelsey Larsen, PE, PTOE** — VISSIM, ICE
- **Vishruthi Manickavasagan, EIT** — Traffic Support

Chris Braband, PE
Alternative Development and Evaluation

- **Paul Glaser, PE** — Freeway Interchange Design
- **Mike Bittner, PE, PTOE** — Freeway Traffic and ITS
- **Tony Rotchadl, PE** — Hydraulics
- **Ryan Evans, PE, SE** — Structural Feasibility
- **Bob Rogers, AICP** — Evaluation Criteria
- **Kate Harding, PE** — Concept Support

Lance Bernard (TC2)
Public Involvement

- **Justin Vossen** — Public Involvement Support
- **Samatha Matuke, AICP (TC2)** — Public Involvement Support
- **Chris Harris** — Visualizations

WORK PLAN

TASK BREAKDOWN

We have used our experience and thorough understanding of the challenges associated with this study to develop a comprehensive work plan. As noted in the Budget section, we also included several Areas of Emphasis in how we deliver the required scope of work, to add value to the overall study. These are highlighted in blue boxes for easy reference in the section below.

TASK 1 PROJECT MANAGEMENT

TASK 1.1: PROJECT ADMINISTRATION

With her extensive history with MAPO and recent experience on the Highway 14 Eagle Lake Corridor Study, Angie Bersaw will serve as project manager leading the Highway 14 Corridor Study process to accomplish the following:

- Execute all required study administration duties (invoices, internal/external correspondences, and schedule updates)
- Conduct bi-weekly virtual project management (PM) check-in meetings with MAPO and District 7 staff, and key technical staff as needed
- Develop an action item/decision log to ensure study direction is aligned and roles are clear
- Schedule and lead all project meetings, prepare meeting materials and summaries, and ensure deliverables are reviewed per the quality management plan (QMP)

We will manage all project administration, invoicing and progress reporting, action and decision item logging, schedule management, coordination, timely document delivery, meeting preparation and convening, and quality assurance/quality control (QA/QC) planning functions per the RFP.

TASK 1.2: PROJECT MANAGEMENT TEAM (PMT)

A PMT with MnDOT, MAPO, Blue Earth County, City of Mankato, and the City of North Mankato will meet at key decision points in the lifecycle of the study to provide local knowledge and feedback, collaborate on issues and opportunities, conduct reviews on interim study deliverables, and provide direction to the consultant team on next steps. We will host and attend an in-person kickoff meeting with the PMT to obtain consensus on project objectives and requirements. We will conduct all other monthly meetings in person.

TASK 1.3: PARTNER INPUT

The consultant team will conduct two presentations to the MAPO TAC and Policy Board and one presentation each to the City of Mankato, City of North Mankato, and Blue Earth County. The purpose of these presentations will be to provide study updates and gather feedback on specific issues, alternatives, and study recommendations. We will work with the PMT to determine the appropriate process and timing for this engagement. We will also support MAPO and MnDOT staff with informational presentations and outreach to additional stakeholders by developing materials for a successful agency engagement meeting or event.

Task 1 Deliverables:

- Bi-weekly PM check-in meetings
- PMT kickoff meeting
- Monthly PMT meetings
- Decision action log with QA/QC log tab
- Monthly progress reports and invoicing
- Updates to project schedule
- Coordinate activities with stakeholders via telephone, email, and written communication
- Two presentations to MAPO TAC and Policy Board
- One presentation each to Cities of Mankato and North Mankato and Blue Earth County

TASK 2 PUBLIC INVOLVEMENT AND GRAPHIC DESIGN

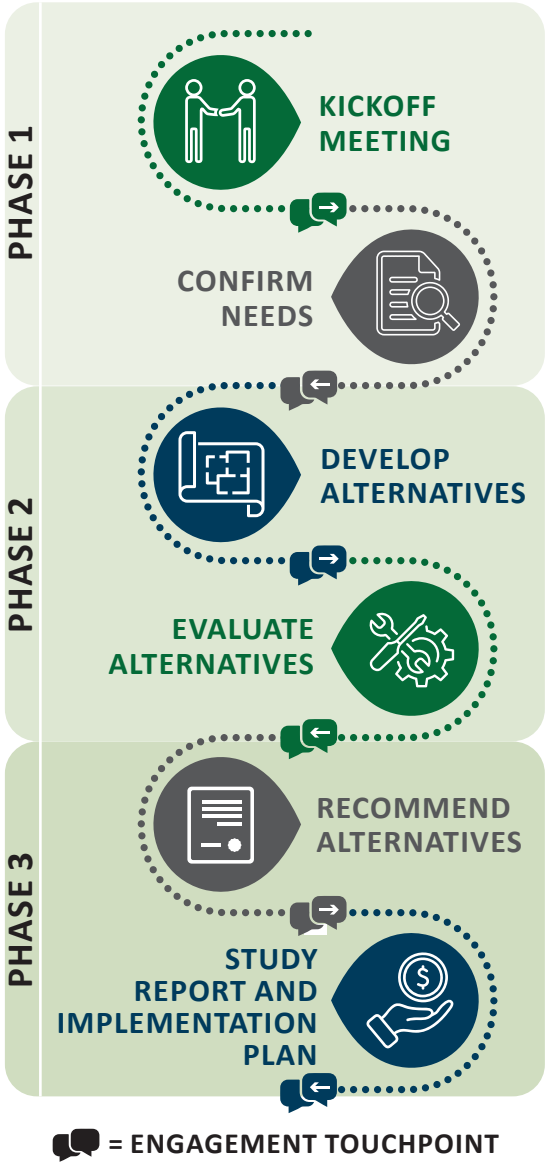
Our goal for the process is to create a well-informed stakeholder group with a sense of ownership and pride in the study recommendations. Each partnering agency will have a role in implementation, reinforcing the critical nature of stakeholder collaboration, buy-in, and alignment through the planning study process. All engagement activities will aim to

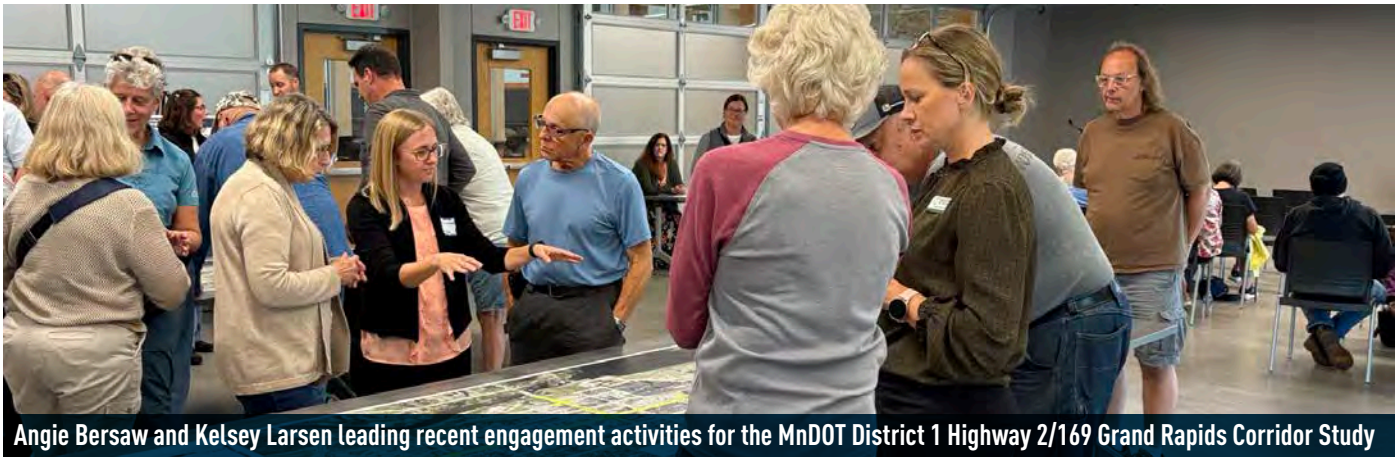
- Maintain open lines of communication
- Be inclusive of the wide range of interests and individuals
- Provide project updates and gather input
- Ensure alignment with study goals
- Be scheduled to complement technical analysis at key milestones (purpose and need, alternatives refinement, recommended alternative, and implementation)

Our engagement team will provide support on meeting facilitation, provide notifications and announcements for all activities, create presentations/display materials, and provide study briefings/talking points for meetings conducted by local agency representatives.

TASK 2.1: PUBLIC INVOLVEMENT PLAN

We will develop a public involvement plan that identifies stakeholders, key messages, schedule, decision-making flow, and tools and tactics for various audiences and includes PMT review and input. As part of identifying the stakeholders for this study, we will conduct a demographic analysis. The goal is to cast a wide net in understanding potential stakeholders, both those traditionally involved and those traditionally underrepresented. We will also develop strategies to capture input from those who pass through the study area or who have a future permitting role such as resource agencies. **The table on the following page summarizes our engagement activities for Task 2.2 through Task 2.5.**





Angie Bersaw and Kelsey Larsen leading recent engagement activities for the MnDOT District 1 Highway 2/169 Grand Rapids Corridor Study

Highway 14 Engagement Activity Summary

Activity	Roles and Goals
Public involvement plan	• Identify stakeholders, partnerships with community-based organizations, and schedule • Detail online and in-person engagement and communication strategies
General communication	• General project information in different formats such as project handout, table toppers, and event posters to get the information out
Website (creation and milestone updates)	• Develop graphics-based Story Map to inform people about the study, seek input, and notify about upcoming public meetings, community events, or online surveys • Comments will be organized by theme to identify common issues, needs, and potential improvements • Check out these project website examples: ◦ Sherburne County CSAH 1 Corridor Study: https://bit.ly/4sgA6JT ◦ Hennepin County Gleason Lake Road: https://bit.ly/49i8z1R
Social media campaigns (up to three)	• Social media copy and graphics for organic posts and ad campaigns • Promote engagement opportunities and events
Emails/articles (up to two)	• Project information and updates • Promote online engagement and events • Include in city newsletters and local papers
Survey (two)	• Identify issues and opportunities • Seek feedback on improvement alternatives
Community events (up to three)	• Engage people at community events who would not typically attend an open house by coordinating with community-based organizations; potential events include pop-ups at the farmers market, MSU, Travel Center, Mall, Kwik Trip, foodbanks, parks, etc. • Gather input on corridor needs and improvement alternatives
Partner input	• Seek input and identify issues or additional considerations from partner agencies such as the MAPO TAC and Policy Board, Blue Earth County, City of Mankato, and City of North Mankato
Open houses (up to three)	• Share what we've heard and how that information was used in developing the plan • Seek input on improvement alternatives
Focus groups (up to six)	• Identify key stakeholder groups such as freight groups, bike/pedestrian advocacy groups, businesses, school district, etc. and meet with them to understand their needs related to the corridor and discuss improvement alternatives
Visualizations (up to three)	• Develop visuals that can be used in communication and at open house meetings to help stakeholder understand the benefits and trade-offs of corridor improvement alternatives
Engagement summary report	• Summarize engagement strategies, what we heard, who we heard from, and how we are using the data at the end of each engagement phase • Promote transparency and build trust with stakeholders and communities

Area of Emphasis: Visualization

Our team will use visualizations to illustrate corridor improvement alternatives. We found this extremely beneficial to help stakeholders understand complex or unfamiliar interchange design options, such as a diverging diamond, or to see how roundabouts may fit at ramp terminals with close spacing to adjacent intersections. Illustrating these concepts helps establish an equal footing for stakeholders resulting in more informed input on what they can or cannot support and why.

Example of a diverging diamond visualization

TASK 2.6: DELIVERABLES

All deliverables will adhere to MAPO brand and style guidelines. Public facing material will be written in plain language, and web content will be formatted for accessibility in compliance with ADA requirements.

Task 2 Deliverables:

- Public involvement plan
- Three open houses and related promotions
- Up to three social media campaigns
- Three community events
- Six targeted focus group meetings
- Virtual engagement tools including two surveys and public involvement graphics
- Three visualizations
- Website setup and regular updates
- Engagement materials
- Public comment log
- Engagement summary report

TASK 3 EXISTING CONDITIONS

TASK 3.1: DATA COLLECTION

Our goal is to collect all data as outlined in the RFP to establish a clear understanding of the existing conditions. A series of maps will be created of the existing data that will serve as the base for all study analysis and alternatives development. We will include coordination with MAPO and other project partners to secure the data needed.

TASK 3.2: TURNING MOVEMENTS

Traffic count data will be collected at three locations along Highway 14 (east and west corridor ends and both directions on the Minnesota River Bridge), the interchange ramp terminals between Lookout Drive and CSAH 12 as identified in the RFP, and Victory Drive at Raintree Road and Lor Ray Drive at Commerce Drive. The data collected will be 48-hour traffic counts and will include heavy commercial vehicle counts as well as bicycle and pedestrian counts. The count data will be reconciled with the official published AADT and any recent count data available from agencies to ensure consistency.

Our team will also use MnDOT's StreetLight license to confirm travel patterns throughout the corridor and seasonal variation. The StreetLight data will also be used to establish vehicle speeds along Highway 14 for calibration of models and travel time analysis.

Additionally, a field review of existing conditions including speed limits, traffic control, turn lane lengths, curve radii, and other information pertinent to the existing corridor will be completed.

TASK 3.3: EXISTING CONDITIONS ANALYSIS

An existing conditions analysis will be performed using Vissim to understand the existing operations of the corridor overall and interchange ramp terminals as well as to identify areas along the corridor that currently exhibit operational issues (i.e., intersection delays or queuing). The existing model will be calibrated to ensure the reported traffic operations are accurate. Measures of effectiveness from the traffic modeling include intersection and corridor delay, level-of-service, travel times, queue lengths, and volume-to-capacity ratio analysis. The data collection and the existing conditions traffic analysis will be documented in a technical report.

Task 3 Deliverables:

- Traffic counts, traffic and safety analysis
- Existing conditions analysis

TASK 4 CORRIDOR ISSUES IDENTIFICATION

TASK 4.1: DEVELOPMENT TRENDS

We will reference multiple planning documents to understand expectations of growth, population, employment, and housing in the region.

TASK 4.2: LAND USE

City and county planning documents, along with insights gathered from discussions with city staff and the PMT, will be used to gain a comprehensive understanding of current land use, business operations, and redevelopment opportunities along the corridor.

TASK 4.3: MULTIMODAL TRAILS, PATHWAYS, AND CROSSINGS

We will review the existing and planned pedestrian and bicycle facilities to identify gaps and potential future connections and enhanced highway crossing opportunities. We will use our public engagement efforts and StreetLight and Strava data to understand existing and latent demand and to identify barriers such as why pedestrians/bicyclists are not using the facilities or crossings. A map will be developed that shows existing facilities, new connections, system gaps, and potential crossing locations and improvements.

TASK 4.4: TRANSIT

In collaboration with local transit agencies, the review of existing operations and future plans will help ensure that appropriate transit accommodations and transit-oriented land use assumptions are incorporated into corridor improvement alternatives.

TASK 4.5: PUBLIC AND STAKEHOLDER ENGAGEMENT

We will collect, log, and document all relevant communication and comments from the public during all phases of the study. This documentation will include both a comment log and a written report of the engagement conducted and how public input informed the process and recommendations. The input collected during this first study phase will be used to confirm the purpose and need (note: deliverable for Task 4.5 is accounted for in Task 2).

TASK 4.6: SAFETY

Corridor and intersection safety will be evaluated by reviewing the number and severity of crashes that have occurred in the last 10 years at all key intersections and corridor segments. Crash diagrams using the last five years of data will be developed at key intersections, as well as a synopsis of crash patterns and locations for the overall corridor. Average, critical crash, and severity rates, as well as the corresponding critical indices will be calculated and compared to average statewide rates for similar facilities. In addition, crash data will be reviewed to identify geometric deficiencies and proximate causes, as well as trends. For locations that include a pedestrian or bicycle crash or a severe crash, a detailed review of the incident will be conducted. A high-level summary of the safety findings will be incorporated into the existing conditions tech memo. A complete safety summary will be incorporated into the final report appendix.

TASK 4.7: CORRIDOR FUNCTION AND CONNECTING ROADWAYS

Examining big picture elements related to corridor context within the regional transportation system is essential for informed planning and decision-making. Land use (existing and future), route function (locally and within the regional system), and access conditions all play a major role in determining what improvements can and should be made to the study area roadways.

We will conduct an access evaluation that provides a framework for developing a consistent access strategy along the study corridor and interchange cross streets. We will define the desirable access spacing based on the access management guidelines, corridor vision and goals, safety implications, and past access decisions. We will identify this as the access goal. This will then be overlaid onto the current accesses to identify inconsistencies with the access goals. These inconsistencies will then be evaluated in detail to determine the concept design solutions, potential impacts, and their costs to achieve the desired spacing. The access evaluation will also look closely at traffic and safety issues associated with each access point and explore the feasibility of modifications. This information will be used to inform the development of corridor improvement concepts.

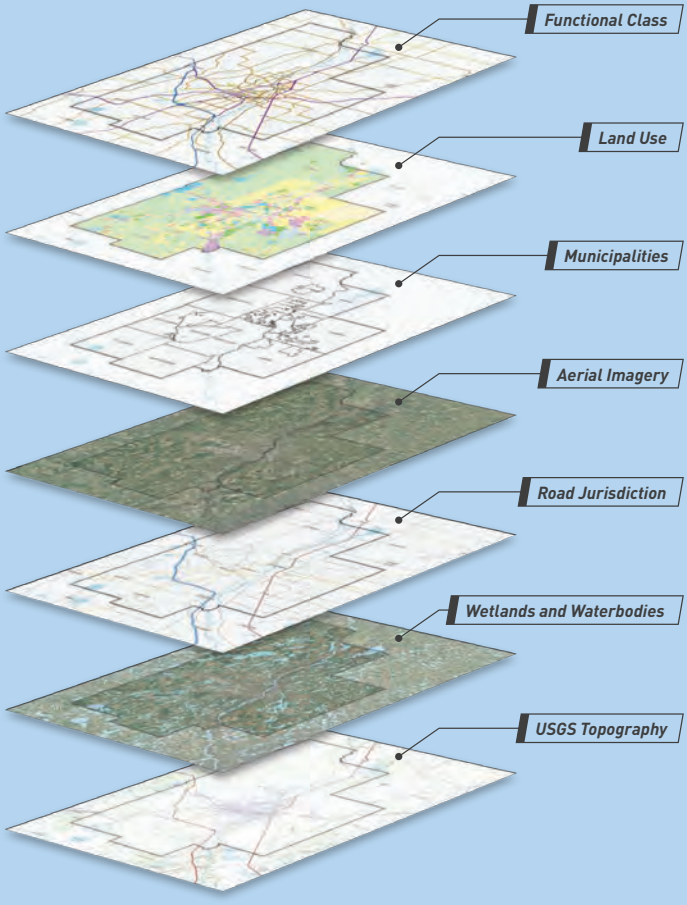
Using StreetLight to obtain origin-destination (O-D) information will help us gain an understanding of travel patterns and roadway users for all modes within the study area. We will produce an O-D matrix and map representing existing travel patterns with data summarized for the public.

TASK 4.8: ENVIRONMENTAL AND CULTURAL CONSTRAINTS

We will complete an investigation of the social, economic, and environmental (SEE) resources in the study area. This will include gathering data and collaborating with resource agencies on topics such as demographics, natural/water resources, floodplain boundaries, wetlands, threatened and endangered species, vegetation, contaminated properties, and historic/cultural resources. We will assemble and document the findings of these investigations into an environmental screening memorandum and base map.

Area of Emphasis: GIS Web Map

We will organize the existing conditions data into a GIS web map to overlay the multiple datasets and fully understand the existing study area attributes to be considered and how these features can create challenges and opportunities when defining transportation system improvements.



SEE resources will be used to assess potential impacts from corridor alternatives. Both adverse and beneficial impacts will be identified.

TASK 4.9: CORRIDOR ISSUES TECHNICAL MEMORANDUM

We will prepare a corridor conditions technical memorandum to assemble the preliminary investigations and scoping input from this task. We will prepare an issues map or maps by themes that summarize previous studies, traffic and safety issues, environmental resources and considerations, and existing and future land use, etc. We will use the thematic issues maps at public engagement events to confirm study area needs.

The corridor issues will be used in conjunction with Task 3 findings to support the purpose and need and to inform and evaluate corridor alternatives. It will be set up for incorporation into future NEPA documents as needed.

Task 4 Deliverables:

- Safety conditions summary (for Task 3 memo)
- Environmental screening (for Task 3 memo)
- Corridor issues technical memorandum
- Existing conditions GIS web map

TASK 5 PURPOSE AND NEED

TASK 5.1: PURPOSE AND NEED STATEMENT

The purpose and need statement establishes justification for improvements. We will extract findings from the existing conditions study, corridor issues, forecasted conditions, and public input to document the numerous elements showing a clear need for improvements within the study area. The purpose and need will explain why the study is needed, why improvements are necessary, and confirm the scale of the proposed improvements. We will coordinate with the PMT on the development, review, and approval of this document.

Task 5 Deliverables:

- Purpose and need tech memo

TASK 6 INTERSECTION CONTROL EVALUATIONS

TASK 6.1: ICE

Using the existing and forecasted traffic information, our team will perform ICEs following MnDOT methodology for the locations listed in the RFP. Each ICE will consider at least two alternatives and include a benefit-cost analysis for the alternatives considered. Short-, mid-, and long-term recommended improvements will be included that address identified deficiencies, improve safety and operations, and align with the study vision and goals. Draft and final ICE reports will be prepared summarizing all components of the evaluation. An ICE improvements summary technical memorandum containing the recommendations and associated time horizons and costs will also be prepared.

Task 6 Deliverables:

- ICE reports (six)
- ICE improvements summary tech memo

TASK 7 TRAFFIC SIMULATION

TASK 7.1: NO BUILD ANALYSIS

Our team will develop daily and peak hour 2050 volumes throughout the project area using the collected data in conjunction with historical growth projections; county factors; available planning documents provided by MAPO, MnDOT, and the affected cities and counties; and anticipated development in the area based on input from local stakeholders. Trip generation will be completed using data from the Institute of Transportation Engineers (ITE) Trip Generation Manual (12th Edition) to estimate peak hour and daily traffic from the anticipated residential, commercial, and industrial development expected as needed. Trip distribution and traffic projections will be discussed and approved by project stakeholders.

Once the traffic forecasts have been reviewed and concurred upon by the project stakeholders, the volumes will be used in the traffic analysis to determine the potential capacity and safety deficiencies within the project area. Documentation of the forecasting process will be included in the future conditions (no-build) report.

TASK 7.2: VISSIM MODEL DEVELOPMENT AND CALIBRATION

We will use Vissim to model the entire project area.

Area of Emphasis

This approach provides the following benefits:

CALIBRATED TO THE REAL WORK: Vissim can be calibrated to existing driver behavior and traffic conditions. This is critical in high-volume, high-decision point freeway areas, especially east and west of Highway 169 and east of the Minnesota River Bridge.

PROACTIVE SAFETY ASSESSMENT: We will use the FHWA SSAM to show potential safety impacts. SSAM is an FHWA-sponsored computer program that quantifies vehicle conflicts and near misses using vehicle trajectory information derived from the outputs of Vissim traffic simulation models. SSAM quantifies rear-end, crossing, and lane change conflicts.

VISUALIZATION: Seeing is often believing. In Vissim, we can generate easy-to-consume 3D visualizations that can be shared during public engagement efforts to show potential issues or transformative solutions.

MULTIMODAL: Vissim can model all modes of travel and provide unique measures of effectiveness for each modal type (cars, trucks, pedestrians, bicycles, and buses).

The 2050 no-build AM and PM peak hours will be analyzed using Vissim. All intersections identified in the RFP and the segments between will be considered.

TASK 7.3: TRAFFIC OPERATIONS AND CAPACITY ANALYSIS

The 2050 no-build traffic operations will be summarized in a technical report detailing capacity deficiencies in the project area. 3D visualizations will be created to highlight anticipated future no build operations. Measures of effectiveness from the modeling include intersection and corridor delay, level-of-service, travel times, queue lengths, SSAM, and volume to capacity analysis. This analysis will provide a baseline for the alternative analysis of varying lane configurations and intersection traffic control treatments.

Task 7 Deliverables:

- Future conditions tech memo
- 3D concept visualizations using Vissim

TASK 8 EVALUATION CRITERIA AND ALTERNATIVES ANALYSIS

TASK 8.1: EVALUATION CRITERIA

The evaluation criteria will be developed to measure and compare the range of alternatives and will focus on information needed to make investment and policy decisions to achieve the primary and secondary needs of the project, per the purpose and need statement.

It will include quantitative and qualitative measures such as corridor and network operations and safety, travel time/reliability, local circulation and access, agriculture, freight, transit, pedestrian/bike modal considerations, consistency with plans, cost, benefit/cost, impacts, SEE considerations, and a planning-level GHG assessment, if needed.

The preliminary corridor vision, goals, and evaluation measures will be assembled into a matrix format and presented to the PMT and then to partner jurisdictions for input and revision. With all stakeholder interests in mind, our team will formalize the future corridor vision, goals, and evaluation criteria.

TASK 8.2: ALTERNATIVES DEVELOPMENT

Given the complexity of Highway 14 infrastructure (roadway, bridges, drainage, and multimodal crossings), developing and evaluating alternatives requires a systematic, clearly defined methodology. Our approach divides the corridor into distinct sub-evaluation areas:

1. Mainline alternatives, considering lane configurations, capacity, geometrics and access
2. Alternatives for the major interchange at Highway 169 and Highway 14 and Minnesota River Bridge
3. Side road and service interchange alternatives, focusing on safety, operational efficiency, and multimodal connectivity
4. Independent multimodal improvements, targeting corridor crossings and parallel routes based on assessment findings and stakeholder input

Each segment will undergo fatal flaw screening at the sketch level, allowing for overlap and modular development of alternatives.

Area of Emphasis: Alternatives Workshop

As part of the Task 8 kickoff, our team will lead a 3- to 4-hour, workshop-style meeting to brainstorm corridor alternatives. The meeting would include the PMT and any other technical staff from PMT agencies as desired. You can see from our proposal we have ideas for corridor improvements and we know you do too! We've found it most efficient to collectively workshop those ideas up front so all perspectives are heard and shared.

We will have our drone pilots collect static and video imagery of the entire corridor and interchange areas prior to the workshop. We've found this to be a great way to simulate an in-person tour of the corridor yet allows us to be in a conference room with drone imagery on a screen and maps on the table to sketch improvement ideas together.

Following fatal flaw screening, a range of alternatives will be developed through the study corridor, along with up to 10 alternatives specific to the Highway 14/Highway 169 interchange, based on identified issues. **The table on the following page shows some of our initial thinking on the range of potential interchange alternatives that could be studied for this location and the pros/cons of each.** While some of these are innovative designs, our goal is to work with the PMT to be comprehensive and innovative, yet realistic. While interchange visions may address the needs, they are often impactful and difficult to fund. Our goal is to develop feasible alternatives that can be funded and constructed.

Our team will complete initial 2D concept layouts using MicroStation. In addition, InfraWorks will be used as a tool to assist in evaluating the 3D aspect of each alternative. The combination of 2D CAD layouts and 3D InfraWorks models will provide reviewers an opportunity to better understand conflicts and impacts at the earliest stages of concept development. Concept alternatives will detail at-grade and grade-separated improvements to the network that balance safety, mobility, access, and capacity for all travel modes. Sub alternatives will be developed and analyzed in a similar manner in order to strike a balance between transit, vehicular, and multimodal considerations.

Example Highway 14/169 turbine interchange developed with Infraworks

Using the developed concepts, we will screen the concepts on whether they meet the project's primary needs and rate them based on first tier evaluation criteria. The remaining concepts will be further developed consistent with NEPA guidelines in planning level layouts demonstrating a general footprint. These planning level layouts will display access conditions, property impacts, circulation, and cross sections. Below are the elements that will be considered and developed in the layouts:

- Concept roadway designs and typical sections (including supporting roadway network and intersection treatments)
- Corridor enhancements
- Right-of-way
- Multimodal connectivity including transit alternatives, trail, and sidewalk concepts

Concept layouts will be developed per the specifications listed in the RFP, including designing horizontal alignments and vertical profiles that meet agency standards. We will work with agency partners for feedback on the concepts and prepare comments for consideration by the PMT.

Existing Highway 14/Victory Drive interchange

Initial Ideas on Potential Highway 14/169 Interchange Alternatives

Alternative	Pro	Con
Collector distributor (CD) separated cloverleaf with single turbine ramp	• Directional turbine for westbound to southbound • Fully grade separated • Weaving occurs on CD road	• Requires realignment of Highway 169 • High impact • Weaving section for loop ramps
CD separated cloverleaf with dual turbine ramps	• Two fully directional movements • Fully grade separated • Weaving occurs on CD road	• Requires realignment of Highway 169 • High cost for flyover bridges • High impact
Grade separated diverging diamond interchange (DDI)	• Fully grade separated • Innovative system interchange design	• Requires realignment of Highway 169 • High cost and limited national examples • Challenging to grade separate cross overs
Standard DDI	• Possible to retain existing bridge • Limited conflict points • Serves left turning traffic well	• No directional ramps for key movements • Prioritizes left turning movements over Highway 169 through movements • Requires signal control on Highway 169
DDI with fly-under/northbound through	• No Highway 169 realignment • Directional ramp for westbound to southbound • No signals on Highway 169 northbound	• Signals on southbound movement • Requires one signal on southbound Highway 169 • Steep grades for ramps
Green T with fly-under	• No Highway 169 realignment • Fast westbound to southbound movement; no weaves • Retains existing southbound to eastbound ramp	• Signal on southbound movement • Steep grade for eastbound off left ramp

TASK 8.3: ALTERNATIVES ANALYSIS

The evaluation of alternatives will pull everything that has been documented through the study, including comments from the public, agencies, vision, purpose and need, and engineering studies. Comparative impacts of the various alternatives will be considered regarding safety, local acceptance, economic activity, and operational performance. An initial alternatives screening will occur to dismiss any alternatives that do not meet the purpose and need.

The alternatives that were further developed into planning level layouts will be analyzed based on safety impacts, traffic operations, and a benefit-cost analysis. To gain an understanding of the safety performance of the transportation system, we will use the predictive safety methodologies of the Highway Safety Manual (HSM) to predict the anticipated crash reduction for each alternative. The change in safety performance relative to expected crash frequency and severity will be incorporated into the decision-making process when evaluating roadway scenario and intersection concepts.

The alternatives will be analyzed in Vissim to understand the operational impacts. The same measures of effectiveness (MOEs) analyzed for the existing and no-build traffic modeling will be analyzed for each alternative. We will also compare the SSAM results from the Vissim modeling as an additional safety measure to consider when comparing the alternatives. A benefit-cost analysis will be completed following MnDOT guidance incorporating the safety and operational benefits to determine an overall benefit-cost ratio. Alternatives will also be evaluated based on whether highway capacity is added, to inform necessary emissions offsets required.

The corridor alternatives will be narrowed to one locally preferred corridor vision with the aid of an evaluation matrix. The matrix also serves as a record of alternatives considered and reasons for dismissal. Alternatives will be given a rating based on how they meet (or fail to meet) evaluation criteria. Following PMT review of the detailed evaluation matrix, a more generalized summary that can be easily understood by the public will be developed that ranks each criterion as “good,” “fair,” or “poor.” For each concept shared with the public, we will show cost in a low/medium/high ranking and summarize the pros and cons of each alternative so the main takeaways are clear.

Planning-level cost estimates will be prepared throughout the study process as it aids in the evaluation and selection of concepts. An alternative analysis technical memorandum will be completed to summarize the alternatives and evaluation of the alternatives.

Task 8 Deliverables:

- Preliminary alternatives, CAD layouts, plan view layouts
- Ten Highway 14/169 interchange alternatives
- Evaluation criteria matrix (detailed and summarized)
- Cost estimates; benefit cost analysis
- PMT alternatives workshop
- Alternative analysis tech memo

TASK 9 FINAL REPORT

TASK 9.1: FINAL REPORT

The process, analysis, findings, and recommendations determining the ultimate corridor vision will be documented in a corridor study report. The document will largely be comprised of the various technical memoranda produced throughout the study. An executive summary (in report and presentation format) will be included as a quick summary of the overall process, findings, and recommendations.

Area of Emphasis: Implementation Plan

We will also develop a fiscally responsible implementation plan that prioritizes transportation improvement recommendations in the study area according to a realistic timeline. We understand the need to divide the project into manageable segments and components that have independent utility. The plan will document the needs, triggers, timing, and potential funding sources for each project. A key element of the implementation plan will be the timing and strategy of bridge improvements relative to the CHIP.

Task 9 Deliverables:

- Draft and final study report with executive summary, recommendations, implementation plan (six printed copies, one electronic PDF, and one electronic Word file)

Optional Task: Structural Feasibility Analysis and Maintenance of Traffic (MOT) Strategies

A corridor of this importance—with upwards of $40 million of bridge investments in the current CHIP, a more than $30 million river bridge, and unknown Highway 169 bridge cost on the horizon—deserves enhanced planning. Traditional corridor studies treat bridges like line-item costs, spending the least amount of time on them in early planning. Because MAPO and MnDOT have adequately budgeted for this work, we strongly recommend adding this task within the allotted $800,000 budget.

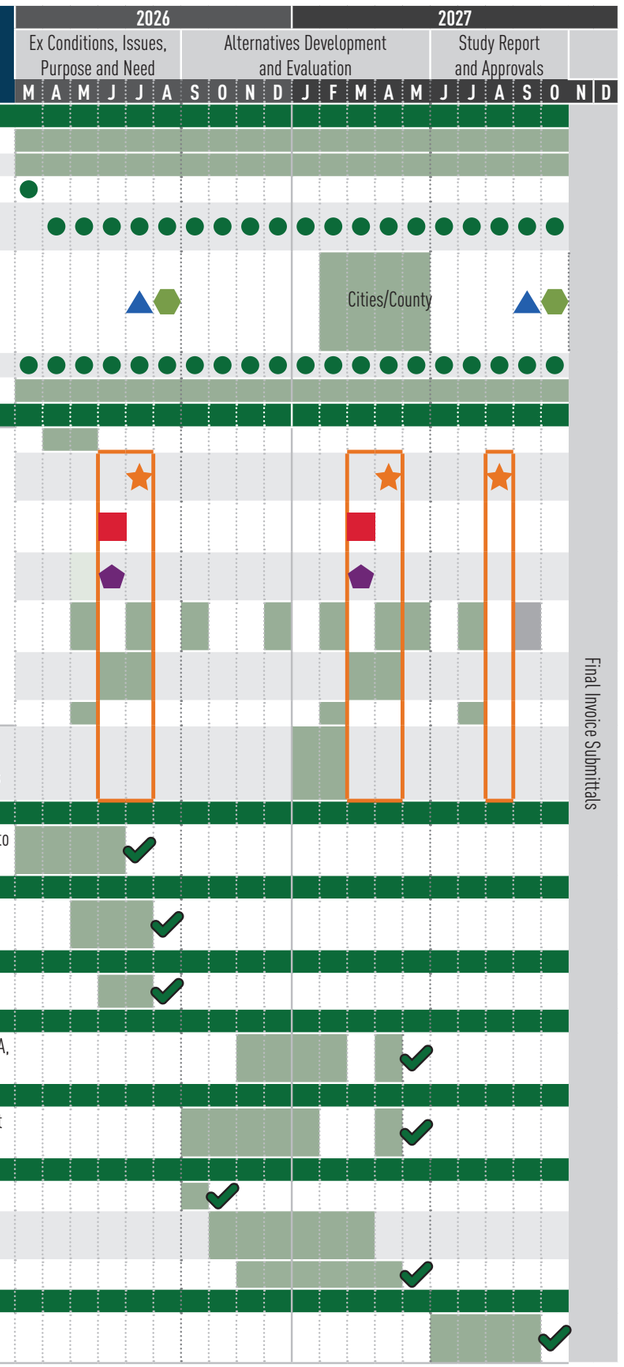
We propose doing a deeper diver into bridges in the CHIP, Highway 169, and the River Bridge related to cost and implementation strategies. We will complete a preliminary structural feasibility analysis, reviewing bridge reports and coordinating with MnDOT functional staff to understand needs, assumptions, timing, and develop a more refined planning cost estimate so MnDOT and partners are better prepared to advance the planning for these projects. A little additional time spent now will pay dividends in more accurately forecasting program needs and funding strategies. In addition, bridge projects affect all agencies. Time spent now on MOT and routing discussions, while all agencies are at the table and discussions/analysis can be documented for future scoping/construction phases, is also time well spent.

Existing Highway 14/Lor Ray Drive Interchange

PROJECT TIMELINE

We have developed a schedule detailing the anticipated work tasks, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with MAPO staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

Tasks	Task Lead	Deliverables	Due Date	Format	Key Considerations
1. Project Management					
Project Coordination/Administration	Bersaw	Invoices, Progress Report	Ongoing	Excel	Project/budget management, team coordination
PM Check-Ins (Bi-Weekly Virtual)	Bersaw	PM Check-Ins, Decision Action Log	Bi-Weekly	Word, Teams Notes	Proactive conversations on scope, schedule, budget, risks
Kickoff Meeting (1 In-Person)	Bersaw	Meeting Agendas, Presentation Materials, Meeting Summary	Mar '26	Word, PPT, GIS	Confirm study objectives, requirements, and work plan
PMT Meetings (Monthly, In-Person)	Bersaw	Area of Emphasis: Alternatives Workshop	Monthly	Word, PPT, GIS	Provide time for technical material review before/after meetings with clear action items and summary of decisions
Partner Input: -MAPO TAC (2) -MAPO Policy Board (PB, 2) -Cities, County (1 each)	Bersaw		Key Milestones	Word, PPT, GIS	Update agencies and elected officials at key study milestones to ensure alignment with direction
Work Plan and Schedule	Bersaw	Study Schedule	Update Monthly	Excel	Update monthly
Quality Management	Vaughn	QA/QC Log	Ongoing	Multiple	Will be tracked in same spreadsheet as Decision Action Log
2. Public Involvement and Graphic Design					
Public Involvement Plan	Bernard	Public Involvement Plan	***Draft*** Apr '26, ***Final*** May '26	Word	See table in work plan for key considerations
Public Open House Meetings (3)	Bernard	Agendas, Presentation Materials, and Meeting Summaries, Engagement Materials; Phase I, II, and III Engagement Summaries; Public Comment Log	Jul '26, Apr '27, Aug '27	Word, InDesign, PPT, GIS	
Community Events (3)	Bernard		Phases I and II	Word, InDesign, PPT, GIS	
Focus Group Meetings (6 In-Person)	Bersaw, Vossen		Phases I and II	Word, InDesign, PPT, GIS	
Online Engagement/Website	Matuke	Host Website, Create Content for Regular Updates, Domain Active One Year Post Study	Engagement Phases, Setup and Updates in Between	Website	
Study Survey (2)	Matuke	Survey Questions and Results for Phase I and II Engagement Summaries	Phases I and II	Survey Tool	
Targeted Social Media (3 posts)	Matuke	Content Copy and Graphics	Key Milestones	Word, InDesign	
Visualizations	Braband	Alternatives Visualizations (up to 3)	Phase II Engagement	InfraWorks, Beyond Typicals, Renderings	*Area of Emphasis:* Visualizations help communicate unique design alternatives and the benefits and trade-offs between alternatives
3. Existing Conditions					
Data Collection, Turning Movements and Traffic Counts, Existing Conditions Analysis	Nemeth, Scheffing	Data Collection/Review; Traffic Counts; Traffic and Safety Analysis; Existing Conditions Memo	***Draft*** Jun '26, ***Final*** Jul '26	Word, Excel, GIS	*Area of Emphasis:* We will organize the existing conditions data into a GIS web map and will add data to it as the study progresses
4. Corridor Issues Identification					
Corridor Issues Tech Memo	Rogers	Corridor Issues Tech Memo	***Draft*** Jul '26, ***Final*** Aug '26	Word, Excel, GIS	Review and identify key multimodal transportation issues and needs
5. Purpose and Need					
Purpose and Need Statement	Rogers	Purpose and Needs Tech Memo	***Draft*** Jul '26, ***Final*** Aug '26	Word, Excel, GIS	Framework to evaluate alternatives
6. Intersection Control Evaluations					
Intersection Control Evaluations (6)	Nemeth	ICE Reports, ICE Improvements Summary Tech Memo	***Draft*** Feb '27, ***Final*** May '27	Word, Excel	To determine most appropriate intersection control, including BCA, and short, mid, and long-term recommendations
7. Traffic Simulation					
No-Build, Vissim, Operations and Capacity Analysis	Pacyna, Larsen	Future Conditions Tech Memo and 3D Vissim Visualizations	***Draft*** Jan '27, ***Final*** May '27	Word, Excel, Vissim	*Area of Emphasis:* We will use FHWA Surrogate Safety Assessment Model (SSAM) to show potential safety impacts
8. Evaluation Criteria and Alternatives Analysis					
Evaluation Criteria	Rogers	Evaluation Criteria Matrix	***Draft*** Sep '26, ***Final*** Oct '26	Word, Excel	Using criteria developed in Phase 1
Alternatives Development	Glaser	Preliminary Alternatives, Plan View Layouts, 10 Alternatives for Highway 14/169 Interchange	***Prelim*** Nov '26, ***Final*** Mar '27	InfraWorks, CAD	Comprehensive and innovative, yet realistic and financially feasible
Alternatives Analysis	Scheffing, Braband	Evaluation Matrix, Cost Estimates, Benefit Cost Analysis	***Prelim*** Dec '26, ***Final*** May '27	Excel	Detailed and summarized version of evaluation
9. Final Report					
Study Report	Bemis, Scheffing, Bernard	Recommendations, Study Report, Executive Summary Implementation Plan	***Draft*** Aug '27, ***Final*** Oct '27	Word, Excel, GIS, InDesign	*Area of Emphasis:* Implementation Plan



TAC PB Open House Community Event Targeted Focus Group Meetings Engagement Phases Deliverable Complete

BUDGET

The following table summarizes the hours and cost breakdown for each major work task to meet the required scope of work within your budget. As noted in the Work Plan, we also included several Areas of Emphasis in how we deliver the required scope of work to add value to the overall study. These include a PMT Alternatives Workshop, Existing Conditions GIS Web Map, Alternatives Visualizations, Proactive Safety Assessment, and an Implementation Plan. We also included an Optional Task which is priced separately for your consideration but would also fit within your allotted total budget and add substantial value to advance the planning at this stage of work. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. **Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials.**

We will adhere to the budget timing requirements and MAPO/MnDOT costs split per the RFP.

Client: MAPO Project: Highway 14 Corridor Study and ICE		Bolton & Menk, Inc.																	TC2						
Task No.	Work Task Description	Project Manager	Alternatives Development and Evaluation	Traffic and Safety	Hydraulics	Planning and Environmental	Freeway Interchange Design	Freeway Traffic Support and ITS Lead	Transit	Environmental/ GHG	Implementation	GIS	VISSIM, ICE	Traffic Support	Structures	Concept Support	Planning/ Engagement Support	Visualizations Specialist	Administrative	Quality Control	Forecasts and Safety	Public Involvement Lead	Public involvement Support	Traffic Support	Total Hours	Total Labor Cost
1	Project Management	273	40	40	10	4	10	0	0	4	1	8	2	0	1	0	0	0	36	20	12	19	0	0	480	$36,246.10
2	Public Involvement and Graphic Design	34	12	6	3	0	0	0	0	32	0	10	0	0	0	12	60	120	16	2	0	80	358	0	745	$84,130.50
3	Existing Conditions	4	8	30	8	20	8	24	4	24	16	52	62	180	4	0	0	0	4	4	0	0	0	0	452	$20,761.40
4	Corridor Issues Identification	17	4	20	4	20	4	0	8	56	32	76	30	24	0	0	20	0	4	1	12	24	60	24	440	$33,948.00
5	Purpose and Need	8	0	0	0	40	0	0	0	40	26	0	0	0	0	0	16	0	4	1	0	0	0	0	135	$7,025.00
6	ICE	0	0	24	0	0	0	0	0	0	0	12	60	200	0	0	0	0	4	2	0	0	0	0	302	$12,218.00
7	Traffic Simulation	4	0	40	0	0	0	40	0	0	0	28	116	400	0	0	0	0	4	0	10	0	0	24	666	$30,600.00
8	Evaluation Criteria and Alternatives Analysis	92	140	68	16	68	40	32	4	92	60	24	120	320	40	540	20	0	4	2	20	4	8	48	1762	$90,442.00
9	Final Report	12	16	16	0	8	0	0	0	24	32	0	24	0	0	24	20	0	8	0	0	0	0	0	184	$8,659.00
	Total Hours	444	220	244	41	160	62	96	16	272	167	210	414	1124	45	576	136	120	84	32	54	127	426	96	5166	
	Average Hourly Rate	$62.00	$53.75	$67.00	$55.50	$68.50	$75.50	$65.00	$52.50	$46.00	$42.50	$34.00	$48.00	$33.75	$59.60	$41.00	$31.75	$47.25	$25.00	$236.00	$236.00	$200.00	$151.00	$108.00		
	Subtotal	$27,528.00	$11,825.00	$16,348.00	$2,275.50	$10,960.00	$4,681.00	$6,240.00	$840.00	$12,512.00	$7,097.50	$7,140.00	$19,872.00	$37,935.00	$2,682.00	$23,616.00	$4,318.00	$5,670.00	$2,100.00	$7,552.00	$12,744.00	$25,400.00	$64,326.00	$10,368.00		
	Overhead Rate	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%	175.00%							
	Total Labor Costs + OH																									**$680,400.00**
	Bolton & Menk Only Labor Costs + OH																									**$560,010.00**
	Bolton & Menk Fixed Fee																								12%	$67,201.20
	Direct Expenses (Bolton & Menk): Streetlogic Traffic Data Collection Fee $14,722.56 Refreshments for public events (3 Community Events @ $25 each; Focus Group Series (2 sets of 3 meetings) @ $50 each)= $175 Direct Expenses (TC2): -Targeted social media (3 @ $250) $750 -Refreshments for Open Houses (3 @ $100) $300 -Mileage (7 trips x 165 miles each) $838																									$24,146.84
	Total Fee																									**$771,748.04**
	Optional Task - Structural Feasibility Analysis and MOT Strategies																									$24,728.70
	Total Fee (with Optional Task)																									**$796,476.74**

REFERENCES

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate Bolton & Menk's performance on similar projects.

MNDOT DISTRICT 1

Bryan Anderson, Planning Director
218-725-2794
bryan.anderson@state.mn.us

Project Contact for:
I-35 Corridor Plan, MnDOT D1

MNDOT METRO

Charlie Androsky, Project Manager
651-234-7878
charles.androsky@state.mn.us

Project Contact for:
Highway 169 Multimodal Study, MnDOT Metro

MNDOT METRO

Faith Xiong, Principal Planner
651-234-7500
faith.xiong@state.mn.us

Project Contact for:
Highway 7 Corridor Study, MnDOT Metro

APPENDIX

KEY PERSONNEL INFORMATION

Corridor Study and Relevant Experience	Existing Conditions	Environmental Screening, Coordination	Purpose/Need and Evaluation Criteria	Public Involvement	Traffic and Safety	Alternatives Evaluation	Implementation Plan	Environmental Documentation	Funded or Constructed
I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1	X	X	X	X	X	X	X		
I-94 Moorhead Corridor Study, MnDOT District 4	X	X	X	X	X	X	X		
Highway 14 Eagle Lake Corridor Study, MAPO and MnDOT District 7 (TC2)	X	X	X	X	X	X			
Highway 169 Multimodal Study, MnDOT Metro	X	X	X	X	X	X	X		
Highway 7 Corridor Study, MnDOT Metro*	X	X	X	X	X	X	X		X
Highway 169 Corridor Study, MAPO and MnDOT District 7	X	X	X	X	X	X	X		X
TH 13 Corridor Evaluation and Hybrid EA, MnDOT Metro	X	X	X	X	X	X	X	X	X
Arboretum Area Transportation Plan and TH 5 Design, Carver County and MnDOT Metro	X	X	X	X	X	X	X	X	X
Highway 25 Area PEL Study, Wright County and Sherburne County	X	X	X	X	X	X	X	X	
US 52 PEL Study, MnDOT District 6*	X	X	X	X	X	X	X	X	
TH 47/65 Phase II PEL Study, MnDOT Metro*		X	X	X	X	X	X	X	
TH 10 Access Planning Study and Corridor Improvements, Anoka County and MnDOT Metro	X	X	X	X	X	X	X	X	X
Highway 41/61 Downtown Chaska Improvements, Carver County and MnDOT Metro	X	X	X	X	X	X	X	X	X
125th Street/CSAH 5 Study and Corridor Improvements, Olmsted County, MN	X	X	X	X	X	X	X	X	X
TH 13/CSAH 21 Downtown Prior Lake, City of Prior Lake, MN	X	X	X	X	X	X	X		X
TH 15 Corridor Study, MnDOT District 3*	X	X		X	X	X	X		
Northwest Metro Mississippi River Crossing Study, MnDOT Metro*	X	X	X	X	X	X	X		
Stearns CSAH 1 Corridor Study, St. Cloud APO (TC2)	X	X	X	X	X	X	X		
US 10 Corridor Study in Dilworth, FMCOG (TC2)	X	X	X	X	X	X	X		

**Bolton & Menk served in a subconsultant role*

ANGIE BERSAW, AICP

Project Manager

Education: Master of Arts, Urban and Regional Studies, Minnesota State University – Mankato | Bachelor of Science, Corporate Finance, Minnesota State University – Mankato

Certifications: Certified Planner, American Institute of Certified Planners (AICP)

Angie is the perfect project manager for this study due to her experience with similar corridor studies and local partner expectations, her local presence and understanding of Highway 14 corridor issues, and her leadership style.

Angie has found success in providing strong consultant leadership to navigate the uniqueness of each corridor and agency/partner and stakeholder needs. Angie excels in this due to her process-oriented, yet results-driven, leadership style. She will be the main point of contact for MAPO and MnDOT. She will coordinate and administer project team assignments and oversee the final corridor study delivery. Her success building consensus on multi-agency projects will serve this project well.

Angie has led more than 70 transportation and environmental projects in the last two decades including more than 30 corridor studies, 30 transportation plans, 5 small area plans, and multiple environmental documents. Angie designs and leads public involvement processes for complex, multijurisdictional planning studies. She is formally trained in the Systematic Development of Informed Consent (SDIC) and excels at finding solutions that can be supported by a diverse group of stakeholders.

FREEWAY EXPERIENCE

- **I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1—Project Management**
  Angie served as the visioning project manager and led public engagement, visioning, and implementation.
- **Highway 169 Multimodal Corridor Study, MnDOT Metro—Project Manager**
  Angie is the project manager for this 12-mile corridor study on Highway 169 between I-394 in St. Louis Park and 101st Avenue in Brooklyn Park. The study is currently evaluating multiple alternative categories including mainline concepts, interchange/access concepts, and multimodal concepts. Alternatives range from TSMO/ITS improvements and mainline managed lane alternatives, to interchange reconfigurations that expand capacity or others that reduce vehicle to pedestrian/bike conflicts on bridges such as partial cloverleaf designs.

STATE HIGHWAY CORRIDOR STUDY EXPERIENCE

Here are a few additional examples of the numerous state highway corridor studies Angie has led or had a key role in over the past decade. *Note: This list does not include MAPO studies, which are included in the section below.*

Study	Lead Agency	Role
TH 11/71 International Falls	MnDOT District 1	Project Manager
TH 2/169 Grand Rapids	MnDOT District 1	Project Manager
Highway 25 Area PEL Study	Wright County	Project Manager
Highway 52 PEL Study (subconsultant role)	MnDOT District 6	Planning Lead
Highway 47/65 PEL Study (subconsultant role)	MnDOT Metro	Planning Lead
Arboretum Area Transportation Plan (TH 5)	Carver County	Deputy Project Manager
TH 41/61 Chaska	Carver County and MnDOT Metro	Deputy Project Manager
Highway 10 Ramsey Gateway	City of Ramsey	Project Manager
Highway 10 Access Planning Study	MnDOT Metro	Planning Lead

LOCAL EXPERIENCE

Angie has led or held a key role in many of the corridor studies/plans in the MAPO region. Below are the MAPO studies relevant to Highway 14:

Study	Lead Agency	Role
Highway 14 Eagle Lake Corridor Study	MAPO and MnDOT District 7	Project Manager
Highway 169 Corridor Study	MAPO and MnDOT District 7	Deputy Project Manager
Lookout Drive Corridor Study	MAPO	Principal-in-Charge
Riverfront Drive Corridor Study	MAPO	Project Manager
2050 Metropolitan Transportation Plan	MAPO	Public Engagement support

CHRIS BRABAND, PE

Alternative Development and Evaluation

Education: Bachelor of Science, Civil Engineering, Ohio Northern University
Credentials: Professional Engineer (PE) – MN, IL, CO, ND, SD, NC, WI
Certifications: Bentley Civil User Accreditation – Basic Road Design Modeling with OpenRoads/OpenRails Designer, Bentley Institute

Chris will oversee the alternatives development and evaluation task.

Chris is a senior transportation project engineer for Bolton & Menk who began his career in 2008. He has experience in conceptual, preliminary, and final design throughout the Midwest. He is passionate about incorporating innovative techniques and solutions into his design approach. He is proficient in Bentley GEOPAK, OpenRoads Connect Edition, ConceptStation, and InfraWorks.

FREEWAY EXPERIENCE

- **I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1—Alternatives Lead**
  Chris led the development of interchange alternatives, access modifications, and ramp intersection control changes on I-35 from 40th Avenue W, through downtown Duluth, to the 21St Avenue South Ramp intersection. Chris' deep skillset in multiple design software provided the team flexibility to easily navigate between technical concept drawings for evaluation and cost estimating purposes and visualizations for public engagement.

5th Avenue and Lake Avenue Interchange Concept

- **Highway 169 Multimodal Study, MnDOT Metro—Alternatives Lead**
  Chris is leading the alternatives development and evaluation for this 12-mile multimodal study on Highway 169 from I-394 in St. Louis Park to 101st Avenue in Brooklyn Park. Chris' work has resulted in the development of
  - Mainline alternatives—auxiliary, managed (E-ZPass), and general-purpose lanes
  - Interchange alternatives—system and service interchanges and access reductions
  - Multimodal alternatives—sidewalks, trails, bike facilities, connections to transit, and new crossings
- **I-94 Moorhead Corridor Study, MnDOT District 4—Alternatives Lead**
  Chris led the development of planning-level concepts for mainline I-94, interchange access concepts, ITS concepts, and active transportation improvements. The purpose of the study was to identify feasible and fiscally responsible solutions on I-94 between the Red River Bridge and TH 336 to replace aging pavement and meet capacity needs, while also considering active transportation connectivity needs.

LOCAL EXPERIENCE

Chris has played an integral role in the development of alternatives for many MAPO corridor studies such as

Study	Lead Agency	Role
Highway 14 Eagle Lake Corridor Study	MAPO and MnDOT District 7	Alternatives Lead
Highway 169 Corridor Study	MAPO and MnDOT District 7	Alternatives Support
Lookout Drive Corridor Study	MAPO	Alternatives Lead
2050 Metropolitan Transportation Plan	MAPO	Cost Estimate Lead

BRYAN NEMETH, PE, PTOE

Traffic and Safety

Education: Master of Science, Transportation Engineering, University of Wisconsin – Madison | Bachelor of Science, Civil Engineering, University of Colorado Boulder

Credentials: PE – MN, ND, IA

Certifications: Professional Traffic Operations Engineer (PTOE), Transportation Professional Certification Board

Notable Accomplishments: Transportation Research Board – Member of the Committee on Intersection and Roadway Capacity and Quality of Service | North Central Institute of Transportation Engineers

Bryan will lead the traffic analysis including the collection of traffic data, ICEs, traffic simulation, and the traffic evaluation of alternatives. He will also use his experience in design, traffic control, and safety to assist in the development of alternatives.

Bryan has extensive experience in traffic safety and operations analysis, preliminary and final design, traffic forecasting, simulation, and development and evaluation of innovative intersection concepts, and within urban cores with limited right-of-way. He leads traffic analysis, safety, intersection, and corridor studies for numerous clients. His extensive experience helps in understanding the tradeoffs of concepts to multimodal concerns and needs, to find shared solutions that ultimately improve safety for all the traveling public.

FREEWAY EXPERIENCE

- **TH 252 and TH 94 Environmental Impact Statement, MnDOT Metro—Traffic Lead for Interchange Alternatives, ICE, and MOT Concepts**
  The project area is roughly a 10-mile stretch in the heart of the region from Brooklyn Park to North Minneapolis. There are several transportation safety-related issues, including the fatality of an eight-year-old child. Bryan is leading the local traffic tasks and analysis including the interchange design options and the improvements to the local county and city roadways impacted by the project. He is also leading the ICE and developing alternatives and options to maintain traffic during eventual construction.
- **I-494 Airport to Highway 169 Design-Build, MnDOT Metro—Local Safety and Performance Coordinator**
  The I-494 corridor serves as one of Minnesota's most heavily trafficked interstates, acting as a southern bypass for Saint Paul and Minneapolis and featuring the state's busiest interchange at I-35W and I-494. As part of the CS McCrossan team, Bolton & Menk is involved in designing and constructing 5.5 miles of infrastructure enhancements, which include a turbine interchange at I-494 and I-35W, as well as access reconfigurations at Nicollet, Portland, and 12th Avenues. Bryan served as the maintenance of traffic engineer in 2023 and 2024 and was the local traffic safety and performance coordinator for the county and cities in 2025.

LOCAL EXPERIENCE

- **Lor Ray Drive Rehabilitation, City of North Mankato, MN—Traffic Lead**
  Due to pavement failure, Lor Ray Drive needed new concrete surfacing from the bridge over Highway 14 through the intersection with Commerce Drive. Bryan led the intersection traffic analysis at Lor Ray Drive and Commerce Drive intersection leading to the intersection improvements. He also worked on the Lor Ray Drive/Howard Drive roundabout to the north of the Highway 14/Lor Ray Drive interchange. He is intimately familiar with the multimodal traffic demands of this corridor.
- **Highway 14 New Ulm to Nicollet, MnDOT District 7—Traffic Lead**
  Bryan completed ICEs on Highway 14 between New Ulm and Nicollet to determine the final corridor configuration.

TONY ROTCHADL, PE

Hydraulics

Education: Bachelor of Science, Civil Engineering, Minnesota State University – Mankato
Credentials: PE – MN, WI
Awards: 20 Under 40, MN Valley Business Magazine/Mankato Free Press

Tony will help our team account for hydraulic considerations associated with all the alternatives identified. His specific experience associated with the levee at the Highway 169/14 interchange, in addition to his knowledge of MnDOT and local agency drainage preferences, will allow him to bring value to the study stakeholders. He will also contribute his local knowledge of the Highway 14 corridor as a resident of the Mankato area, MnDOT District 7 and Blue Earth County design preferences, and upcoming projects like the 2026 3rd Avenue (CSAH 5) Reconstruction Project.

Tony is a transportation design practice leader who joined the Bolton & Menk team in 2005. He is responsible for project management duties and leads hydraulic design on complex projects. Tony's skills lie in his understanding of how project components need to fit together to identify risk items and coordinating design elements to maximize the effectiveness and timeliness of client and public input.

RELEVANT EXPERIENCE

- **3rd Avenue (CSAH 5) Reconstruction Project, Blue Earth County, MN—Project Manager**
  Tony is the project manager for the county's 2026 reconstruction of 3rd Avenue (CSAH 5) from Riverfront Drive to just south of the Highway 14 interchange. The project includes a sidewalk extension to Highway 14 and a complete reconstruction of 3rd Avenue (including city utilities, storm sewer, and box culvert bridge design). The project also required railroad coordination, which we can leverage for the corridor study. He also helped the county with business owner coordination for the heavy industrial users along 3rd Avenue that frequently use Highway 14.
- **Highway 14 Pedestrian Bridge Study, MAPO—Project Manager**
  Tony led the 2021 study focused on developing alternatives and a recommended location for a new Highway 14 pedestrian crossing in upper North Mankato. The recommended location was identified based on how well it serves all segments of the population and aligns with current and future multimodal opportunities. The study also identified bridge and abutment types, planning-level costs, and potential funding sources.
- **Highway 169 Flood Mitigation and Resurfacing, MnDOT District 7—Hydraulics Lead**
  Tony served as lead hydraulics engineer for the $30 million full concrete reconstruction of three miles of Highway 169, that raised the highway out of the 100-year floodplain. The project also included the unbonded concrete overlay of six additional miles between the grade raise sections. Tony designed a new storm sewer system in the reconstruction section. His work also included a new 20-foot by 12-foot box culvert, design of bendway weirs in the Minnesota River, relining of numerous existing culverts in the overlay section, and coordination with permitting agencies.
- **Riverfront Drive (CSAH 57) Roundabout Project, Blue Earth County, MN—Design Lead**
  Tony led all design development components for this project that constructed roundabouts at the Highway 14/Riverfront Drive (CSAH 57) interchange—a recommendation from the MAPO Riverfront Drive Corridor Study led by Bolton & Menk. Tony coordinated with the county (lead agency), city, and MnDOT to bring this project from concept to delivery within the budget and schedule specified.
- **TH 13 Hybrid EA and Dakota Avenue Interchange, MnDOT Metro—Hydraulics Lead**
  Tony was the hydraulics lead for the TH 13 corridor study and hybrid EA from the TH 101/13 Intersection to the TH 13/Nicollet Avenue intersection. He ensured hydraulic considerations were accounted for as alternatives were vetted and chosen. He also led the hydraulics design on the first implemented project, the Dakota Avenue interchange. This required a no-rise analysis, Calcareous Fen coordination with the Minnesota DNR, and traditional freeway drainage design.

BOB ROGERS, AICP

Planning and Environmental

Education: Master of Arts, Urban and Regional Planning, Mankato State University | Bachelor of Arts, Geography, University of Wisconsin – Parkside

Certifications: Certified Planner, AICP | Low Salt Design Strategies (LSiD™), Bolton & Menk Authorized Trainer

Bob will lead planning and environmental considerations for the corridor study and the development of the evaluation criteria.

Bob began his career in 1995 and has substantial project experience in transportation, land use, and environmental planning. He has a strong portfolio of complex transportation projects and deep history leading the completion of alternatives development/evaluation for state and federal level environmental review and documentation. Over the course of Bob's career, he has served as project manager and/or task leader for more than 100 projects involving corridor planning, preliminary design, environmental documentation, and land use planning.

RELEVANT EXPERIENCE

- **I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1—Environmental Lead**
  Bob assisted with the existing conditions analysis and completed an environmental screening as part of the corridor alternatives development and evaluation. Bob also served as an environmental review/NEPA advisor on the implementation section of the corridor plan.
- **I-94 Corridor Study in Moorhead, MnDOT District 4—Deputy Project Manager**
  The corridor study included identification of multimodal transportation needs in the study area and the development of conceptual alternatives. Bob has served as deputy project manager, coordinating team assignments and overseeing the preparation of the purpose and need statement, alternatives evaluation and screening process, and corridor study documentation.
- **Highway 25 Area PEL Study, Wright and Sherburne Counties, MN—Planning and Environmental Lead**
  Bob served an integral role overseeing existing corridor and transportation conditions, purpose and need, concept evaluation, and the final study documentation.

LANCE BERNARD (TC2)

Public Involvement; Land Use, Pedestrian/Bike

Education: Bachelor of Arts, Community Development/Urban Affairs, St. Cloud State University

Lance will lead the public involvement and oversee the land use and multimodal analysis, drawing upon his knowledge of these subjects from his leadership role on the MAPO 2050 Metropolitan Plan.

Lance has more than 20 years of experience leading a variety of planning projects. Lance's work has touched on all aspects of planning, including comprehensive/land use plans, neighborhood studies, public health initiatives, expanded multimodal planning, corridor studies, parking and micromobility assessments, asset management, and financial planning. His approach is built on trust and genuinely listening to community needs, aspirations, and desires.

RELEVANT EXPERIENCE

- **Highway 10 Dilworth Study, Dilworth, MN—Community Engagement Liaison**
  Before joining TC2, Lance collaborated with Apex and TC2 on a comprehensive study to evaluate roadway alternatives for Highway 10 in Dilworth. His work focused on assessing how each alternative would impact and benefit the downtown core and emerging neighborhoods along the corridor. In addition to leading the analysis, Lance served as the primary community engagement liaison, conducting one-on-one interviews with property owners and businesses directly affected by the project to ensure local perspectives informed the recommendations.
- **2050 Metropolitan Transportation Plan (MTP), MAPO—Project Manager**
  TC2 is leading the update of the MTP for MAPO, which outlines a 25-year vision for transportation investments and policy across the region. Lance has been leading a team to ensure the plan aligns with state and federal requirements, while also integrating innovative ideas and emerging project needs through detailed transportation analysis and robust stakeholder engagement.

MATT PACYNA, PE (TC2)

Forecasts and Safety

Education: Bachelor of Civil Engineering, University of Minnesota
Credentials: PE – MN, ND, WI

Matt will lead the development of future traffic forecasts and complete the safety analysis for existing conditions and alternatives analysis, including the Surrogate Safety Assessment Model (SSAM). This is a similar role to what Matt successfully fulfilled on the Bolton & Menk/TC2 team for the recently completed MAPO Highway 14 Eagle Lake Corridor Study.

Matt has more than 20 years of traffic engineering, operations, safety, transportation/multimodal planning, and preliminary design experience. His vast experience in traffic and transportation engineering allows him to lead transportation system evaluations for public and private developments, safety projects, corridor studies, small area plans, and multimodal system reviews. Matt understands how to effectively communicate with stakeholders to achieve understanding and obtain project support.

RELEVANT EXPERIENCE

- **Highway 14 Corridor Study, Eagle Lake, MN—Traffic Lead**
  This study assessed safety, traffic operations, and long-term transportation needs along Highway 14 in Eagle Lake. It included a comprehensive crash analysis, traffic simulation modeling, and evaluation of design alternatives to improve mobility and safety. The findings provide a foundation for informed decisions on future infrastructure investments. Matt led the evaluation of traffic operations and future demand, directing traffic modeling and operational performance analysis to identify effective solutions for the corridor.
- **TH 29 Corridor Study, MnDOT and City of Alexandria, MN—Traffic and Safety Lead**
  The Alexandria TH 29 Corridor Study was a joint planning effort between MnDOT and the City of Alexandria to evaluate transportation needs along a key commercial corridor. Matt played a critical role in leading traffic operations analysis, access management guidance, and future infrastructure analysis. The outcomes of the study supports MnDOT's planned 2028 reconstruction and the city's ADA and signal improvements.

CRAIG VAUGHN, PE, PTOE (TC2)

Quality Control

Education: Bachelor of Civil Engineering, University of Minnesota
Credentials: PE – MN
Certifications: PTOE

Craig thrives in providing quality control on projects and will be an invaluable member of the project team. As a hybrid planner/engineer with a deep understanding of traffic analysis, he will ensure all deliverables are reviewed and ongoing quality control practices are held to the highest standard.

Craig founded TC2 in 2021 after 23 years working in transportation engineering and community planning. He now has more than 25 years of experience which includes deliberate, thoughtful, and inclusive community engagement outreach. His reputation as an excellent project manager, facilitator, and collaborator is second to none. Craig is a people person who listens to and cares about each individual and community contributing to the project under review. His ability to connect with a diverse range of communities has helped him successfully deliver complex multimodal transportation infrastructure across the Midwest.

RELEVANT EXPERIENCE

- **TH 59 Worthington Corridor Improvements, Worthington, MN—Project Manager**
  Craig led the TH 59 Worthington corridor improvement effort in partnership with MnDOT and the City of Worthington. Building on a 2017 corridor study, the project includes full reconstruction of Humiston Avenue and Oxford Street in 2027 and 2028. Craig guided the evaluation of access management strategies, safety enhancements, and multimodal connectivity, while advising on key design recommendations to ensure a balanced and forward-looking plan.
- **Highway 252/I-94 Environmental Impact Statement (EIS), Brooklyn Park and Brooklyn Center, MN—QA/QC Lead**
  Craig played the lead role in the Highway 252/I-94 EIS, a comprehensive review and planning effort led by MnDOT and FHWA. He oversaw QA/QC processes and provided strategic guidance on alternatives evaluation, addressing safety, mobility, and equity concerns along this heavily traveled corridor. Craig's leadership helped shape recommendations focused on reducing crash rates, improving multimodal access, and aligning with community priorities.

SUPPORTING STAFF

	NAME AND TITLE	BIO	RELEVANT EXPERIENCE
	**PAUL GLASER, PE** **Freeway Interchange Design**	Paul will support Chris in the development and analysis of freeway interchange design, with emphasis on the Highway 14/169 interchange. Paul is a transportation senior project manager with extensive experience on state highway corridor planning and complex freeway interchange design. He brings national experience in service and system interchange design having worked on complex projects across the Midwest. He is a rare hybrid transportation professional who can carry a project from the earliest planning phases to the most technical phases of design, funding, and construction. He has experience preparing vision studies, Level 1 staff-approved layouts, interchange design, design memos, traffic management plans, Environmental Impact Statements (EIS), environmental reports, exception to standards reports, and interchange type analysis reports.	Paul served as the interchange alternatives lead on these projects: • Highway 169 Mobility Study, MnDOT Metro • I-70/I-65 North Split, INDOT Greenfield District • TH 15 Corridor Study, MnDOT District 3 • TH 10 Corridor Study, MnDOT District 3
	**MIKE BITTNER, PE, PMP, PTOE, PTP, RSP 1, IMSA II** **Freeway Traffic Support and ITS Lead**	Mike will provide guidance and oversight to the team for freeway traffic analysis support and will lead ITS considerations. Mike began his career in 2010 and has an extensive resume of suburban freeway experience across Minnesota and North Dakota. His experience includes innovative approaches to freeway traffic analysis to uncover issues that are typically masked by traditional planning analyses. He also brings an impressive résumé of ITS solutions, analyses, and funding opportunities for suburban freeways that have allowed agencies to limit traditional infrastructure investments by maximizing lower-cost technology improvements first.	Mike served as the freeway traffic analysis and/or ITS lead for: • I-35 Duluth ITS Feasibility Study, MnDOT • I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1 • Transportation Management Center and I-29 SMART Corridor, NDDOT • I-29 Corridor Study, Forks MPO and NDDOT • TH 280 Traffic Study, MnDOT Metro
	**AARON BARTLING** **Transit**	Aaron will lead the transit considerations for existing conditions and alternatives analysis. As a senior transit planner who began his career in 2013, Aaron understands the importance of considering transit in corridor planning. He is also familiar with the Mankato area, having worked on the City of Mankato's most recent Transit Development Plan.	• Mankato Transit Development Plan, City of Mankato • Balcerzak Drive Corridor Study, MAPO
	**KAREN SCHEFFING** **Environmental/GHG**	Karen will lead environmental screening, GHG assessments, and support Bob in the existing conditions and alternatives analysis tasks. Karen is a senior transportation planner at Bolton & Menk, who began her career in 2001. Her responsibilities include corridor studies, environmental documents, development of purpose and need, evaluation criteria, and GHG assessments for planning studies.	• I-94 Corridor Study in Moorhead, MnDOT District 4 • Highway 169 Multimodal Study, MnDOT Metro • Highway 7 Corridor Study, MnDOT Metro
	**CORRIN BEMIS, AICP** **Implementation**	Corrin will support the planning tasks and lead the implementation plan. Corrin is a transportation project manager for Bolton & Menk, starting her career in 2020. Her responsibilities include assisting with transportation studies, existing conditions research, study documentation, and development of implementation plans and funding strategies.	• Highway 169 Corridor Study, MAPO and MnDOT District 7 • Highway System Harms Study, Metropolitan Council • Rice Street Visioning Study, Ramsey County, MN

	NAME AND TITLE	BIO	RELEVANT EXPERIENCE
	**AARON PADILLA, GISP** **GIS**	**Aaron will provide GIS mapping and analysis services.** Aaron is a GIS specialist who began his career in 2018. He is experienced in creating and maintaining databases and works primarily on transportation-related and environmental projects.	• I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1 • Highway 7 Corridor Study, MnDOT Metro • Highway 169 Multimodal Study, MnDOT Metro
	**KELSEY LARSEN, PE, PTOE** **VISSIM, ICE**	**Kelsey will lead traffic operations and VISSIM analysis.** Kelsey is a traffic senior project engineer who began her career in 2015. Her primary responsibilities include traffic analysis for ICEs, corridor studies, and preliminary roadway projects. She is well versed in ITE trip generation, traffic distribution, and in using VISSIM, Synchro/SimTraffic, and Arcady to evaluate existing and proposed conditions.	• I-35 Corridor Plan, Duluth-Superior MIC and MnDOT District 1 • Highway 169 Corridor Study, MAPO and MnDOT District 7 • Highway 14 Eagle Lake Corridor Study, MAPO and MnDOT District 7
	**VISHRUTHI MANICKAVASAGAN, EIT** **Traffic Support**	**Vishruthi will provide traffic analysis support.** Vishruthi is a transportation design engineer who began her career in 2023. She is responsible for analyzing post-processing data and developing crash data dashboards that aid the team in making safety-focused solutions. Her skillset includes traffic forecasting and simulation, VISSIM, Synchro, HHS, HCS, and CAP-X, which she uses to create model traffic flows, generate precise forecasts, and conduct in-depth safety analyses.	• Highway 14 Eagle Lake Corridor Study, MAPO and MnDOT District 7 • Highway 25 Area PEL Study, Wright and Sherburne Counties, MN • Highway 2/Highway 169 Grand Rapids/LaPrairie Corridor and Safety Study, MN
	**RYAN EVANS, PE, SE** **Structural Feasibility**	**Ryan will support existing conditions and alternative feasibility related to bridges and structures.** Ryan is a structural project manager who began his career in 2008. He is responsible for the design and preparation of preliminary and final construction plans for structural engineering projects ranging from highway bridges, retaining walls, and other infrastructure to bridge/structure rehabilitation, load rating, inspection, and performance monitoring. Ryan is a FHWA qualified bridge safety inspection team leader, has an expert-level understanding of structural behavior and is proficient with a variety of structural design and analysis software, including Leap OpenBridge Designer (Conspan/RCPier), MDX, AASHTOWARE BrR, STAAD.Pro, FB-MultiPier, MATHCAD, and spColumn.	• Highway 10/169 Improvements, City of Anoka, MN • Mississippi Skyway Final Design, City of Ramsey, MN • Highway 5 Arboretum Area Design, Carver County, MN
	**JUSTIN VOSSEN** **Public Involvement Support**	**Justin will support public engagement efforts.** An aviation planner at Bolton & Menk, Justin began his career in 2022. He provides support on all aviation planning projects in the Midwest. He is familiar with the FAA airport master planning process and helps lead projects through forecasting, facility development, alternatives, and implementation plans. Justin is also supports transportation planning projects and public engagement. He is located in our Mankato office and enjoys the opportunity to work with project stakeholders to understand and incorporate their needs into a project.	• Warren Street Corridor Study, MAPO • Webster Avenue Planning Study, City of North Mankato, MN • Northwest Area Master Plan, City of North Mankato, MN

	NAME AND TITLE	BIO	RELEVANT EXPERIENCE
	**SAMANTHA MATUKE, AICP (TC2)** **Public Involvement Support**	Samantha will support public engagement efforts. Samantha joined the TC2 team in 2022 and is a project manager in transportation planning. She is experienced in community and transportation planning, public engagement, graphic design, and urban design. With an educational background in architecture and city planning, she brings a unique perspective to all her projects. Sam believes her role as a planner is to bring tools and resources to communities, which they can use to shape their best future.	• 2023 Transportation Plan Update, Blue Earth County, MN • Urban Reconstruction Prioritization, MnDOT District 8
	**CHRIS HARRIS** **Visualizations**	Chris will support visualization efforts. Starting his career in 2005, Chris is a digital animation specialist at Bolton & Menk. He creates 3D animation for infrastructure projects and is skilled in 3D modeling. He enjoys being able to communicate hard-to-understand project plans into easily understood visualizations.	• Highway 169 Corridor Study, MAPO • Transportation Management Center and I-29 SMART Corridor, NDDOT • I-94 Corridor Study in Moorhead, MnDOT District 4
	**KATE HARDING, PE** **Concept Development Support**	Kate will support concept development efforts. Kate is a transportation project manager who began her career at Bolton & Menk in 2018. She is responsible for preliminary traffic modeling, signal design, and road design using programs such as Vissim, Synchro, MicroStation, Civil3D, and GEOPak. Kate's proficiency in both traffic operations and design allows her to understand all aspects of concept development. She brings experience developing the full range of concepts needed for Highway 14 from complex freeway and structural designs to ADA, bicycle, and pedestrian improvements.	• Highway 14 Eagle Lake Corridor Study, MAPO and MnDOT District 7 • Lookout Drive Corridor Study, MAPO • Warren Street Corridor Study, MAPO

AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);

2. That the attached proposal submitted in response to the Highway 14 Corridor Study and Intersection Control Evaluation Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: Bolton & Menk, Inc.

Authorized Signature: Angela T. Bortau

Date: 12/18/2025

Subscribed and sworn to me this: 18 day of December, 2025

Notary Public: Kelly Meyers

My commission expires: January 31, 2030

Kelly Meyers
Notary Public
Minnesota
My Commission Expires January, 31, 2030

CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

Purpose of this Checklist. This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

Definition of "Proposer". As used herein, the word "Proposer" includes both the prime contractor and all proposed subcontractors.

Checklist is Not Exclusive. Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

Use of the Disclosure Form. A proposer must complete the attached disclosure form and submit it with their Proposal. If a proposer determines a potential conflict of interest exists, it must disclose the potential conflict to MAPO; however, such a disclosure will not necessarily disqualify a proposer from being awarded a Contract. To avoid any unfair "taint" of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MAPO personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the contract notwithstanding the potential conflict. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of MAPO.

Material Representation. The proposer is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. MAPO reserve the right to cancel or amend the resulting contract if the successful proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

Approach to Reviewing Potential Conflicts. MAPO recognizes that proposers must maintain business relations with other public and private sector entities in order to continue as viable businesses. MAPO will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MAPO's intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer's ability to provide objective advice to MAPO. MAPO would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MAPO must follow statutory guidance on Organizational Conflicts of Interest.

Statutory Guidance. Minnesota Statutes §16C.02, subd. 10 (a) places limits on state agencies ability to contract with entities having an "Organizational Conflict of Interest". For purposes of this checklist and disclosure requirement, the term "Vendor" includes "Proposer" as defined above. Pursuant to such statute, "Organizational Conflict of Interest" means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor's objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering. The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules part 1805.0300) Subpart 1 of the rule provides "A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment, the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest".

An organizational conflict of interest may exist in any of the following cases:

- The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.

- The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity's interests are, or may be, adverse to the state's interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on an MAPO project if a local government has also retained the proposer for the purpose of persuading MAPO to stop or alter the project plans.

- The Contract is for right-of-way acquisition services or related services (e.g., geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.

- The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the proposer's performance of work pursuant to this Contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity's property may be affected by the proposer's work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. **Comment**: this provision does not presume proposers know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.

- The proposer has a business arrangement with a current MAPO employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this Contract. This item does not apply to pre-existing employment of current or former MAPO employees, or their immediate family members. Comment: this provision is not intended to supersede any MAPO policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a proposer may have unfair access to "inside" information.

- The proposer has, in previous work for the state, been given access to "data" relevant to this procurement or this project that is classified as "private" or "nonpublic" under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a proposal for this project. **Comment**: this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design Contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an "unfair advantage" when such information cannot be provided to other potential proposers. Definitions of "government data", "public data", "non-public data" and "private data" can be found in Minnesota Statutes Chapter 13.

- The proposer has, in previous work for the state, helped create the "ground rules" for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.

- The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

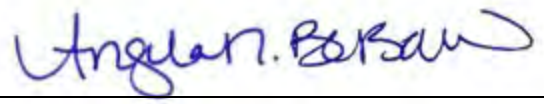
Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

___X___Determined that no potential organizational conflict of interest exists.

_____Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:



Signature

December 30, 2025

Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MAPO personnel.

Name

Phone

AFFIRMATIVE ACTION CERTIFICATION

If your response to this solicitation is or could be in excess of $100,000.00, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

Has a current Certification of Compliance issued by the Minnesota Department of Human Rights (MDHR) -or-
Has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

☒ We have a current Certificate of Compliance issued by the MDHR. Proceed to Box C. Include a copy of you Certification with your response.

☐ We do not have a current Certificate of Compliance; However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____(date). If the date is the same as the response due date, indicate the time your plan was received: _____(time). Proceed to Box C.

☐ We do not have a Certification of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to Box C. Contact the MDHR for assistance. (See below for contact information)

Please note: Certificates of Compliance must be issued by the MDHR. Affirmative Action Plans must be approved by the Federal government, a county or a municipality must still be received, reviewed, and approved by the MDHR before a Certification can be issued.

BOX B – For those companies not described in BOX A

Check below.

❑ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: Bolton & Menk, Inc. Date December 30, 2025

Authorized Signature: Angie M. Bersaw Phone number: 507-380-8515

Printed Name: Angie Bersaw, AICP Title: Transportation Division Leader | Principal

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services Section
190 East 5th St., Suite 700
St. Paul, MN 55101

Web: https://www.mn.gov/mdhr/

Email: employerinfo@therightsplace.net

TC Metro: (651) 296-5663

Toll Free: 800-657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

DEPARTMENT OF HUMAN RIGHTS

WORKFORCE
CERTIFICATE OF COMPLIANCE

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **BOLTON & MENK INC** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.

Certificate start date: **7/7/2022**

Certificate expiration date: **7/6/2026**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

Rebecca Lucero, Commissioner

IMMIGRATION STATUS CERTIFICATION

By order of the Governor (Governor's Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

E-Verify program information can be found at http://www.dhs.gov/ximgtn/programs.

If any response to a solicitation is or could be in excess of $50,000.00, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the Contract. All subcontractor certifications must be kept on file with the Contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this Contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.

Name of Company: Bolton & Menk, Inc. Date: December 30, 2025

Authorized Signature: Angela M. Bersaw Telephone Number: 507-380-8515

Printed Name: Angie Bersaw, AICP Title: Transportation Division Leader | Principal

If the Contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the Contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the Contract, and/or suspending or debarring the Contract vendor from state purchasing.

For assistance with the *E-Verify* Program

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

For assistance with this form, contact:

Mail: 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155

E-Mail: MMDHelp.Line@state.mn.us

Telephone: 651-296-2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1-800-627-3529

CERTIFICATION OF RESTRICTION ON LOBBYING

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the bidder/company named below that:

1. No Federal or state appropriated funds have been paid or will be paid by or on behalf of the bidder/company, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

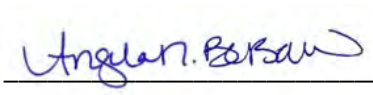
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The bidder/company shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name of Bidder / Company Name Bolton & Menk, Inc.

Type or print name Angie Bersaw, AICP

Signature of authorized representative  Date 12 / 30 / 25

Transportation Division Leader | Principal (Title of authorized official)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/30/2025

12/31/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED 1565200 BOLTON & MENK, INC. 1960 PREMIER DR MANKATO MN 56001	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Zurich American Insurance Company — 16535 **INSURER B :** American Guarantee and Liab. Ins. Co. — 26247 **INSURER C :** Continental Casualty Company — 20443 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 22852437 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR X CONTRACTUAL LIAB GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y	N	GLO 1340010-00	1/1/2026	1/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	N	N	BAP 1340009-00	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	UMBRELLA LIAB X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ $0	N	N	SXS 1340013-00	1/1/2026	1/1/2027	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $ XXXXXXX
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** Y / N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	N	WC 1340011-00	1/1/2026	1/1/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	PROF / POLL LIABILITY E&O $50K SIR	N	N	AEH114019718	12/31/2025	12/31/2026	$15M PER CLAIM $15M AGG LIMIT RETRO DATE: 12/31/1997	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: PROPOSAL: HIGHWAY 14 CORRIDOR STUDY AND INTERSECTION CONTROL EVALUATION; MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION IS AN ADDITIONAL INSURED ON GENERAL LIABILITY, IF REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER

22852437
MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION
ATTN: CHRIS TALAMANTEZ, TRANSPORTATION PLANNER
10 CIVIC CENTER PLAZA
MANKATO MN 56001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Agnello

RESOLUTION OF THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT AGREEMENTS FOR STUDIES CONTAINED IN THE 2026 UNIFIED PLANNING WORK PROGRAM

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

WHEREAS, MAPO collaborates with local partners and private consultants for the purpose of producing transportation studies adhering to the 3C (Comprehensive, coordinated, continuous) Planning Process; and

WHEREAS, the MAPO Policy Board approved the 2026 Unified Planning Work Program (UPWP) at their September 4, 2025 meeting that contains studies for the 2026 calendar year; and

WHEREAS, MAPO following their procurement policy solicited proposals from qualified firms for studies contained in the 2026 UPWP; and

WHEREAS, a subcommittee of the TAC was created to review the proposals and recommend consultants to conduct the studies; and

WHEREAS, the TAC subcommittee recommended that Transportation Collaborative and Consultants be selected for the CSAH 16 Corridor Study and Bolton and Menk Inc. be selected for the Highway 14 Corridor Study; and

WHEREAS, at their January 15, 2026 meeting the MAPO TAC recommended the Policy Board select the recommended consultant for each respective study; and

NOW, THEREFORE BE IT RESOLVED; that the Mankato / North Mankato Area Planning Organization Policy Board authorizes the Executive Director to negotiate and enter into contract agreements with consultants for studies contained in the 2026 UPWP.

CERTIFICATION

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 5th day of February 2026 as shown by the minutes of said meeting in my possession.

_____
Mike Laven, Chair

_____
Mark Konz, Executive Director

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Resolution to adopt MnDOT Safety Performance Measure targets

No: 4.3

Agenda Item: Resolution to adopt MnDOT Safety Performance Measure targets

Recommended Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board adopt the attached resolution supporting MnDOT 2025 Safety Performance Measure Targets

Summary: The U.S. Department of Transportation (DOT) established performance measures for safety (PM1) on the National Highway System as detailed in 23 CFR 490. Federal guidance requires that state DOTs and MPOs must establish performance targets in accordance with these measures.

Accident rates have been rising nationwide, and as a result the number of fatalities and serious injuries have also been rising. MnDOT supports aspirational targets that are achievable, but MnDOT does not support setting the targets greater than prior years so the targets this year are again the same as the previous year. MnDOT's 2026 targets became effective on August 31, 2025, providing a deadline to MPOs of February 28, 2026 to either support the submitted 2026 statewide targets or set targets for the MPO area. Historically MAPO has resolved to support MnDOT's statewide targets.

The updated safety targets are outlined in the below table (note the 2026 Targets are the same as the 2025 targets):

Safety Performance Measure	2025 Target	2026 Target	Statewide Baseline (2020-2024 average)	MAPO Target Share	MAPO 2020-2024 Average (MNCMAT2)
Fatalities	352.4	352.4	442.4	3.215	2.8
Fatality rate (per 100M VMT)	0.582	0.582	0.780	0.582	0.520
Serious injuries	1,463.4	1,463.4	1,854.0	13.352	21
Serious injury rate (per 100M VMT)	2.470	2.470	3.264	2.47	3.900
Non-motorist fatalities and serious injuries	258.4	258.4	303.6	2.358	4.4

MAPO target share was calculated using the MAPO portion of the statewide Vehicle Miles Traveled (VMT). MAPO's 2024 VMT (538,508,118) was multiplied by the performance target to yield the target number of fatalities and serious injuries specific to the MAPO area toward achieving the target set by the state. Non-motorist fatalities and

serious injuries target share was calculated using the MAPO percentage of the total statewide VMT (0.912%).

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board adopt the attached resolution agreeing to continue planning and programing projects so that they contribute toward the accomplishment of MAPO and MnDOT's PM1 targets.

Attachments:
1. MAPO PM1 resolution
2. Performance Measures informational correspondence
3. Crash map

Resolution Adopting 2026 HSIP Performance Targets
for the Mankato/North Mankato Area Planning Organization

Whereas*,* the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) as detailed in 23 CFR 490, Subpart B, National Performance Measures for the Highway Safety Improvement Program;

Whereas*,* the Minnesota Department of Transportation (MnDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

Whereas, metropolitan planning organizations (MPOs) must establish performance targets for each of the HSIP performance measures; and

Whereas, MPOs establish HSIP targets by either agreeing to plan and program projects so that they contribute to the accomplishment of the State DOT HSIP target or commit to a quantifiable HSIP target for the metropolitan planning area; and

Now, therefore, be it resolved; that the Mankato/North Mankato Area Planning Organization agrees to plan and program projects so that the projects contribute to the accomplishment of MnDOT's calendar year 2026 HSIP targets for the following performance measures:

Number of fatalities: 352.4;

Rate of fatalities: 0.582 per 100 million Vehicle Miles Traveled;

Number of serious injuries: 1,463.4;

Rate of serious injuries: 2.470 per 100 million Vehicle Miles Traveled; and

Number of non-motorized fatalities and non-motorized serious injuries: 258.4;

CERTIFICATION

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 5th day of February, 2026 as shown by the minutes of said meeting in my possession.

_____

Mike Laven, Chair Date

_____

Mark Konz, Executive Director Date

DEPARTMENT OF TRANSPORTATION

Office of Transportation System Management
395 John Ireland Blvd, MS 440
St. Paul, MN 55155

Minnesota Safety Performance Measures

Pursuant to the regulations promulgated by the Federal Highway Administration (FHWA), MnDOT has established statewide targets for the federal performance measures intended to assess performance of the National Performance Management Measures: Highway Safety Improvement Program (HSIP); 23 CFR Part 490.

Performance in each target is based on five-year rolling averages to address year-to-year variations and anomalies. The number of fatalities, fatality rate, and number of serious injuries shall be identical to the Highway Safety Plan targets set annually by Department of Public Safety (DPS).

2026 Targets

Minnesota supports setting aspiration targets but these must be achievable. Given recent outcomes, a large, sustained reduction would be needed in all measures to maintain the prior methodology of progress toward the Strategic Highway Safety Plan (SHSP) goals of no more than 225 fatalities and 980 serious injuries by 2030. While using a data-driven approach, Minnesota does not support setting targets greater than the prior year.

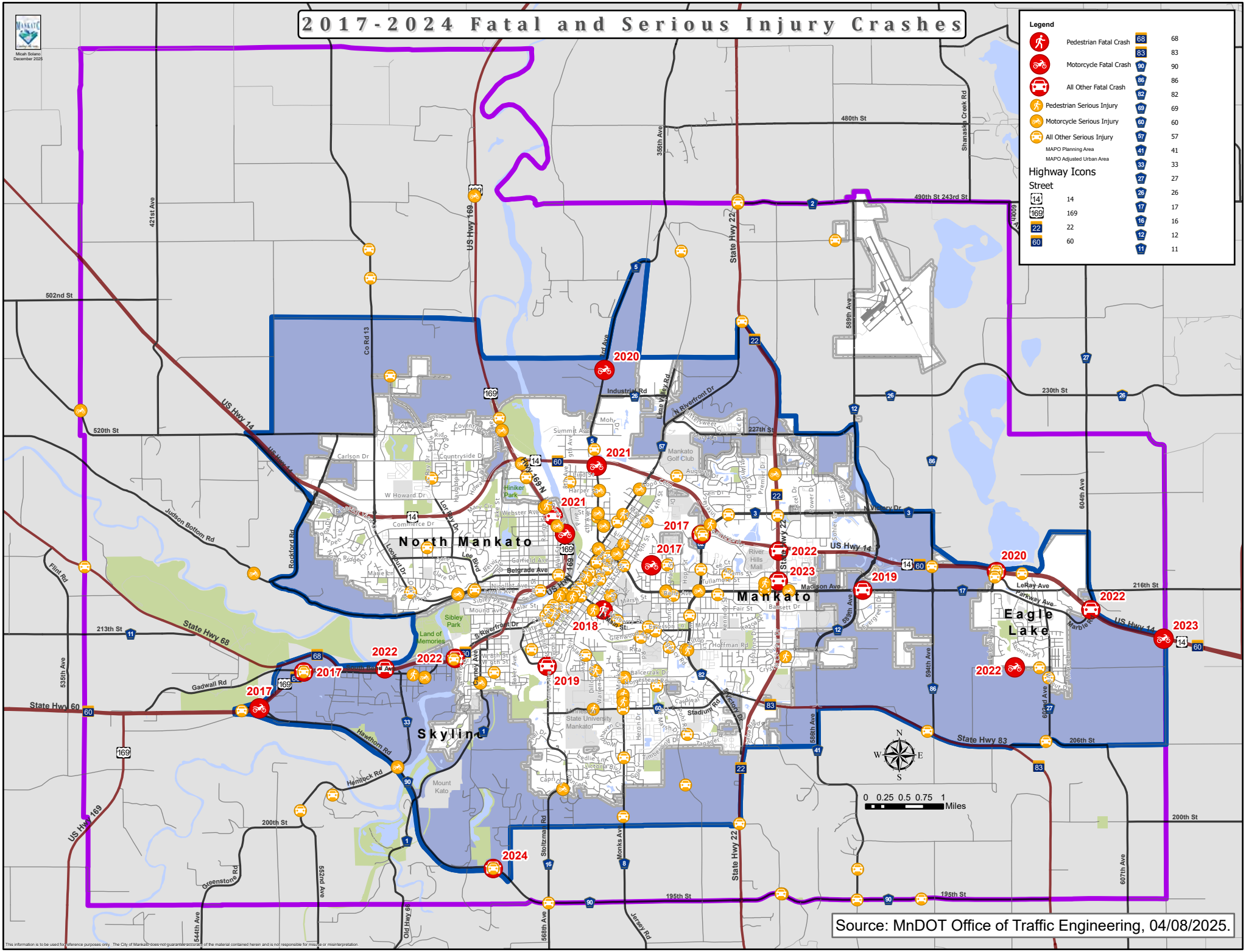
The 2026 targets are equal to the 2025 targets, but have been extended to 2030. This will require innovative thinking and sustained support to achieve these goals given recent trends in traffic safety.

Table 1: 2026 Statewide Safety Performance Targets for Federal Measures

Performance Metric	Baseline (2020-2024 average)	2026 Target
Number of fatalities	442.4	352.4
Fatality rate (per 100M vehicle miles traveled)	0.780	0.582
Number of serious injuries	1,854.0	1,463.4
Serious injury rate (per 100M vehicle miles traveled)	3.264	2.470
Number of non-motorist fatalities and serious injuries	303.6	258.4

These targets will be effective with the submittal of the SHSP to FHWA via HSIP on August 31, 2025. MPOs have 180 days, or until February 28, 2026 to support the state targets or to develop and set their own.

For more information visit: www.mndot.gov/trafficeng/safety/index.html
Or contact: Chris Berrens, Office of Transportation System Management 651-366-3755
chris.berrens@state.mn.us; or Eric DeVoe, Office of Traffic Engineering, 651-264-7016,
eric.devoe@state.mn.us


2017-2024 Fatal and Serious Injury Crashes
Micah Solano
December 2025
Legend
Pedestrian Fatal Crash
Motorcycle Fatal Crash
All Other Fatal Crash
Pedestrian Serious Injury
Motorcycle Serious Injury
All Other Serious Injury
MAPO Planning Area
MAPO Adjusted Urban Area
Highway Icons
Street
14
169
22
60
68
83
90
86
82
69
60
57
41
33
27
26
17
16
12
11
2020
2021
2021
2017
2017
2022
2023
2019
2020
2022
2023
2018
2022
2022
2017
2017
2019
2022
2024
North Mankato
Mankato
Eagle Lake
Skyline
Mount Kato
Land of Memories
Sibley Park
Hiniker Park
Mankato Golf Club
State University Mankato
River Hills Mall
US Hwy 14
US Hwy 169
State Hwy 22
State Hwy 60
State Hwy 68
State Hwy 83
Industrial Rd
N Riverfront Dr
S Riverfront Dr
Madison Ave
LeRay Ave
Parkway Ave
Belgrade Ave
Stadium Rd
Hawthorn Rd
Hemlock Rd
Gadwall Rd
Flint Rd
Judson Bottom Rd
Rockford Rd
Co Rd 13
421st Ave
502nd St
520th St
213th St
200th St
195th St
490th St 243rd St
480th St
230th St
216th St
206th St
200th St
535th Ave
544th Ave
568th Ave
588th Ave
589th Ave
594th Ave
603rd Ave
604th Ave
607th Ave
Shanaska Creek Rd
Greenstone Rd
Old Hwy 60
Jersey Rd
Monks Ave
Stolterma Rd
0 0.25 0.5 0.75 1 Miles
N
W
E
S
Source: MnDOT Office of Traffic Engineering, 04/08/2025.
This information is to be used for reference purposes only. The City of Mankato does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretation.

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Resolution supporting Mankato Transit's updated Public Transit Agency Safety Plan (PTASP) Targets
No: 4.4

Agenda Item: Resolution supporting Mankato Transit's updated Public Transit Agency Safety Plan (PTASP) targets

Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board adopt the attached resolution supporting Mankato Transit's updated PTASP Targets

Summary: Per 23 CFR 450.306(d)(3), MPOs are required to establish Public Transit Agency Safety Plan (PTASP) targets after targets are established or revised by their local transit provider. The Mankato Transit System (MTS) revised annual Safety Plan update was adopted by the Mankato City Council at their July 14, 2025, meeting. Historically MAPO has elected to support Mankato Transit System's targets.

The revised MTS targets are outlined on page 3. Safety Performance Targets are updated with 2024 vehicle revenue miles (VRM).

- Fatalities – total number of reportable fatalities in a calendar year and rate per total vehicle revenue mile by mode.
- Injuries – total number of reportable injuries in a calendar year and rate per total vehicle revenue miles by mode.
- Safety Events – total number of reportable events in a calendar year and rate per total vehicle revenue mile by mode.
- System Reliability – mean distance between major mechanical failures by mode.

The reporting thresholds includes the following:

- Fatalities confirmed within 30 days of the event, includes suicides
- Injuries includes any harm to one or more persons who are transported away from the scene through any means for medical attention
- Property damage equal to or exceeding $25,000, includes cost of clearing wreckage and all other vehicles and property involved
- Collisions that meet a fatality, injury, property damage, or evacuation threshold; involving a transit revenue vehicle and the towing away of any vehicles from the scene; including suicides or attempted suicides, assaults, or homicides resulting

in an injury or fatality that involve contact with a transit vehicle or collisions that do not involve a transit revenue vehicle but meet a threshold

- Evacuation of a transit facility or vehicle for life-safety reasons
- An assault on a transit worker[1] is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
    - Physical: An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item (e.g., spitting).
    - Non-Physical: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

MAPO has 180 days from the receipt of the Mankato Transit System's performance targets to prepare their public transportation safety performance targets in accordance with 23 CFR 450.306(d). The attached resolution represents MAPO's support for Mankato Transit System's updated PTASP targets.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board adopt of the resolution.

Attachments:

1. Transit Agency Safety Plan

2. Resolution

[1] The Bipartisan Infrastructure Law amended 49 U.S.C. 5335(c) to require direct recipients to submit data for assaults on transit workers.

Safety Performance for 2024 reported to the National Transit Database

Fixed Route Annual Safety Performance and Targets

Fixed Route	Performance Year					Annual	
Performance Category	2022	2023	2024	2025	2026	Average	Target
Major Events	2	3	4			3	5
Major Event Rate	0.604	0.935	1.085			0.875	1.36
Collisions	N/A	N/A	3			3	5
Collision Rate	N/A	N/A	0.814			0.814	1.36
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.27
Vehicular Collision Rate	N/A	N/A	0.814			0.814	1.09
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	0	2	2			1.333	3
Injury Rate	0.000	0.623	0.543			0.389	0.81
Transit Worker Injury Rate	N/A	N/A	0.543			0.543	0.54
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.27
Major Mechanical System Failures	33	34	39			35	N/A
Vehicle Revenue Miles	330,871	320,853	368,582			340,102	
System Reliability	10,026	9,437	9,451			9,638	10,000

Non-Fixed Route Annual Safety Performance and Targets

Non-Fixed Route	Performance Year					Annual	
Performance Category	2022	2023	2024	2025	2026	Average	Target
Major Events	2	1	2			2	2
Major Event Rate	1.016	0.482	1.116			0.872	1.12
Collisions	N/A	N/A	0			0	4
Collision Rate	N/A	N/A	0.000			0.000	2.23
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.56
Vehicular Collision Rate	N/A	N/A	0.000			0.000	1.67
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	2	1	1			1.333	4
Injury Rate	1.016	0.482	0.558			0.686	2.23
Transit Worker Injury Rate	N/A	N/A	1.116			1.116	1.12
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.56
Major Mechanical System Failures	12	34	10			19	N/A
Vehicle Revenue Miles	196,843	207,354	179,135			194,444	
System Reliability	16,404	6,099	17,914			13,472	10,000

Mankato Transit System
Safety Plan

Version 2 adopted July 22, 2024
Annual Update adopted July 14, 2025

Accountable Executive: Associate Director – Transportation Planning Services

Contents

Document Organization

The Mankato Transit System Agency Safety Plan (ASP) fulfills the requirements of 49 U.S.C. 5329 and 49 Code of Federal Regulations (CFR) Part 673. To ensure that it meets these requirements, the sections following this introduction adhere to the sample structure provided by the Federal Transit Administration (FTA) in the *Public Transportation Agency Safety Plan Template for Bus Transit* (December 31, 2019).

Plan Development

Mankato Transit System (MTS) completes the Agency Safety Plan (ASP) internally to allow staff the opportunity to internalize the plan and develop actionable steps as part of the Safety Management Policy. This results in a more tailored plan that is accepted and utilized by the staff and drivers. On April 9, 2024, FTA published the first major update to the Public Transportation Agency Safety Plans (PTASP) regulations resulting in a full revision.

Mankato Transit System Background

The Federal Transit Administration and Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation provides operating assistance to the city of Mankato for public transportation through Urbanized Area Formula Grants Program (49 U.S.C. 5307) and State of Good Repair Grants Program (49 U.S.C. 5337). The Mankato Transit System provides Fixed Route, Demand Response, and Paratransit Services in the Mankato Urbanized Area under the Department of Community Development. All modes are covered in this Agency Safety Plan. Mankato Transit System operations, fleet, and facilities can be found in the annual Transit Reports published by MnDOT.
https://www.dot.state.mn.us/transit/plans-reports.html

Safety Management Systems

Moving Ahead for Progress in the 21st Century (MAP-21) granted the FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. It provided an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

Safety Management Systems is a formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. It includes systematic procedures, practices, and policies for managing hazards and safety risks, and consists of four primary elements:

Safety Management Policy: A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its transit workers in regard to safety.

Safety Risk Management: A process within an Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety Assurance: A process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Promotion: A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

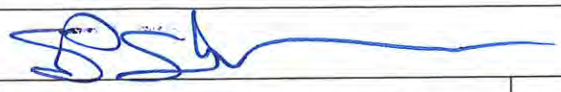
Chapter 1. Transit Agency Information

Table 1. Transit Agency Information

Transit Agency Name	Mankato Transit System
Transit Agency Address	501 S Victory Dr, Mankato, MN, 56001
Name and Title of Accountable Executive	Shawn Schloesser, Associate Director - Transportation Planning Services
Name of Chief Safety Officer or SMS Executive	Todd Owens, Operations Superintendent
Deputy Safety Officer	Marta Krosch, Transit Operations Technician
Modes of Service Covered by This Plan	Fixed Route, Demand Response, and Paratransit Bus Services
All FTA Funding Types	Section 5307 and 5337
Modes of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route, Demand Response, and Paratransit Bus Services
Does the transit agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	N/A
Additional Contact	Minnesota Department of Transportation Office of Transit and Active Transportation 395 John Ireland Blvd St. Paul, MN 55155-1800 651-296-3000
Additional Contact	Mankato/North Mankato Area Planning Organization (MAPO) 10 Civic Center Plaza Mankato, MN 56001 507-387-8389

Chapter 2. Plan Development, Approval, and Updates

Table 2. Plan Development and Approval

Name of Entity That Drafted This Plan	Mankato Transit System	
Signature by the Accountable Executive		
	Shawn Schloesser, Associate Director Transportation Planning Services	Date of Signature 07/14/2025
Approval by the Board of Directors or an Equivalent Entity	O/S	07/14/2025
	Najwa Massad, Mayor of Mankato	Date of Approval
	R-2020-0727-121 signed, July 27, 2020	
	R-2024-0722-151 signed July 22, 2024	
Notification of Plan Approval and Updates	Minnesota Department of Transportation	Date of Notification
	Upload to Black Cat	07/15/2025

Annual Review and Update of the Safety Plan

The Mankato Transit Agency Safety Plan, including the Safety Management Policy Statement, is reviewed on an annual basis to ensure it remains relevant and appropriate to the transit agency's safety objectives and safety performance targets.[1] This review process, conducted in July of each calendar year, is completed by Mankato Transit System leadership. The Accountable Executive signs the Safety Management Policy Statement to indicate approval and will submit it to the city council for review and approval.

Following the annual Safety Plan review and adoption by the city council, Mankato Transit shares the entire updated Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO).

[1] 49 Code of Federal Regulations (CFR) Part 673.11(a)(5)

Updates to the Safety Plan will be recorded in the Version Number and Updates section, including a version history. All documentation shall be retained for a minimum of three years.

Table 3. Plan Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Rev 1	Vi; 2; 5-7; 15; 19	Update Plan Development; Relevant Dates; Updated Targets; Documentation Clarification, Front Line Worker Input	07.14.2025

Table 4. Safety Performance Target Coordination

Targets Transmitted	Entity Name	Date Targets Transmitted
State	Minnesota Department of Transportation (MnDOT)	07/15/2025
Metropolitan Planning Organization (MPO)	Mankato/North Mankato Area Planning Organization (MAPO)	07/18/2025

Chapter 3. Safety Performance Targets

As described in the National Public Transportation Safety Plan, transit providers must establish fourteen Safety Performance Targets by mode. Failing to meet a safety performance target under the safety risk reduction program:

- Large urban agencies, serving populations of 200,000 or more, must allocate their safety set-aside of 0.75% of the Section 5307 funds in the following fiscal year to eligible projects that are reasonably likely to assist the agency in meeting the target.
- Small, urbanized area transit systems have no requirement to meet safety performance targets.
- Safety performance targets rates per 100,000 vehicle revenue miles were adjusted based on Mankato's 2024 vehicle revenue miles for fixed route and non-fixed route. Mankato Transit will update the targets to reflect its operating conditions and environment on a calendar year basis.

National Transit Database Reportable Thresholds

A reportable event is one that meets any National Transit Database reporting threshold and occurs at a transit revenue facility, maintenance facility; on public transit right-of-way or infrastructure; during a transit related maintenance activity; or involves a transit revenue vehicle. Events may meet multiple reporting thresholds. Report by submitting the National Transit Database (NTD)[2] S&S-40 Major Event Report Form.

The reporting thresholds[3] include the following:

- Fatalities confirmed within 30 days of the event, includes suicides
- Injuries includes any harm to one or more persons who are transported away from the scene through any means for medical attention
- Property damage equal to or exceeding $25,000, includes cost of clearing wreckage and all other vehicles and property involved
- Collisions that meet a fatality, injury, property damage, or evacuation threshold; involving a transit revenue vehicle and the towing away of any

[2] https://www.transit.dot.gov/ntd/national-transit-reporting-tool
[3] https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-02/2024-Safety-and-Security-Policy-Manual_1-0.pdf

vehicles from the scene; including suicides or attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle or collisions that do not involve a transit revenue vehicle but meet a threshold

- Evacuation of a transit facility or vehicle for life-safety reasons
- An assault on a transit worker[4] is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
    - Physical: An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item (e.g., spitting).
    - Non-Physical: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

Table 5. Mankato Transit System Safety Performance Targets

Mode of Service	Major Events	Major Event Rate	Collisions	Collision Rate	Pedestrian Collision Rate	Vehicular Collision Rate	Fatalities	Fatality Rate	Transit Worker Fatality Rate	Injuries	Injury Rate	Transit Worker Injury Rate	Assault on Transit Workers	Rate of Assaults on Transit Workers	System Reliability
Fixed Route	5	1.36	5	1.36	0.27	1.09	0	0	0	3	0.81	0.54	1	0.27	10,000
Non-Fixed Route	2	1.12	4	2.23	0.56	1.67	0	0	0	4	2.23	1.12	1	0.56	10,000

[4] The Infrastructure Investment and Jobs Act amended 49 U.S.C. 5335(c) to require direct recipients to submit data for assaults on transit workers.

Table 6. Fixed Route Annual Safety Performance and Targets

Fixed Route	Performance Year					Annual	
Performance Category	2022	2023	2024	2025	2026	Average	Target
Major Events	2	3	4			3	5
Major Event Rate	0.604	0.935	1.085			0.875	1.36
Collisions	N/A	N/A	3			3	5
Collision Rate	N/A	N/A	0.814			0.814	1.36
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.27
Vehicular Collision Rate	N/A	N/A	0.814			0.814	1.09
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	0	2	2			1.333	3
Injury Rate	0.000	0.623	0.543			0.389	0.81
Transit Worker Injury Rate	N/A	N/A	0.543			0.543	0.54
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.27
Major Mechanical System Failures	33	34	39			35	N/A
Vehicle Revenue Miles	330,871	320,853	368,582			340,102	
System Reliability	10,026	9,437	9,451			9,638	10,000

Table 7. Non-Fixed Route Annual Safety Performance and Targets

Non-Fixed Route	Performance Year					Annual	
Performance Category	2022	2023	2024	2025	2026	Average	Target
Major Events	2	1	2			2	2
Major Event Rate	1.016	0.482	1.116			0.872	1.12
Collisions	N/A	N/A	0			0	4
Collision Rate	N/A	N/A	0.000			0.000	2.23
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.56
Vehicular Collision Rate	N/A	N/A	0.000			0.000	1.67
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	2	1	1			1.333	4
Injury Rate	1.016	0.482	0.558			0.686	2.23
Transit Worker Injury Rate	N/A	N/A	1.116			1.116	1.12
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.56
Major Mechanical System Failures	12	34	10			19	N/A
Vehicle Revenue Miles	196,843	207,354	179,135			194,444	
System Reliability	16,404	6,099	17,914			13,472	10,000

Safety Performance Target Coordination

Following the annual review process, Mankato Transit shares its entire Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO). Performance targets are made available to the State and MPO to aid in the planning process.[5] Annual reevaluation of performance measures is conducted during the reviewing and updating of the safety plan to determine refinements, sub-measures developed, and performance targets.

Chapter 4. Safety Management Policy

Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all transit workers are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services. See Appendix A for the Safety Management Policy Statement.

Safety Management Policy Communication

The Mankato Transit Safety Management Policy is communicated in the following manner:

- Included in the Safety Training binder located in the Driver Information Area
- Printed copy of the entire Mankato Transit Agency Safety Program is located at the Chief Safety Officer's office and digitally via servers
- During onboarding, employee orientation, and quarterly trainings

[5] 49 Code of Federal Regulations (CFR) Part 673.15(a) and (b)

Authorities, Accountabilities, and Responsibilities

Table 8. Staff Tasks and Responsibilities

Role	Responsibilities
Accountable Executive	• Assumes ultimate responsibility for carrying out the Safety Management System. • Controls and directs human and capital resources needed to develop and maintain both the Transit Agency Safety Plan and Transit Asset Management Plan. • Designate and supervise the Chief Safety Officer • Integrate and coordinate with Public Safety and Emergency Management
Chief Safety Officer	• Directs collection and analysis of safety information • Manages hazard identification and safety risk evaluation activities • Monitors safety risk mitigations • Provides periodic reports on safety performance • Advises senior management on safety matters • Maintains safety management documentation • Plans and organizes safety training
Deputy Safety Officer	• Develops and tracks Safety Performance Targets • Administer safety training • Assist the Chief Safety Officer
Management and Key Staff	• Actively support and promote the Safety Management System • Ensure staff compliance with the Safety Management System process and procedures • Assist in ensuring that resources are available to achieve the outcomes of the Safety Management System • Continually monitor respective areas of Safety Management System responsibility
All Roles	• Ensure accountability for Safety Management System performance is at the highest level of the organization • Implement Safety Management System in a manner that meets transit agency safety performance objectives • Establish the structure necessary to ensure that safety information moves up, down, and across the transit agency • Effectively communicate Safety Management System roles and responsibilities to all relevant individuals • Ensure Safety Management System policies and procedures have been communicated to all department employees

In the event organizational changes impact the Safety Management System, the Accountable Executive and Chief Safety Officer coordinate to ensure that SMS documentation is updated as needed.

The Accountable Executive and Chief Safety Officer maintain document control for three years after creation for Safety Management System related items and ensure availability to the FTA or other oversight entity upon request.

Employee Safety Reporting Program

Transit should be safe for passengers using the system, workers operating the system, and the pedestrians, bicyclists and all other persons who interact with the system.

Mankato Transit is committed to providing a safe work environment and responsible operations on the streets of the Mankato Urbanized Area. To achieve this, it is imperative that transit workers have convenient and available means to report incidents and occurrences which may compromise the safe conduct of Mankato Transit operations. To this end, every transit worker is responsible for the communication of safety concerns, including assaults on transit workers, near-misses, and unsafe acts or conditions that may affect the integrity of transit safety. Communication methods include:

- Contact the 311 Customer Response System electronically through the online customer request form or dial 311 Mankato directly
- Input a Facility or IT Helpdesk Ticket
- Reporting conditions directly to the Leads/Dispatch, who will enter the information into the 311 Customer Response System
- Report conditions directly to any supervisor, manager, or director, verbally or in written form. Use the Employee Handbook to guide actions.

Examples of information typically reported include:

- Safety concerns in the operating environment such as road, facility, or vehicle condition.
- Policies and procedures that are not working as intended such as insufficient time to complete pre-trip or post trip inspections
- Events that senior managers might not otherwise know about such as near misses
- Information about why a safety event occurred (for example, radio communication challenges)

The Chief Safety Officer, will review and address each employee report, ensuring that hazards and their potential consequences are appropriately identified and

mitigated through the SMS process and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process. The Chief Safety Officer follows up directly with the transit worker after the safety risk management process and after any safety risk mitigations may have been implemented.

No action will be taken against any transit worker who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.

City of Mankato Reportable Events

The reportable threshold for the City of Mankato includes all collisions, fatalities, injuries, assaults, property damage, or evacuations. Complete the following reports without delay and communicate with the Supervisor:

1. Transit-Accident/Incident Report (Appendix B)

2. Equipment Accident/Incident Report and if injured, a First Report of Injury.

Supervisors will electronically deliver Supervisor's Report of Accident along with Equipment Accident/Incident Report to the City Clerk for distribution (includes the Safety Committee). If a transit worker is injured, a First Report of Injury form in addition to the Equipment Accident/Incident Report is electronically and securely submitted to Human Resources without delay.

Chapter 5. Safety Risk Management

Safety Risk Management Process

The Safety Risk Management Process was created to actively manage transit safety risks and develop processes to systematically apply the available safety tools to address urgent safety needs and concerns. Mankato Transit adopted the 5-step process for identifying, evaluating, and mitigating safety risks and follows the principles of the Safety Management System.

1. Identify Safety Concern - Review transit safety data sources for safety concerns to elevate. Identify any existing safety risk mitigation measures

2. Assess Safety Risk – Conduct safety risk assessment to evaluate severity and likelihood of potential consequences associated with safety concerns.

3. Develop Safety Risk Mitigation – Propose a safety risk mitigation management plan that identifies recommended measures to reduce safety risk, implementation timeline, costs, and performance indicators.

4. Implement Safety Risk Mitigation – Implement safety risk mitigation measures in accordance with the specifics of the approved plan.

5. Monitor Safety Performance – Monitor safety concerns and performance indicators in accordance with the approved safety risk mitigation plan. Plan communication of results to stakeholders.

This program offers the following benefits:

- Proactive Safety Risk Mitigation – Establishing a proactive process for taking measures to improve transit safety, rather than a reactive one.
- Consistent Decision Making – Provides a uniform, tiered decision-making process for addressing safety concerns and prioritizing organizational resources.
- Data-Driven Methodology – Incorporates available safety data and analysis into decision making.
- Complete Documentation – Creates a consistent basis for documenting safety concerns, safety risk mitigation decisions, and monitoring results.

The Safety Risk Management (SRM) process applies to all elements of the system including operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

Hazard Identification

The Chief Safety Officer reviews and discusses new hazards in consultation with operations and maintenance leadership and frontline personnel. Consultation with subject matter experts and federal and state bodies may also be necessary. The Chief Safety Officer coordinates the various data sources to ensure that the process has appropriately considered all human factors, environmental factors, supervision elements, and organizational elements.

Table 9. Hazard Identification Sources

Hazard Information Source	Responsibility	Review Frequency
Observation of Operations	All	As needed
Pre and Post Trip Inspections	Chief Safety Officer, Leads/Dispatch, and 311 Mankato	Daily
Employee Safety Reporting	Chief Safety Officer, Leads/Dispatch, and 311 Mankato	As needed
Customer and Public feedback or complaint	Chief Safety Officer, Leads/Dispatch, and 311 Mankato	As needed
Transit Team Meetings	Accountable Executive & Chief Safety Officer	Weekly
Government Sources (Federal, State, and Local)	Accountable Executive & Chief Safety Officer	As needed
Industry Data	Accountable Executive & Chief Safety Officer	As needed
Inspections	Chief Safety Officer, Deputy Safety Officer, and Maintenance Techs	As needed
Transit Facility Maintenance Plan Inspections	Facilities and Transit Departments	As required
Incident or Accident Reports	Chief Safety Officer and Maintenance Techs	As required
Internal Safety Investigations	Chief Safety Officer and Maintenance Techs	As needed
Training Assessments	Deputy Safety Officer	As needed

Safety Risk Assessment

Safety Risk represents the likelihood that people could be harmed, or equipment could be damaged, by the potential consequences of a hazard and the extent of the harm or damage. Therefore, safety risk is expressed and measured by the predicted probability and severity of a hazard's potential consequences.

Assess safety risk using the Risk Assessment Matrix. This matrix expresses assessed safety risk as a combination of one severity category and one likelihood level, to obtain a hazard rating to guide actions. Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition. Severity means the anticipated effects of a potential consequence, should it materialize, considering the worst credible condition.

Table 10. Risk Assessment Matrix

Likelihood							
	5	Very High					
	4	High					
	3	Moderate					
	2	Low					
	1	Very Low					
			Negligible	Could cause minor first aid treatment	May cause minor injury, or minor property damage	May cause severe injury, or major property damage	May cause death or permanent injury or destruction of property
			A	B	C	D	E
Severity							

Green	Acceptable under existing circumstances.
Yellow	Acceptable, but monitoring is necessary. Hazard should be mitigated, if possible, within fiscal constraints.
Red	Unacceptable under existing circumstances. Hazard must be mitigated.

Safety Risk Mitigation

Safety risk mitigation enables the active "management" of safety risk in a manner that is aligned with safety performance targets, and consists of initial, ongoing, and revised safety risk mitigations to include missed performance targets.

The Accountable Executive and Chief Safety Officer identify any safety risk mitigations or strategies that may be necessary to protect the public, including pedestrians and bicyclists, and transit workers from unsafe conditions. The Chief Safety Officer ensures that safety risk mitigations and associated safety risk mitigation plans are implemented to reduce the likelihood and severity of potential consequences.

During Transit Team Meetings, transit workers review open hazard items as a standing agenda item. This provides for hazard tracking and recordkeeping of when hazards have been verified as closed. The Safety and Security Risk Assessment Sheet provides documentation and accountability.

- Safety Risk Description and Assessment
- Current Measures to Reduce Safety Risk
- Further Action Required to Reduce Safety Risk
- Staff Responsibility

Chapter 6. Safety Assurance

Through our Safety Assurance process:

- Consider data and information regarding exposure to infectious disease provided by the Centers for Disease Control and Prevention or Minnesota Department of Health.
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.
- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control our safety risk.
- Investigates safety events to identify causal factors.
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.

Compliance Monitoring

Mankato Transit collects a variety of information and data via safety performance monitoring activities which staff examines for hazards and safety trends.

- Monitor transit worker safety reporting program
- Monitor service delivery activities
- Monitor operational and maintenance data
- Conduct safety surveys
- Conduct safety audits, studies, reviews, and inspections
- Conduct safety investigations
- Evaluate data and information from external agencies or peers

During the annual safety plan review, the Accountable Executive and Chief Safety Officer review data produced via safety performance monitoring activities as an input for updates to the numerical performance targets and objectives in the transit agency's Safety Policy.

Mitigation Monitoring

The Chief Safety Officer monitors Mankato Transit's operations on a large scale to identify safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations
- Monitoring transit worker safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

During Lead Driver meetings, operation and maintenance activities are reviewed to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Lead Drivers also support field monitoring activities to identify changes in a system that may not be planned.

Investigation of Causal Factors

Mankato Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing safety risk mitigations in place at the time of the event. Mankato Transit is committed to using the data collected and information learned to inform decision making and continuously improve future safety management system hazard mitigation practices. The Chief Safety Officer reviews data related to passenger injuries and

claims, passenger complaints, transit worker injuries, and accidents; hazards and trends.

The Chief Safety Officer also conducts or monitors incident/mishap response and investigations to assess trends. Documents of investigation policies, processes, forms, checklists, activities, and results are maintained. Major accidents, incidents, and hazards may also be documented in formal investigation reports and supporting documents maintained separately.

Significant accident and incident investigation outcomes and lessons learned are communicated to system transit workers; bulletins and retraining or familiarization may also be used. The Chief Safety Officer ensures that appropriate action items are posted in the driver break/preparation area, so they are visible and available to all transit workers.

Internal Reporting Monitoring

The Chief Safety Officer routinely reviews safety data captured in employee safety reports, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Accountable Executive ensure that the concerns are investigated or analyzed through the SMS process.

The Chief Safety Officer and Accountable Executive also review internal and external reviews, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

Annually during the Safety Plan Update, the transit annual safety performance is reviewed against the safety performance targets to identify deficiencies. Noted areas are discussed during the Transit Team Meeting to identify potential risk mitigation techniques through operating practice or Capital Improvement Projects.

Chapter 7. Safety Promotion

Mankato Transit believes safety promotion is critical to the success of the Safety Management System by ensuring that the entire organization fully understands and trusts the Safety Management System policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training transit workers in safety principles, and allowing open communications of safety issues.

Competencies and Training

Mankato Transit maintains and implements a safety management training program to ensure transit workers are trained and competent to perform their Safety Management System duties, per 49 CFR Part 673.29(a). This training includes pre-employment screening of job-related skills for certain positions, new employee orientation, on-the-job training, and an ongoing process of refresher and familiarization training for current transit workers which include.

Safety Training for Transit Workers

- De-Escalation Training
- Safety Concern Identification and Reporting
- Refresher Training as necessary

Management and Supervisor Training

Management-level training is delivered through staff meetings and can include videos covering safety training topics or other safety-focused material. Executive managers also participate in the FTA sponsored Transportation Safety Institute[6] to ensure that they are sufficiently trained to carry out their SMS responsibilities. Training can include:

- SMS Awareness (Online course)
- Safety Assurance (e-Learning course)
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation

Safety Communication

The Chief Safety Officer coordinates Mankato Transit's safety communication activities which focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

1. Communicating safety and safety performance information throughout the transit agency

   Mankato Transit communicates information on safety and safety performance in emails and during meetings. Mankato Transit also has a

[6] https://tsi-dot.csod.com

permanent agenda item in all Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Mankato Transit's service or safety performance, and updates regarding SMS implementation. Finally, the Chief Safety Officer posts safety bulletins and flyers on the bulletin boards located in the bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

2. Communicating information on hazards and safety risks relevant to transit workers' roles and responsibilities throughout the transit agency.

   As part of new-hire training, Mankato Transit distributes safety policies and procedures, included in the Employee Handbook, to all transit workers. Mankato Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians.

   For newly emerging issues or safety events, including the results of cooperation with frontline transit workers at the transit agency, the Chief Safety Officer may issue messages to transit workers to support performing their jobs safely.

3. Informing transit workers of safety actions taken in response to reports submitted.

   Mankato Transit provides targeted communications to inform transit workers of safety actions taken in response to reports submitted, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between transit workers and supervisors.

Additional Information

Frontline Employee Representation

Annual review and update of the Mankato Transit Safety Plan is conducted in cooperation with the frontline employees and representatives of the American Federation of State, County, and Municipal Employees (AFSCME) Local 2374.

Frontline employees and representatives of AFSCME provide comments and suggested edits to the updated draft before the final document is presented to the city council for adoption.

Strategies to Minimize Exposure to Infectious Disease

To minimizing exposure to infectious diseases and improve the public health and operating environment for our customers and transit workers, periodic sanitization of the bus interior, a practice implemented during the COVID-19 Pandemic will continue as safety risk mitigation best practice. Funding to provide equipment and supplies appropriate for bus sanitization will be budgeted annually.

Mankato Transit will ensure implementation strategies to minimize exposure to infectious disease consistent with Centers for Disease Control and Prevention and Minnesota Department of Health guidelines are implemented[7].

Supporting Documentation

Mankato Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this safety plan; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

[7] In accordance with changes 49 U.S.C § 5329(d) under the Infrastructure Investment and Jobs Act.

Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Consequence means the potential outcome(s) of a hazard.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency, and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5170)

Equivalent Entity means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Frontline Employee means an employee who is a transit vehicle driver or operator, dispatcher, maintenance and maintenance support employee, station attendant, customer service employee, security employee, or transit police, or any other transit worker who has direct contact with riders on a regular basis.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint Labor-Management Process means a formal approach to discuss topics affecting transit workers and the public transportation system.

Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition.

National Public Transportation Safety Plan means the FTA plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a Public Transportation System means a provider of public transportation.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence means the effect of the hazard.

Public Transportation means as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation surfaces that are open to the general public or opened to a segment of the general public defined by age, disability, or low income; and does not include:

1. Intercity bus service;
2. Charter bus service;
3. School bus service;
4. Sightseeing service;
5. Courtesy shuttle service for patrons of one or more specific establishments; or
6. Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan (Or Agency Safety Plan) means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Recipient means a State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target means a quantifiable level or performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety Risk Mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety Set-Aside means the allocation of not less than 0.75 percent of assistance received by a large urbanized are provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.

Small Public Transportation Provider means a recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and 49 U.S.C 5329(k), as well as the regulations set forth in 49 CFR part 674.

Subrecipient means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

Transit Agency means an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit Worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized Area means as defined under 49 U.S.C. 5302, an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce.

Acronyms

ASP	Agency Safety Plan (Also referred to as PTASP)
CFR	Code of Federal Regulations
FTA	Federal Transit Administration
MAPO	Mankato/North Mankato Area Planning Organization
MnDOT	Minnesota Department of Transportation
MPO	Metropolitan Planning Organization
MTS	Mankato Transit System
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VIN	Vehicle Identification Number
VRM	Vehicle Revenue Miles

Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all transit workers are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services.

Mankato Transit System commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective transit worker safety reporting and communication, and actively manage safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of staff and transit workers;
- **Clearly define** for management and transit workers alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, to eliminate or mitigate the safety risks of the potential consequences of hazards resulting from operations or activities to a point which is consistent with our acceptable level of safety performance;
- **Ensure** that no action will be taken against a transit worker who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all transit workers are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

July 14, 2025

Shawn Schloesser
Associate Director
Transportation Planning Services

Date

MTS

Transit – Accident / Incident Report

Basic Information

Accident/Incident Location _____

City _____

Event Date _____ Time _____ ☐ a.m. ☐ p.m.

Type of Operation ☐ Fixed ☐ Paratransit ☐ Demand Response

Phase of Operation ☐ Garage/Wash ☐ En Route ☐ Revenue Service ☐ Deadhead

Property Damage ☐ Yes ☐ No Assault ☐ Non-Physical ☐ Physical

Mechanical Malfunction/Failure ☐ Yes ☐ No ☐ Unknown

Collision with Other Vehicle ☐ Yes ☐ No Towed from Collision Site ☐ Yes ☐ No

Bus Information

Bus Number _____ Arboc ☐ 24 ft ☐ 26 ft Gillig ☐ 35 ft ☐ 40 ft

VIN Number _____ USDOT 01106677

Operator Information

Name _____

Commercial Driver's License ☐ A ☐ B ☐ C Endorsements and Restrictions

☐ **P**assenger ☐ **S**chool Bus ☐ Ta**N**k Vehicle ☐ **H**azMat ☐ (**X**) Tanker & HazMat

☐ Doubles/**T**riples ☐ (**K**) Interstate Only ☐ (**L**) Vehicles w/o air brakes

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

Seat Belt Used ☐ Yes ☐ No Ambulance ☐ Yes ☐ No

Medical Certificate Number _____

Medical Certificate Limitations or Waivers _____

Date of Last Medical _____

Other Vehicle – Collision

Manufacture _____ Model _____

License Plate _____

Damage to Other Vehicle ☐ None ☐ Minor ☐ Substantial ☐ Destroyed

Towed from Collision Site ☐ Yes ☐ No Ambulance ☐ Yes ☐ No

Weather Information at the Accident Site

Light Conditions ☐ Dawn ☐ Day ☐ Dusk ☐ Night

Sky Conditions ☐ Clear ☐ Cloudy ☐ Rain ☐ Hail ☐ Snow ☐ Sleet

Condition of Road Surface ☐ Dry ☐ Holes ☐ Wet ☐ Ice ☐ Slush ☐ Snow

2024 v3

MTS

Transit – Accident / Incident Report

Passenger(s) Other Personnel

Name _____ Phone _____

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

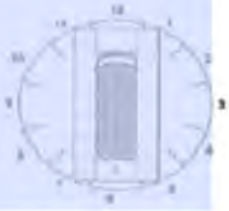
Name _____ Phone _____

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

Name _____ Phone _____

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

What happened in your own words:



I hereby certify that the above information is complete and accurate to the best of my knowledge.

Signature _____ Date of Report _____

Administrative Staff Area:

Name of Support Staff _____ Date _____

Reasonable Suspicion ☐ Y ☐ N Video ☐ Y ☐ N Photos ☐ Y ☐ N

Maintenance Inspection ☐ Y ☐ N ICR # _____

Remedies or Best Practices:

2024 v2

R-2025-0714-131

RESOLUTION APPROVING THE UPDATE TO THE CITY OF MANKATO
TRANSIT SAFETY PLAN FOR PUBLIC TRANSPORTATION

WHEREAS, the City of Mankato operates the public transit services for the Mankato Urbanized Area; and

WHEREAS, the Federal Transit Administration, which provides funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307) for public transportation in the Mankato Urbanized Area, requires public transportation operators to update their agency safety plan annually to conform to Version 2 of the National Public Transportation Safety Plan to continue eligibility for federal funds; and

WHEREAS, the Mankato Transit System has completed the annual review and revision of the Safety Plan, including the Safety Management Policy Statement; and

WHEREAS, the July 2025 version of the Safety Plan is relevant and appropriate for the City of Mankato's public transit service safety objectives and performance targets.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the annual update to the Mankato Transit System Safety Plan for the City of Mankato public transportation is hereby approved.

This resolution shall become effective upon passage without further publication.

Adopted this 14th day of July 2025.

Najwa Massad

Najwa Massad, Mayor

ATTEST: Renae Kopischke

Renae Kopischke, MMC
City Clerk

Resolution Adopting Mankato Transit System Public Transportation Agency Safety Plan Performance Targets for the Mankato/North Mankato Area Planning Organization

Whereas, the U.S. Department of Transportation established fifteen performance measures per mode for the Public Transportation Agency Safety Plan (PTASP) as detailed in 49 USC 5329, Public transportation safety program;

Whereas, the Mankato Transit System established performance targets for each of the fifteen PTASP performance measures in accordance with 49 USC 5329; and

Whereas, metropolitan planning organizations (MPOs) have 180 days from receipt of the Mankato Transit System's performance targets to prepare their public transportation safety performance targets in accordance with 23 CFR 450.306(d); and

Whereas, MPOs establish PTASP targets by either agreeing to plan and program projects so that they contribute to the accomplishment of the Mankato Transit System's PTASP targets or, through coordination with the Mankato Transit System commit to a quantifiable PTASP target for the metropolitan planning area; and

Whereas, the Mankato Transit System adopted the Safety Plan on July 27, 2020, and revised the Safety Plan on July 14, 2025;

Now, therefore, be it resolved, that the Mankato/North Mankato Area Planning Organization agrees to plan and program projects so that the projects contribute to the accomplishment of Mankato Transit System's PTASP targets for the following performance measures at its regular meeting February 5, 2026.

_____
Mike Laven, Chair

_____
Mark Konz, Executive Director

Exhibit A - Targets

Resolution Adopting Mankato Transit System Public Transportation Agency Safety Plan Performance Targets for the Mankato/North Mankato Area Planning Organization

Exhibit A

Mode of Service	Major Events	Major Event Rate	Collisions	Collision Rate	Pedestrian Collision Rate	Vehicular Collision Rate	Fatalities	Fatality Rate	Transit Worker Fatality Rate	Injuries	Injury Rate	Transit Worker Injury Rate	Assault on Transit Workers	Rate of Assaults on Transit Workers	System Reliability
Fixed Route	5	1.36	5	1.36	0.27	1.09	0	0	0	3	0.81	0.54	1	0.27	10,000
Non-Fixed Route	2	1.12	4	2.23	0.56	1.67	0	0	0	4	2.23	1.12	1	0.56	10,000

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Resolution adopting Mankato Transit's updated Transit Asset Management (TAM) Plan
No: 4.5

Agenda Item: Resolution Adopting the Transit Asset Management (TAM) Plan

Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board approve the Resolution adopting Mankato Transit System's Transit Asset Management (TAM) Plan.

Summary: The Federal Transit Administration's (FTA) Transit Asset Management (TAM) Program is a strategic and systemic approach to monitoring, maintaining, and replacing transit assets effectively throughout their entire life cycle. The goal is to reduce the state of good repair backlog, improving the safety, reliability, and effectiveness of public transportation for America's communities.

49 CFR § Part 625 requires Transit Asset Management plan updates at least once every four years. Agencies are also required to set performance targets for state of good repair and submit a report to the National Transit Database (NTD) by April for the next fiscal year. The NTD report describes conditions in the prior year that led to target attainment status, as well as decision tools and prioritization methods to assist in setting and attaining future performance measures. The accountable executive (City Manager) must approve each annual performance target. There is no penalty for missing a target and there is no reward for attaining a target.

The updated plan was reviewed and adopted by the Mankato City Council at their January 12, 2026 meeting. The plan addresses asset inventory, asset condition, acquisition, and proposed investments for the transit system including facilities, revenue vehicles, and non-revenue vehicles. The plan integrates elements of the Annual Budget, Community Investment Plan, and MAPO's Transportation Improvement Program into one document for effective management.

The 2026 Transit Asset Management Plan Update includes the following:

- Updated numbers of revenue vehicles to account for disposition of replaced vehicles.
- Table 1: Update summaries of assets and performance measure targets.
- Updated the calendar year estimated vehicle replacement target for MnDOT.
- Facility Asset Inventory and Condition - Updated
- Revenue Vehicle Asset Inventory and Condition - Updated, deleted sold vehicles, and added new vehicles.

- Acquisition (Fleet Replacement) - Updated.
- Proposed Investment (Community Investment Plan) - Updated.

As the budget and community investment plan are updated annually, it is Mankato Transit staff's goal to update this plan annually as well to ensure the contemplated investments conform to the City of Mankato's budgetary process.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board adopt the resolution.

Attachments:

1. Transit Asset Management Plan 2026

2. Resolution

2026

Transit Asset Management Plan

MANKATO TRANSIT SYSTEM

Table of Contents

Introduction

The city of Mankato operates the Mankato Transit System as a function of Community Development. Mankato Transit operates using the Urbanized Area Formula Funding Program (Section 5307) as reauthorized under the Federal Surface Transportation Assistance Act of 1973, which makes resources available for transit capital, operating assistance, and transportation related planning in urbanized areas.

The Mankato region was established in 2012 as an urbanized area in response to the 2010 U.S. Census. The metropolitan planning organization, Mankato/North Mankato Area Planning Organization (MAPO) is a partnership of the cities of Mankato, North Mankato, and Skyline; Blue Earth and Nicollet counties; and the townships of Belgrade, LeRay, Lime, Mankato, and South Bend.

Mankato Transit serves the population of 60,206 living over 25.6 square miles and includes the cities of Skyline, North Mankato, and Mankato. It has a fleet of 32 buses, comprised of fourteen Class 700 large-size heavy duty 30 feet or longer with a rear-mounted engine and eighteen Class 400 medium-size light duty 20-30 feet in length with a raised roof and dual rear wheels.

Transit Asset Management (TAM) is a business model that uses the condition of assets to guide the optimal prioritization of funding to keep capital assets in a State of Good Repair. 49 CFR § Part 625 requires entire plan updates at least once every four years. City of Mankato is currently operating as an FTA defined Tier II Agency with 100 or fewer vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode in compliance with 49 CFR § 625.45. As a Tier II Agency, sections 1-4 of the TAM Plan are applicable.

The TAM Plan will be updated annually at the completion of the Annual Budget and Community Investment Plan to account for potential changes in investment priorities.

Authority Acceptance

Susan MH Arntz, City Manager

January 13, 2026
Date

Vision

Mankato Transit System is committed to supporting the Mankato Strategic Plan 2025-2029. Goal One – Sustainable Infrastructure, has a goal outcome of well-maintained transportation assets. This will be accomplished by operating a public transit system that exercises fiscal restraint regarding its revenues and expenses. Managing the available resources effectively and build community through a focus on equity, dependability, safety, and security.

Given the unforeseeable challenges of the COVID-19 Pandemic which directly affected the state of Minnesota beginning in March 2020, Mankato Transit intends to overcome the lingering effects of supply chain delays, shortages, and price increases with sound asset management practices.

Mankato Transit System determines which priority investments are needed to maintain a state of good repair using several analytical processes. Written policy manuals, short-term and long-range planning, regular management meetings, continual review of needs, and City Council approval processes all serve as tools in the investment prioritization process.

Table 1: Mass Transit Asset Summary[1]

Asset Category/ Class	Total Number	Average Age	Average Mileage	*Average State of Good Repair	Average Replacement Cost/Value	Total Replacement Cost/Value	Performance Measures Targets 2026
General Purpose Maintenance Facility	1	9	N/A	4.0	$7,100,832.78	$7,100,832.78	0%
Vehicle Wash	1	9	N/A	3.0	$716,172.03	$716,172.03	0%
Facilities	2	9	N/A	3.5	$3,908,502.41	$7,817,004.81	
Class 400 Buses	17	4.27	79,911	3.6	$409,816.67	$7,376,700.00	5%
Class 700 Buses	13	8.38	175,141	3.3	$786,833.33	$9,442,000.00	54%
Revenue Vehicles	30	5.99	127,526	3.45	$598,325.00	$8,409,350.00	
Non-Revenue/ Service Automobile	0	N/A	N/A	N/A	N/A	N/A	0
Other Rubber Tire Vehicles	6	8.83	72,800	N/A	$17,333.33	$104,000.00	50%
Equipment	3	6.33	N/A	N/A	$33,900.00	$101,700.00	N/A
Equipment	9	7.58	72,800	N/A	$25,616.66	$102,850.00	

*5 = Excellent / 1 = Poor

[1] Performance Measure Targets, page 9

Decision Support

Mankato Transit System uses FTA Circular 5010.1F Subject: Award Management Requirements, to establish the basis for State of Good Repair ensuring capital assets operate at a full level of performance.

Facilities: Determining the useful life of a facility must take into consideration such factors as the type of construction, nature of the equipment used, historical usage patterns, and technological developments. Buildings and facilities (concrete, steel, and frame construction) have a useful life of 40 years according to the FTA.

A collaborative approach with Mankato Facilities provides the rating assessments based upon useful life years and physical condition as a reflection of recognized and anticipated maintenance costs. The FTA useful life and data stored in Cartegraph are used to determine the rating.

A facility is deemed to be in good repair if it has a condition rating of 3, 4 or 5 on the following scale and deemed to not be in good repair if it has a rating of 1 or 2.

Table 2: Facility General Condition Assessment Rating Scale[2]

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life.
2	Marginal	Defective or deteriorated component(s); but has not exceeded useful life.
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life.

Refer to Exhibit A: Facility Asset Inventory and Condition to identify the information pertinent to the General-Purpose Maintenance Facility and Vehicle Wash Facility as well as the condition rating using the scale in Table 2.

[2] FTA's Transit Economic Requirements Model (TERM), a PC-based computer application designed to estimate transit capital investment needs over an extended time horizon. The 2015 program is not compatible with the current Mankato's IT infrastructure and cybersecurity demands. Table 2 uses the same rating, condition, and description as the TERM Scale.

Revenue Vehicles: The useful life of revenue vehicles begins on the date the vehicle is placed in revenue service and continues until it is removed from revenue service. The minimum useful life in years refers to the total time in transit revenue service, not time spent stockpiled or otherwise unavailable for regular transit use. The minimum useful life in miles refers to the total miles in transit revenue service. Changes in operating circumstances, including unforeseen difficulty maintaining vehicles, higher cost of fuel, and changes in local law limiting where vehicles can be operated do not excuse minimum useful life requirements in accordance with the Federal Transit Administration. The FTA determines the minimum useful life by years of service or accumulation of miles whichever comes first, by asset type.

Mankato Transit System utilizes two bus classes for revenue vehicles.

- Large, Heavy-Duty Transit Buses (Class 700) at least twelve years of service or an accumulation of at least 500,000 miles.
- Medium-Sized, Light Duty Transit Buses (Class 400) at least five years or an accumulation of at least 150,000 miles.

Mankato Transits uses a cooperative approach towards continuous improvement with Mankato Central Garage, specifically led by their experience and data practices of the Mankato Central Garage Supervisor. Data reported to Minnesota Department of Transportation and data stored in Cartegraph are used to track system reliability and the State of Good Repair Rating.

State of Good Repair Ratings are developed through a combination of the following criteria:

Useful Life Benchmark for Revenue Mileage (FTA)

- Class 400 Bus = 150,000 miles
- Class 700 Bus = 500,000 miles

Useful Life Benchmark for Age (FTA)

- Class 400 Bus = 5 years
- Class 700 Bus = 12 years

Vehicle Condition Rating (Mankato):

Mankato's Central Garage rates vehicle physical condition as a reflection of recognized and anticipated maintenance costs.

Mankato Central Garage combines the two benchmarks and one rating to develop the Rolling Stock State of Good Repair Rating illustrated below. A rating of ≥2.5 is considered to be in a state of good repair.

Table 3: Rolling Stock State of Good Repair Rating Scale

5 – Excellent	3 – Adequate	1 – Poor
4 – Good	2 – Marginal	0 – Out of Service

Refer to Exhibit B: Revenue Vehicle Asset Inventory and Condition to identify the information pertinent to the Class 400 and Class 700 buses as well as the condition rating using the scale in Table 3.

Non-Revenue / Service Vehicles

The useful life of non-revenue vehicles is defined by the Federal Transit Administration as "Other Light-Duty Vehicles". Used as equipment and to transport passengers with a service life of at least four years or an accumulation of at least 100,000 miles.

Mankato Transit System utilizes city fleet vehicles such as those from public safety and other departments to source non-revenue vehicles. These vehicles have already met their useful service life in the appropriate department before becoming a transit non-revenue vehicle and provide fiscal restraint to the system. Special equipment vehicles such as a scissors lift, and snow removal equipment are not part of this process and are tracked on an hourly basis verse mile.

All non-revenue vehicles use the cooperative approach towards continuous improvement with Mankato Central Garage and the experience and data practices of the Mankato Central Garage Supervisor. Data reported to Minnesota Department of Transportation and data stored in Cartegraph are used to track system reliability and the State of Good Repair Rating.

State of Good Repair Ratings are developed through a combination of the following criteria:

Useful Life Benchmark for Non-Revenue Mileage (FTA)

- Other Light-Duty Vehicles = 100,000 miles

Useful Life Benchmark for Age (FTA)

- Other Light-Duty Vehicles = 4 years

Vehicle Condition Rating (Mankato)

Mankato's Central Garage rates vehicle physical condition as a reflection of recognized and anticipated maintenance costs.

Mankato Central Garage combines the two benchmarks and one rating to develop the Rolling Stock State of Good Repair Rating illustrated below. A rating of ≥2.5 is considered to be in a state of good repair.

Table 3: Rolling Stock State of Good Repair Rating Scale

5 – Excellent	3 – Adequate	1 – Poor
4 – Good	2 – Marginal	0 – Out of Service

Refer to Exhibit C: Non-Revenue Vehicle Asset Inventory and Condition to identify the information pertinent rolling stock as well as the condition rating using the scale in Table 3.

Snow Removal Equipment

Snow removal equipment used by Mankato Transit System includes an electric snow blower and a diesel ditchwitch. This equipment is utilized by city staff as needed to aid in snow removal at bus stops, shelters and around the transit facility. Snow removal at bus stops and shelters is first completed by a third party vendor, then city staff on an as needed basis.

Acquisition

Minnesota Department of Transportation Section 5307 Public Transit Vehicle Replacement Grants assist in financing the replacement of public transit vehicles that are utilized in the operation of public transit services in Greater Minnesota.

The grant opportunity includes both State of Minnesota and Federal Transit Administration (FTA) funds that are administered by the MnDOT Office of Transit and Active Transportation (OTAT). The opportunity to apply for funds that may include Bus and Bus Facilities (Section 5339), Surface Transportation Block Grant Program (STBGP), and State of Minnesota funding, and other federal discretionary opportunities.

The formula for determining vehicles for replacement each year is based on the following methodology. All revenue vehicles in the State of Minnesota utilized by the 5307 small urban transit systems will be prioritized and ranked for replacement based on age and miles. Older vehicles with higher mileage will be prioritized before newer vehicles with lower mileage. Each vehicle is considered separately and selected based on funding availability and priority.

The estimated vehicle replacement target for calendar year 2025 is $5,000,000. For calendar year 2026 and 2027 the estimated target is $4,500,000 for small urban (5307) transit systems.

At MnDOT's discretion, vehicles will be selected for the vehicle awards via a Project Notification letter. Federal funds are not distributed by MnDOT.

- Bus and Bus Facilities (Section 5339), MnDOT will submit a letter to FTA to suballocate funds for the vehicle.
- Surface Transportation Block Grant Program (STBGP), MnDOT will submit a letter to the transit system to use to request the transfer of STBGP funds to MnDOT's Office of Transportation System Management (OTSM) for transferring the funds from Federal Highway Administration (FHWA) to FTA.

Proposed Investments

Mankato Transit System determines which priority investments are needed to maintain a state of good repair using several analytical processes. Written policy manuals, short-term and long-range planning, regular management meetings, continual review of needs, and City Council approval processes all serve as tools in the investment prioritization process.

Part of the asset management process is optimizing how funds are spent based on the assessed asset inventory to help achieve and maintain a state of good repair. This includes both capital and operating funds. The Community Investment Plan funds the planning, design, acquisition, capital maintenance and rehabilitation of all assets subject to this TAM Plan. The operating budget funds the use and routine maintenance of those assets, including staff needed to perform operational functions.

The 29-foot Class 700 bus is being programmed as a replacement for the Class 400 buses used in fixed route service for lower passenger routes such as Routes 5, 7, and 13 to alleviate short useful life benchmark, increasing purchase and lifetime maintenance costs of the Class 400s. The Class 400 Bus is a cutaway, meaning the transit vehicle is built on a van or truck chassis by a second stage manufacturer.

Performance Measure Targets

Mankato Transit System reports performance targets to the National Transit Database as a Reduced Reporter, identified as operating 30 vehicles or less in maximum service across all modes and types of service for assets with capital replacement responsibility.

- Mankato must set one or more performance targets for each applicable performance measure.
- Mankato must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available during the TAM plan horizon period.

Performance Measures

Rolling Stock – Based upon the percentage of total dedicated, active revenue vehicles with capital responsibility within a particular asset class that are expected to meet or exceed their Useful Life Benchmark.

In 2023, Mankato received 10 replacement and expansion revenue vehicles previously ordered for 2020, 2021, and 2022. Vehicles identified by Central Garage as poor or not in service were sold. Vehicles being replaced were retained to allow for the implementation of the Transit Development Plan. The plan identified changes to the routes and extended service hours and days. The replaced vehicles will remain in active inventory until the service changes are complete and evaluated.

In 2024, Central Garage noted excessive frame rust damage on the seven 2018-year group Class 400's which have exceeded their useful life age benchmark but only one the useful life miles benchmark. Six are scheduled for replacement with the 2025 State Vehicle Replacement Schedule and the seventh with the 2026 schedule. Delivery is expected to begin in 2026. Expedited replacement is requested with MnDOT's Program Manager.

Equipment – Percentage of service vehicles that are expected to meet or exceed their Useful Life Benchmark.

- Automobiles
- Other Rubber Tire Vehicles

In 2022, Trucks were the only Other Rubber Tire Vehicle. In 2023, moved SUV's asset class from Non-Revenue/Service Vehicles to Other Rubber Tire Vehicles class per the National Transit Database asset class definitions. SUVs are city fleet vehicles such as those from public safety and other departments. These vehicles have

already met their useful service life in the appropriate department before supplementing Non-Revenue/Service Automobiles and provide fiscal restraint to the asset category.

Facilities – Percentage of facilities by type with a condition rating expected to rate below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale, see Table 2.

Table 4: Mass Transit Asset Performance Measure Targets

Asset Category/Class	Total Number	*Average State of Good Repair	Below State of Good Repair	Performance Measure Target 2024	Performance 2024	Performance Measure Target 2025	Performance 2025	Performance Measure Target 2026
General Purpose Maintenance Facility	1	4.0	0%	0%	0%	0%	0%	0%
Vehicle Wash Facility	1	3.0	0%	0%	0%	0%	0%	0%
Revenue Vehicle Class 400 Buses	17	3.8	22%	48%	44%	42%	35%	5%
Revenue Vehicle Class 700 Buses	13	3.3	29%	29%	29%	30%	31%	54%
Non Revenue/ Service Automobile	0	N/A	N/A	100%	100%	100%	100%	100%
Other Rubber Tire Vehicles	6	N/A	N/A	50%	34%	34%	50%	50%

*5 = Excellent / 1 = Poor

Recordkeeping

Mankato Transit shall maintain all supporting TAM plan records and documents. Such records and documents shall be made available to Federal, State, and Metropolitan Planning Organization entities that provide funding to the City of Mankato, and to aid in the planning process.

Mankato Transit shall report on an annual basis, to the FTA's National Transit Database (NTD):

1. Inventory of Assets
2. State of Good Repair performance targets for the next fiscal year
3. Condition inspection assessments and performance measures of capital assets
4. An annual narrative shall also be included and reported to the National Transit Database that provides a description of any change in the condition of

the City's transit system or operations from the previous year, and describe the progress made during the reporting year to meet the performance targets set in the previous reporting year.

Exhibit A: Facility Asset Inventory and Condition

Agency Name	Asset Category	Asset Class	Asset Name	ID/Serial Number	NTD ID	Year Built	Street Address	Square Footage	Number of parking spaces	Age (Years)	Useful Life Benchmark (Years)	Unit Replacement Cost/Value	Condition Assessment Rating	Capital Responsibility	Percentage FTA Funded (%)
City of Mankato	Facilities	Maintenance	General Purpose Maintenance Facility	16491	50205	2016	501 South Victory Drive Mankato, MN 56001	35848	40	9	40	$7,100,832.78	4	Yes	40%
City of Mankato	Facilities	Maintenance	Vehicle Wash Facility		50205	2016	501 South Victory Drive Mankato, MN 56001		0	9	40	$716,172.03	3	Yes	40%

FTA Circular 5010.1E Section 10(b). Useful Life of Facilities. Determining the useful life of a facility must take into consideration such factors as the type of construction, the nature of the equipment used, historical usage patterns, and technological developments. As such, FTA establishes a range of forty to fifty years for the minimum useful life of a facility. A railroad or highway structure has a minimum useful life of fifty years, and most other buildings and facilities (concrete, steel, and frame construction), forty years. For further information, see FTA Circular 5010.1D.

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Fleet ID Bus# VIN#	Asset Class	Fuel Type	Make	Model	Model Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 10/31/25	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 5/22/25	Average Yearly Maintenance Cost 10/31/25	Lifetime Maintenance Cost 10/31/25	Vehicle Condition Rating 10/8/25
804 HN011422	Class 400 Length 24 Seat 12+2+0	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2017	374019	16,756	134,051	150,000	FALSE	8	5	TRUE	$321,000.00	$5,527	$44,214	1.4
805 HN011509	Class 400 Length 24 Seat 12+2+0	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2017	374020	15,611	124,885	150,000	FALSE	8	5	TRUE	$321,000.00	$7,198	$57,580	1.6
806 PN003301	Class 400 Length 24 Seat 12+2+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405138	29,399	58,798	150,000	FALSE	2	5	FALSE	$350,800.00	$6,654	$13,307	4.6
807 PN003303	Class 400 Length 24 Seat 12+2+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405139	28,084	56,167	150,000	FALSE	2	5	FALSE	$350,800.00	$6,271	$12,541	4.6
808 PN003306	Class 400 Length 24 Seat 12+2+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405140	24,591	49,182	150,000	FALSE	2	5	FALSE	$350,800.00	$5,363	$10,725	4.5
809 NN007024	Class 400 Length 24 Seat 12+2+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2022	405141	16,715	50,146	150,000	FALSE	3	5	FALSE	$350,800.00	$3,285	$9,854	4.6
828 HN011165	Class 400 Length 26 Seat 16+2+0	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2017	374023	18,884	151,072	150,000	TRUE	8	5	TRUE	$321,000.00	$9,317	$74,535	2
829 HN011206	Class 400 Length 26 Seat 16+2+0	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2017	374024	20,120	160,960	150,000	TRUE	8	5	TRUE	$321,000.00	$9,310	$74,476	1.3
831 HN011293	Class 400 Length 26 Seat 16+2+0	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2017	374025	17,475	139,802	150,000	FALSE	8	5	TRUE	$321,000.00	$10,075	$80,599	2
832 KN002774	Class 400 Length 26 Seat 16+2+0	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2019	381076	22,685	136,109	150,000	FALSE	6	5	TRUE	$717,000.00	$8,860	$53,161	2.8
834 PN003310	Class 400 Length 26 Seat 14+2+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405143	31,126	62,251	150,000	FALSE	2	5	FALSE	$350,800.00	$7,800	$15,600	4.8

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Medium Sized Light Duty Transit Buses (Class 400)

Fleet ID Bus# VIN#	Asset Class	Fuel Type	Make	Model	Model Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 10/31/25	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 5/22/25	Average Yearly Maintenance Cost 10/31/25	Lifetime Maintenance Cost 10/31/25	Vehicle Condition Rating 10/8/25
835 PN003312	Class 400 Length 26 Seat 10+3+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405144	23,583	47,166	150,000	FALSE	2	5	FALSE	$350,800.00	$7,945	$15,891	4.8
836 PN003327	Class 400 Length 26 Seat 10+3+0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	405142	29,420	58,839	150,000	FALSE	2	5	FALSE	$761,000.00	$6,421	$12,841	4.8
837 PN016388	Class 400 Length 26 Seat 14 + 2 +0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	13,605	27,210	150,000	FALSE	2	5	FALSE	$784,000.00	$1,901	$3,801	4.8
838 PN016455	Class 400 Length 26 Seat 14 + 2 +0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	13,404	26,807	150,000	FALSE	2	5	FALSE	$361,300.00	$3,216	$6,432	4.8
839 PN016472	Class 400 Length 26 Seat 15 + 2 +0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	8,903	17,805	150,000	FALSE	2	5	FALSE	$361,300.00	$3,083	$6,166	4.8
840 PN016537	Class 400 Length 26 Seat 14 + 2 +0	Gasoline	Arboc Mobility LLC	Spirit of Freedom	2023	TBD	8,062	16,124	150,000	FALSE	2	5	FALSE	$361,300.00	$1,361	$2,722	4.6

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Large, Heavy-Duty Transit Buses (Class 700)

Fleet ID Bus# VIN#	Asset Class	Fuel Type	Make	Model	Model Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 10/31/25	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 5/22/25	Average Yearly Maintenance Cost 10/31/25	Lifetime Maintenance Cost 10/31/25	Vehicle Condition Rating 10/8/25
851 E1185396	Class 700 Length 40 Seat 38+2+25	Biodiesel	Gillig Corp.	Low Floor	2014	336064	18,843	207,273	500,000	FALSE	11	12	FALSE	$749,000.00	$13,263	$145,890	2.8
852 E1185397	Class 700 Length 40 Seat 38+2+25	Biodiesel	Gillig Corp.	Low Floor	2014	336064	17,242	189,658	500,000	FALSE	11	12	FALSE	$749,000.00	$12,118	$133,293	2.8
853 E1185398	Class 700 Length 40 Seat 38+2+25	Biodiesel	Gillig Corp.	Low Floor	2014	336064	18,868	207,549	500,000	FALSE	11	12	FALSE	$749,000.00	$12,676	$139,434	2.8
854 H1188778	Class 700 Length 40 Seat 38+2+25	Biodiesel	Gillig Corp.	Low Floor	2017	355528	18,891	151,125	500,000	FALSE	8	12	FALSE	$794,000.00	$11,569	$92,554	3.2
855 K3192167	Class 700 Length 40 Seat 38+2+25	Biodiesel	Gillig Corp.	Low Floor	2019	381075	17,287	103,722	500,000	FALSE	6	12	FALSE	$843,000.00	$7,274	$43,644	4
856 R3201158	Class 700 Length 40 Seat 38+2+25	Biodiesel	Gillig Corp.	Low Floor	2024	TBD	24,901	24,901	500,000	FALSE	1	12	FALSE	$1,000,000.00	$4,112	$4,112	5
861 A1177766	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2010	54073	22,186	332,797	500,000	FALSE	15	12	TRUE	$651,000.00	$23,187	$347,804	1.5

Exhibit B: Revenue Vehicle Asset Inventory and Condition

Large, Heavy-Duty Transit Buses (Class 700)

Fleet ID Bus# VIN#	Asset Class	Fuel Type	Make	Model	Model Year	RVI ID	Average Vehicle Mileage (Year)	Total Vehicle Mileage 10/31/25	Vehicle Mileage Useful Life Benchmark	Past Mileage Useful Life	Age (Years)	Age Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value 5/22/25	Average Yearly Maintenance Cost 10/31/25	Lifetime Maintenance Cost 10/31/25	Vehicle Condition Rating 10/8/25
862 A1177767	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2010	54073	21,848	327,727	500,000	FALSE	15	12	TRUE	$557,000.00	$18,636	$279,537	1.5
864 C1180483	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2012	59147	20,973	272,645	500,000	FALSE	13	12	TRUE	$727,000.00	$20,690	$268,971	2.3
865 D1180772	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2013	336063	20,298	243,571	500,000	FALSE	12	12	TRUE	$727,000.00	$15,706	$188,469	3
866 P3199288	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2023	405145	31,067	62,133	500,000	FALSE	2	12	FALSE	$948,000.00	$6,579	$13,159	4.8
867 P3199289	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2023	405146	38,565	77,129	500,000	FALSE	2	12	FALSE	$948,000.00	$12,117	$24,233	4.8
868 P3199290	Class 700 Length 35 Seat 32+2+20	Biodiesel	Gillig Corp.	Low Floor	2023	405147	38,304	76,608	500,000	FALSE	2	12	FALSE	TBD	$8,687	$17,373	4.8

Exhibit C: Non-Revenue Vehicle Asset Inventory and Condition

Other Rubber Tire Vehicles

ID/Serial Number	Asset Class	Fuel Type	Make	Model	Model Year	Asset Name	Average Vehicle Mileage (Year)	Total Active Fleet Mileage 10/31/25	Useful Life Benchmark (Mileag	Past Mileage Useful Life	Age (Years)	Useful Life Benchmark (Years)	Past Age Useful Life	Unit Replacement Cost/Value	Dollar Year of the Estimated Cost	Capital Responsibility
2327	Other Rubber Tire Vehicles	Gasoline	Ford	Explorer	2018	Police Explorer	13,819	96,734	100,000	FALSE	7	8	FALSE	$1,000.00	2020	Yes
2328	Other Rubber Tire Vehicles	Gasoline	Ford	Explorer	2018	Police Explorer	14,283	99,983	100,000	FALSE	7	8	FALSE	$1,000.00	2019	Yes
2245	Other Rubber Tire Vehicles	Gasoline	Ford	Explorer	2013	Police Explorer	10,602	127,226	100,000	TRUE	12	8	TRUE	$1,000.00	2024	Yes
2809	Other Rubber Tire Vehicles	Gasoline	Ford	Escape	2009	Escape	4,484	71,737	100,000	FALSE	16	8	TRUE	$1,000.00	2024	Yes
4843	Other Rubber Tire Vehicles	Gasoline	Ford	F-350	2023	Plow Truck	1,926	3,851	100,000	FALSE	2	14	FALSE	$60,000.00	2023	Yes
5856	Other Rubber Tire Vehicles	Diesel	Ford	F-450	2016	Pickup	4,141	37,266	100,000	FALSE	9	14	FALSE	$40,000.00	2016	Yes

Exhibit C: Non-Revenue Vehicle Asset Inventory and Condition

Equipment

ID/Serial Number	Asset Class	Fuel Type	Make	Model	Model Year	Asset Name	Average Vehicle Hour (Year)	Total Active Fleet Hours 10/31/2	Useful Life Benchmark (Hours)	Past Mileage Useful Life	Age (Years)	Unit Replacement Cost/Value	Dollar Year of the Estimated Cost	Capital Responsibility
7828	Equipment	Battery	Tennant	Power Sweeper	2018	Scrubber	49	345.8	N/A	FALSE	7	$54,300.00	2018	Yes
7818	Equipment	Battery	SkyJack	Scissors Lift	2018	Skyjack	11	75.6	N/A	FALSE	7	$18,800.00	2018	Yes
6820	Equipment	Diesel	Ditchwitch	SK600	2020	Stand-On Skid Steer	18	88.1	N/A	FALSE	5	$28,600.00	2020	Yes

Exhibit D: Acquisition (Fleet Replacement)

Fleet ID Bus # VIN #	Asset Class	Fuel Type	Make	Model	Model Year	STIP Project	CIP Budget Year	Year Ordered	Cost	Expected Arrival
803 HN011220	Class 400 Length 24 Seat 12	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	TRF-0028-26	2025	2025	$311,000	August 2025
804 HN011422	Class 400 Length 24 Seat 12	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	TRF-0028-26	2025	2025	$311,000	July 2026
805 HN011509	Class 400 Length 24 Seat 12	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	RS-0028-26	2025	2025	$311,000	July 2026
827 HN011216	Class 400 Length 26 Seat 16	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	RS-0028-26	2025	2025	$311,000	July 2026
828 HN011165	Class 400 Length 26 Seat 16+2	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	RS-0028-26	2025	2025	$311,000	July 2026
829 HN011206	Class 400 Length 26 Seat 16	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	RS-0028-26	2025	2025	$311,000	July 2026
831 HN011293	Class 400 Length 26 Seat 16	Gasoline	Arboc Mobility LLC	Spirit of Mobility	2018	RS-0028-26	2025	2025	$311,000	July 2026

Exhibit E: Proposed Investment (Community Investment Plan)

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Vehicle	2026	Class 400 Replacement (Bus 827)	TRS-0028-26C	0	80	10	10	$321,000	$256,800	$32,100	$32,100
Vehicle	2026	Purchase 1 Replacement <30' Bus (Part 1)	TRF-0028-26F	0	80	0	20	$369,200	$295,360	$0	$73,840
Vehicle	2026	Purchase 1 Replacement <30' Bus (Part 2)	TRF-0028-26K	80	0	0	20	$347,800	$278,240	$0	$69,560
Vehicle	2026	Class 700 Replacement (Bus 864)	TRF-0028-26J	80	0	0	20	$727,000	$581,600	$0	$145,400
Vehicle	2026	Class 700 Replacement (Bus 865)	TRF-0028-26J	80	0	0	20	$727,000	$581,600	$0	$145,400
Facility	2026	Bus Stop Improvement Project - Design (2027)	137-080-005	0	80	0	20	$137,500	$110,000	$0	$27,500
Facility	2026	ARMER Handheld Radio Replacement	TRF-0028-26L	80	0	0	20	$92,250	$73,800	$0	$18,450
Facility	2026	Bus Stop Maintenance		0	0	0	100	$25,000	$0	$0	$25,000
Facility	2026	Vehicle Wash System Replacement (Design)		0	0	0	100	$80,000	$0	$0	$80,000

Exhibit E: Proposed Investment (Community Investment Plan)

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Vehicle	2027	Class 400 Replacement (Bus 832)	TRS-0028-27B	80	0	0	20	$354,000	$283,200	$0	$70,800
Facility	2027	Bus Stop Maintenance		0	0	0	100	$25,000	$0	$0	$25,000
Facility	2027	Unit Heater Replacement (2 of 4 heaters)		0	0	0	100	$40,000	$0	$0	$40,000
								$419,000	$283,200	$0	$135,800

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Facility	2028	Fuel Island Relocation Construction (50%)	TRF-0028-28C	0	80	0	20	$450,000	$360,000	$0	$90,000
Facility	2028	Bus Stop Maintenance		0	0	0	100	$25,000	$0	$0	$25,000
Facility	2028	Unit Heater Replacement (Last 2 heaters)		0	0	0	100	$40,000	$0	$0	$40,000
Facility	2028	Overhead Door Replacement (Last 3 doors)		0	0	0	100	$80,000	$0	$0	$80,000
								$595,000	$360,000	$0	$235,000

Work Type	Calendar Year	Project Description	State Transportation Improvement Program	FTA 5307	Federal	State	Local	Project Cost	Federal Funding	State Funding	Local Funding
Facility	2029	Bus Stop Maintenance		0	0	0	100	$25,000	$0	$0	$25,000
Facility	2029	Transit Garage Roof Replacement		0	0	0	100	$0	$0	$0	$0
								$25,000	$0	$0	$25,000

R-2026-0112-11

RESOLUTION APPROVING THE 2026 UPDATE TO THE CITY OF MANKATO TRANSIT ASSET MANAGEMENT PLAN

WHEREAS; the City of Mankato operates the public transit system for the Mankato Urbanized Area; and

WHEREAS; the Federal Transit Administration, which provides funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307) for public transportation in the Mankato Urbanized Area, requires public transportation operators to update their Transit Asset Management Plan at least once every four years; and

WHEREAS; the National Transit Database requires annual reporting of transit asset performance characteristics and targets; and

WHEREAS; the 2026 version of the Transit Asset Management Plan is relevant and appropriate for the City of Mankato's public transit system state of good repair objectives.

NOW THEREFORE BE IT RESOLVED that the City Council for the City of Mankato hereby authorized the City Manager to adopt the update to the City of Mankato Transit Asset Management Plan.

This resolution shall become effective upon passage without further publication.

Adopted this 12th day of January 2026.

Najwa Massad

Najwa Massad, Mayor

ATTEST: Renae Kopischke

Renae Kopischke, MMC
City Clerk

Resolution Adopting Mankato Transit System Transit Asset Management (TAM) Plan for the Mankato/North Mankato Area Planning Organization

Whereas, the Federal Transit Administration, which provides funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307) for public transportation in the Mankato Urbanized Area, requires public transportation operators to update their entire Transit Asset Management Plan at least once every four years; and

Whereas, 49 CFR 625.53 requires transportation agencies to make the Transit Asset Management Plan, supporting records, and performance targets to aid in the planning process; and

Whereas, the City of Mankato has completed the update, and the January 2026 version of the Transit Asset Management Plan is relevant and appropriate for the City of Mankato's public transit system state of good repair objectives; and

Whereas, the City of Mankato adopted the January 2026 version of the Transit Asset Management Plan on January 12, 2026.

Now, therefore, be it resolved, that the Mankato/North Mankato Area Planning Organization agrees to support the Mankato Transit System's Transit Asset Management plan, as well as to plan and program projects so they contribute to the accomplishment of the Mankato Transit System's state of good repair objectives.

CERTIFICATION

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 5th day of February 2026 as shown by the minutes of said meeting in my possession.

_____
Mike Laven, Chair

_____
Mark Konz, Executive Director

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Motion to approve Surface Transportation Program (STP) Rankings

No: 4.6

Agenda Item: Motion to approve Surface Transportation Program (STP) rankings

Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board approve of attached 2027-2030 Surface Transportation Program (STP) ranking sheet

Summary: MAPO staff have begun the process of developing the 2027-2030 Transportation Improvement Program (TIP). This includes coordination with MnDOT District 7 to provide a MAPO ranking for Surface Transportation Program (STP) projects submitted within the MAPO planning boundary.

One project was submitted within the MAPO boundary that advances the goals outlined withing the MAPO Metropolitan Transportation Plan. Blue Earth County has applied for reconstruction of the CSAH 5 (Third Avenue) interchange with US Highway 14.

Project 1: Blue Earth County CSAH 5 roundabout interchange at US 14. In 2022-2023 Blue Earth County, in coordination with MAPO and the City of Mankato studied the CSAH 5 corridor. The study included an intersection control evaluation that recommended monitoring the intersection and considering an all-way stop or a roundabout interchange at the intersection of CSAH 5 and US 14 if safety or operational issues persist or increase. This application seek available funding to cover a portion of Blue Earth County's construction costs anticipated for 2030. Total project cost of $5,300,000 in 2027 dollars.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board approve of the attached Surface Transportation Program ranking sheet.

Attachments:

1. Surface Transportation Program Ranking Sheet

2. Application: Blue Earth County

Meeting Date: February 5, 2026

2027-2030 Surface Transportation Program - Small Urban (STP - SU) applications within MAPO boundary			Blue Earth County - CSAH 5 Roundabout Interchange at US 14
Criteria	Points	Evaluation Question	Score
a. Regional Benefit	30	What are the project's merits/benefits and intended effect upon the regional transportation network?	30
b. Mobility	30	How will the project improve the mobility of people and goods?	30
c. Planning Support	15	Is the project identified in MAPO's Long Range Transportation Plan or other transportation study/document?	15
d. Multi-modalism	10	How does the project encompass multiple modes of travel?	10
e. Environmental Impacts	10	How will the project respond to environmental impacts and mitigation measures?	10
f. Public Participation	5	What public participation has been undertaken or will take place with this project?	5
		Total	100
Comment:			

DISTRICT 7 STP RURAL FUNDS
Roadways
ATP 7, 2026 - 2029

INSTRUCTIONS

The STP-Rural program is managed by the Area Transportation Partnership (ATP). STP funding is designated for use on federal-aid eligible roads based on the distribution of roads by population.

Rural areas comprise the areas outside the boundaries of small urban and urbanized areas. In District 7 there are 13 counties that meet this definition:

Blue Earth	Nicollet
Brown	Nobles
Cottonwood	Rock
Faribault	Sibley
Jackson	Waseca
Le Sueur	Watonwan
Martin	

Project solicitation occurs annually and is usually kicked-off late-Fall/early-Winter. Interested applicants must complete the required application form in order to apply for STP-Rural funding. Applications will be reviewed and ranked by the ATP subcommittee, who will select the top project(s).

This file contains the STP-Rural application for the FY29 solicitation. Interested applicants should complete the STP-Rural-Page 1 and STP-Rural-Page 2 worksheets.

STP-Rural-Page 1 instructions:

1. In the upper right hand corner enter the Applicant name and Project Description
2. Under the section titled, "DESCRIPTION OF ROADWAY", complete all of the sections in blue.
3. Check the appropriate box to indicate whether or not the project is located within the Mankato/North Mankato Area Planning Organizations planning boundary.
4. Describe any critical deficiencies or other considerations.
5. Review the Risk Screening questions. Check the box next to the appropriate response (Yes or No).

STP-Rural-Page 2 instructions:

1. Questions 1-5, 7: Review the ranking criteria and enter an "X" on the appropriate line. Score will be entered automatically. If selection is not made the score will show "Make Choice" and total score will show an error.
2. Question 6: Enter current year balance from Co Eng Equity Analysis spreadsheet provided by DSAE. Score will be calculated automatically. Score defaults to "0" if left blank.
3. Question 8: Enter "X" for each feature that applies to the project.
4. Question 9: Cost effectiveness will be calculated and scored automatically.
5. Sign and date application

Email completed application to Willy Rabenberg & Debra Yates, at william.rabenberg@state.mn.us & debra.yates@state.mn.us

District 7 STP-Rural Roadways Ranking Criteria 2026 - 2029	**Blue Earth County** *(Applicant name)* **CSAH 5 Roundabout Interchange at US 14** *(Project Description)*

Description of Roadway

CSAH	COUNTY ROAD	TOWNSHIP ROAD
5		

LOCATION: From Cleveland Street to Summit Avenue in Mankato

ADT (20 Yr)	HCADT (20 Yr)	Year Graded
10,012 (2025)	990 (2023)	1976
Functional Classification	**Regional Significance**	**Last year surfaced**
Minor Arterial		1976-1997
Surface Type	**Surface Width (Present)**	**Surface Width (Proposed)**
Concrete & Bituminous	80	40-80
Shoulder Type	**Shoulder Width (Present)**	**Shoulder Width (Proposed)**
NA - Urban	NA - Urban	NA - Urban
Spring Load Limit	**Length (in miles)**	**Intermodal Significance**
10 Ton	0.39	
TOTAL PROJECT COST	**COST/MILE**	**PROPOSED LET DATE**
	$5,300,000 (2027 $ estimate)	Feb-30

Project is located within MAPO (Mankato/North Mankato Area Planning Organization) planning boundary? ☑ Yes ☐ No

CRITICAL DEFICIENCIES AND OTHER CONSIDERATIONS

Significantly deteriorated concrete pavement, Interchange side street stop user delays, Safety issues include critical crash index of 1.57, 0.34-0.57 MEV crash rate is 3-4 times state average (0.13), K/A crash rate of 5.19/100MEV

EVALUATION

		Adjusted Points
1. PQI	Adjusted Points will automatically fill when you complete STP-Rural application Page 2	105
2. Goods Movement		150
3. % Deficient in Design Speed		0
4. Change in Driving Lane Width		0
5. Change in Shoulder Width		0
6. Regional Needs Formula		0
7. Regional Significance		150
8. Complete Streets Features		15
9. Cost Effectiveness		30
	TOTAL	450

Risk Screening questions (avoid project "slippage"):

1. Does the project use Section 4(f) Park Lands or properties? ☐ Yes ☑ No
2. Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places? ☐ Yes ☑ No
3. Does the project affect species or critical habitat protected by the Endangered Species Act? ☐ Yes ☑ No
4. Does the action require new right of way or temporary easement, access change, or relocation? ☐ Yes ☑ No
5. Does the project have a high risk of hazardous materials involvement? ☐ Yes ☑ No
6. Does the project involve placement of fill into Waters of the U.S.? ☐ Yes ☑ No
7. Does the project encroach into a floodplain? ☐ Yes ☑ No
8. Does the project significantly impact air quality in a negative manner? ☐ Yes ☑ No
9. Is the project anticipated to be controversial? ☐ Yes ☑ No

ROADWAY RANKING CRITERIA 2026 - 2029

1. Pavement Quality Index (PQI 1 to 5) (Mark choice with an "X")		Points	X	Weight	=	Adjusted Points	**Applicant Points**
	Less than 1.0	10		15		150	
	1.0 - 1.5	9		15		135	
	1.6 - 2.0	8		15		120	
x	2.1 - 2.5	7		15		105	
	2.6 - 3.0	6		15		90	
	3.1 - 3.5	4		15		60	
	3.6 - 4.0	2		15		30	
	Greater than 4.0	0		15		0	105
2. Goods Movement 20 yr. HCADT x (10 Ton-Current Spring Rating) (Mark choice with an "X")		Points	X	Weight	=	Adjusted Points	**Applicant Points**
x	> 1500	10		15		150	
	1000 - 1500	8		15		120	
	500 - 999	6		15		90	
	250 - 499	4		15		60	
	100 - 249	2		15		30	
	< 100	1		15		15	150
3. % Deficient in Design Speed (Relative to State Aid Standard for Posted Speed) (Mark choice with an "X")		Points	X	Weight	=	Adjusted Points	**Applicant Points**
	More than 25%	10		5		50	
	10 - 25%	8		5		40	
	5 - 9.9%	6		5		30	
	2 - 4.9%	4		5		20	
x	Less than 2%	0		5		0	0
4. Change in Driving Lane Width (Mark choice with an "X")		Points	X	Weight	=	Adjusted Points	
	2' or Greater	10		10		100	
	1'	5		10		50	
x	0'	0		10		0	0
5. Change in Shoulder Width (Limited to S.A. Standards) (Mark choice with an "X")		Points	X	Weight	=	Adjusted Points	**Applicant Points**
	Greater than 6'	10		5		50	
	4 - 5.9'	8		5		40	
	2 - 3.9'	6		5		30	
	1 - 1.9'	4		5		20	
x	Less than 1'	0		5		0	0
6. Regional Needs Forumula - Latest Prog. Yr. Bal./1,000 & Round to nearest 10)							**Applicant Points**
$0.00	Enter Balance for Current Year of Application (Negative Numbers = 0)						0
7. Regional Significance (Mark choice with an "X")		Points	X	Weight	=	Adjusted Points	**Applicant Points**
x	High	10		15		150	
	Average	7		15		105	
	Low	4		15		60	
	None	0		15		0	150
8. Complete Streets Features (Check each item that applies) (mark each item that applies with an "X")		Points	X	Weight	=	Adjusted Points	**Applicant Points**
x	Bike Path	1		5		5	
x	Pedestrians	1		5		5	
	Rail Access	1		5		5	
x	Transit Buses	1		5		5	15
						SUBTOTAL	420
9. Cost Effectiveness [ADT x (Subtotal Items 1 thru 8)] / Cost/Mile		Points	X	Weight	=	Adjusted Points	**Applicant Points**

10012	20 Year ADT
420	Subtotal Items 1 thru 8
$5,300,000.00	Cost / Mile
0.79	**Calculated Cost Effectiveness**

	30
TOTAL	450

Ryan Thilges — *Signature of County Engineer*

1/8/2026 — *Date of Submittal*

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Resolution amending the 2026-2029 Transportation Improvement Program

No: 4.7

Agenda Item: Resolution amending the 2026-2029 Transportation Improvement Program

Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board approve the Resolution to Amend the 2026-2029 Transportation Improvement Program.

Summary: MAPO has been advised of two changes to the 2026-2029 TIP. Following the guidance of the Public Participation Plan, formal amendment is needed when, "A project not listed in the current, approved STIP is added to the current year."

The Mankato Transit System is requesting one project move from 2025 forward to year 2026. The bus stop improvements were not able to be completed during the 2025 construction year due to delays in the design and engineering.

MnDOT is requesting the addition of one project to Fiscal Year 2027. Project letting came in under budget so the district had additional funds to allocate to necessary lighting upgrades.

Because these projects were scheduled for 2025, they were listed in the 2025-2028 TIP but not the 2026-2029 TIP. An amendment is required to bring them into the current year of the TIP.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board approve the resolution to amend the 2026-2029 TIP.

Attachments:

1. Project line items
2. Resolution Supporting Amendments to 2026-2029 Transportation Improvement Program

Meeting Date: February 5, 2026

ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	DESCRIPTION	MILES	PROGRAM	WORK TYPE	FUND TYPE	STIP TOTAL	FHWA	AC LOCAL	AC PAYBACK	FTA	TH	STATE	LOCAL SHARE
TRANSIT	TRF-0028-25D	~~2025~~ 2026	MANKATO	SECT 5307: CITY OF MANKATO UPGRADE BUS STOPS	0	BUS AND BUS FACILITIES (BB)	TRANSIT GRANT CAPITAL IMPROVEMENT (NON-VEHICLE)	FTA	375,000	0	0	0	300,000	0	37,500	~~75,000~~ 37,500
999	8827-441	2027	MNDOT	**ELLE** DISTRICTWIDE INTERSECTION AND INTERCHANGE LIGHTING	0	SAFETY CAPACITY	LIGHTING	STBGP	1,200,000	9,77,040	0	0	0	222,960	0	0

RESOLUTION OF THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION AMENDING THE 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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, staff and the MAPO Technical Advisory Committee has recommended an Amendment to the 2026-2029 Transportation Improvement Program (TIP); and

WHEREAS, the Amendment to the 2026-2029 TIP is described in EXHIBIT A; and

WHEREAS, the current 2026-2029 Transportation Improvement Program and future Transportation Improvement Programs will be updated to reflect the changes.

NOW, THEREFORE BE IT RESOLVED; that the Mankato / North Mankato Area Planning Organization Policy Board approves the Amendment as presented to the 2026-2029 Transportation Improvement Program.

CERTIFICATION

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 5th day of February 2026 as shown by the minutes of said meeting in my possession.

_____
Mike Laven, Chair

_____
Mark Konz, Executive Director

EXHIBIT A

ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	DESCRIPTION	MILES	PROGRAM	WORK TYPE	FUND TYPE	STIP TOTAL	FHWA	AC LOCAL	AC PAYBACK	FTA	TH	STATE	LOCAL SHARE
TRANSIT	TRF-0028-25D	~~2025~~ 2026	MANKATO	SECT 5307: CITY OF MANKATO UPGRADE BUS STOPS	0	BUS AND BUS FACILITIES (BB)	TRANSIT GRANT CAPITAL IMPROVEMENT (NON-VEHICLE)	FTA	375,000	0	0	0	300,000	0	37,500	~~75,000~~ 37,500
999	8827-441	2027	MNDOT	**ELLE** DISTRICTWIDE INTERSECTION AND INTERCHANGE LIGHTING	0	SAFETY CAPACITY	LIGHTING	STBGP	1,200,000	9,77,040	0	0	0	222,960	0	0

Meeting Date: February 5, 2026

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

AGENDA RECOMMENDATION

Agenda Heading: Motion to approve functional classification update

No: 4.8

Agenda Item: Motion to approve functional classification update

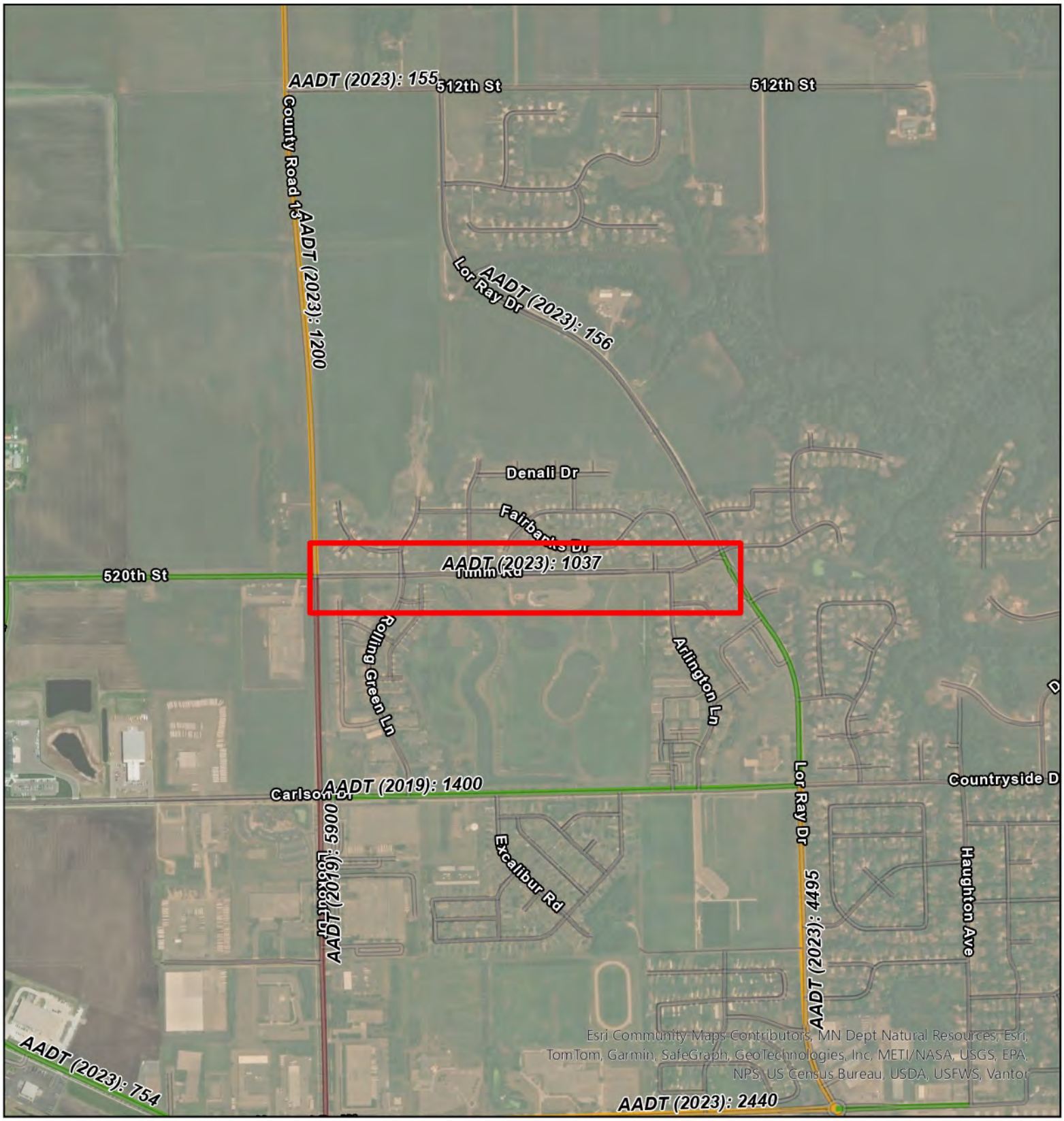
Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board approve the Functional Classification update

Summary: Federal Law requires that after every decennial census. MnDOT staff has gone through an evaluation of the functional classification in the MAPO Planning Area using the Statewide Review Classification scoring system to review the current functional classification, and suggest updates.

MnDOT staff has suggested 8 updates in in the cities of Eagle Lake, Mankato, North Mankato, and Blue Earth County.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board approve the Functional Classification update with the addition that Madison Ave from Highway 22 to CSAH 12 be further upgraded to Minor Arterial.

Attachments:
1. Functional Classification updates



Functional Class

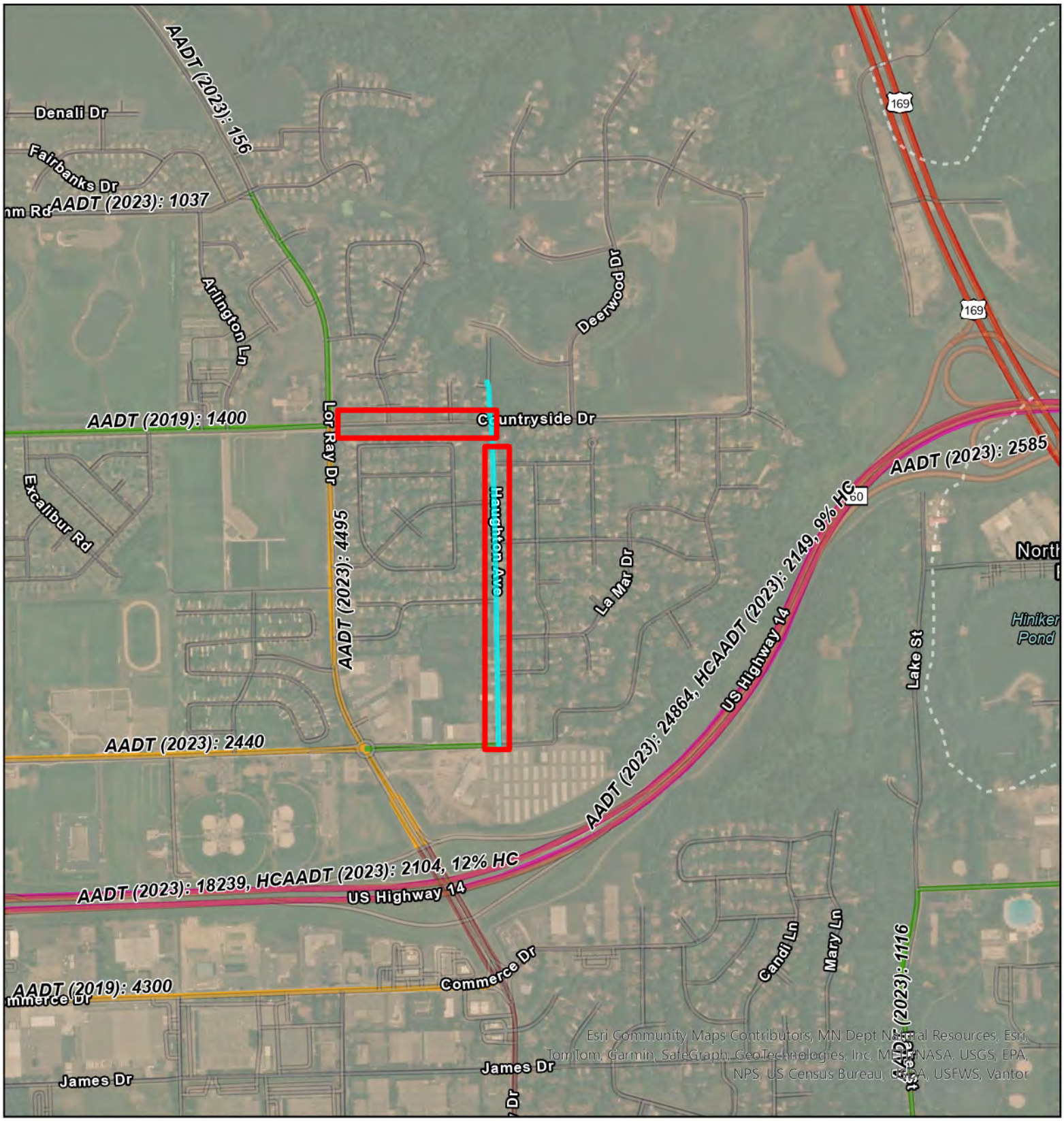
- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: Timm Rd ID: 0500023952570120-D

Current Segment Classification: Local

Recommended Classification: Minor Collector

Segment AADT: 1,037 Impacted Miles: 0.63

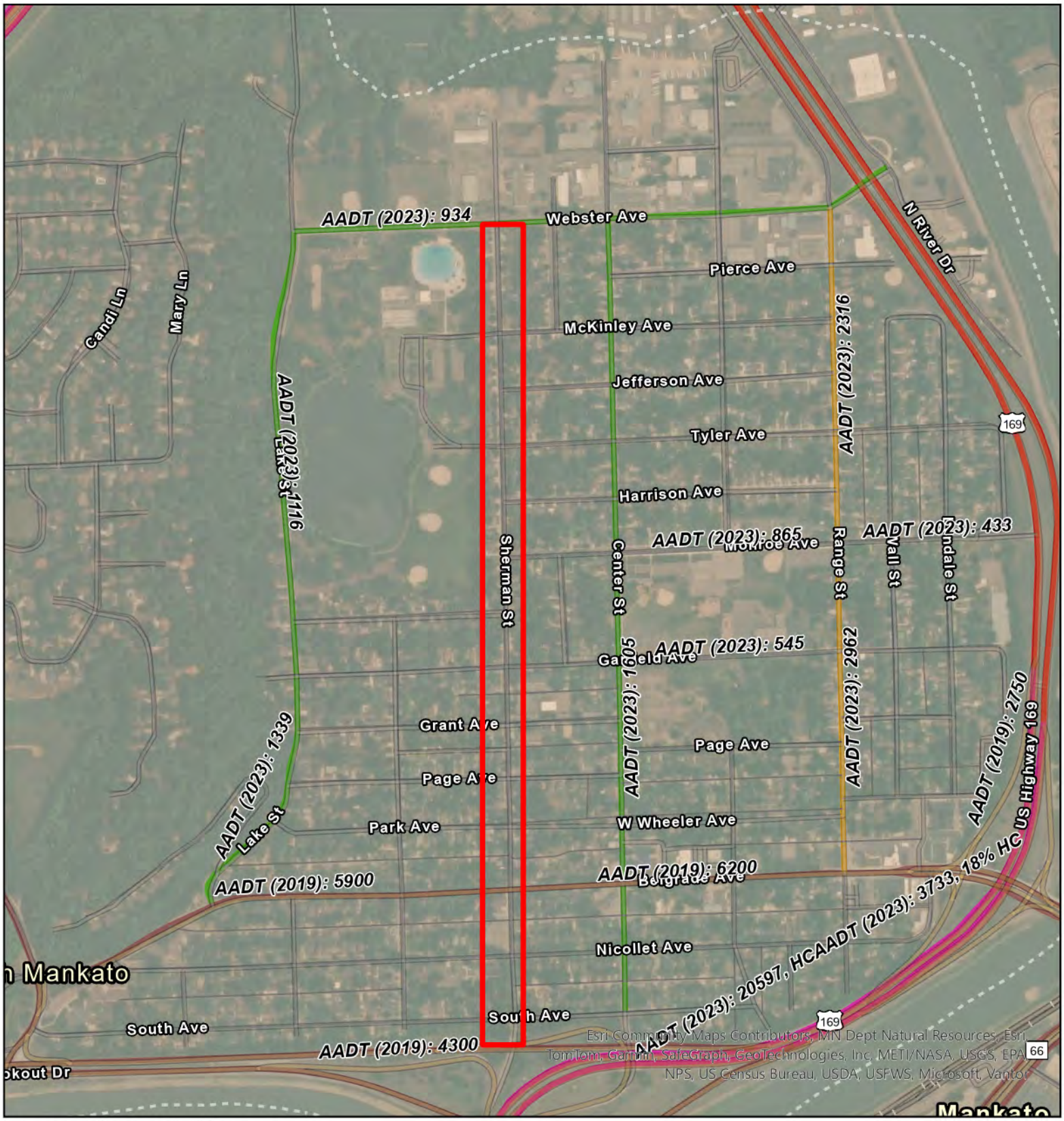


Functional Class

- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: Countryside Dr ID: 100023952570194-I
Houghton Ave 100023952570131-D

Current Segment Classification: Local
Recommended Classification: Minor Collector
Segment AADT: NA Impacted Miles: 0.74



Functional Class

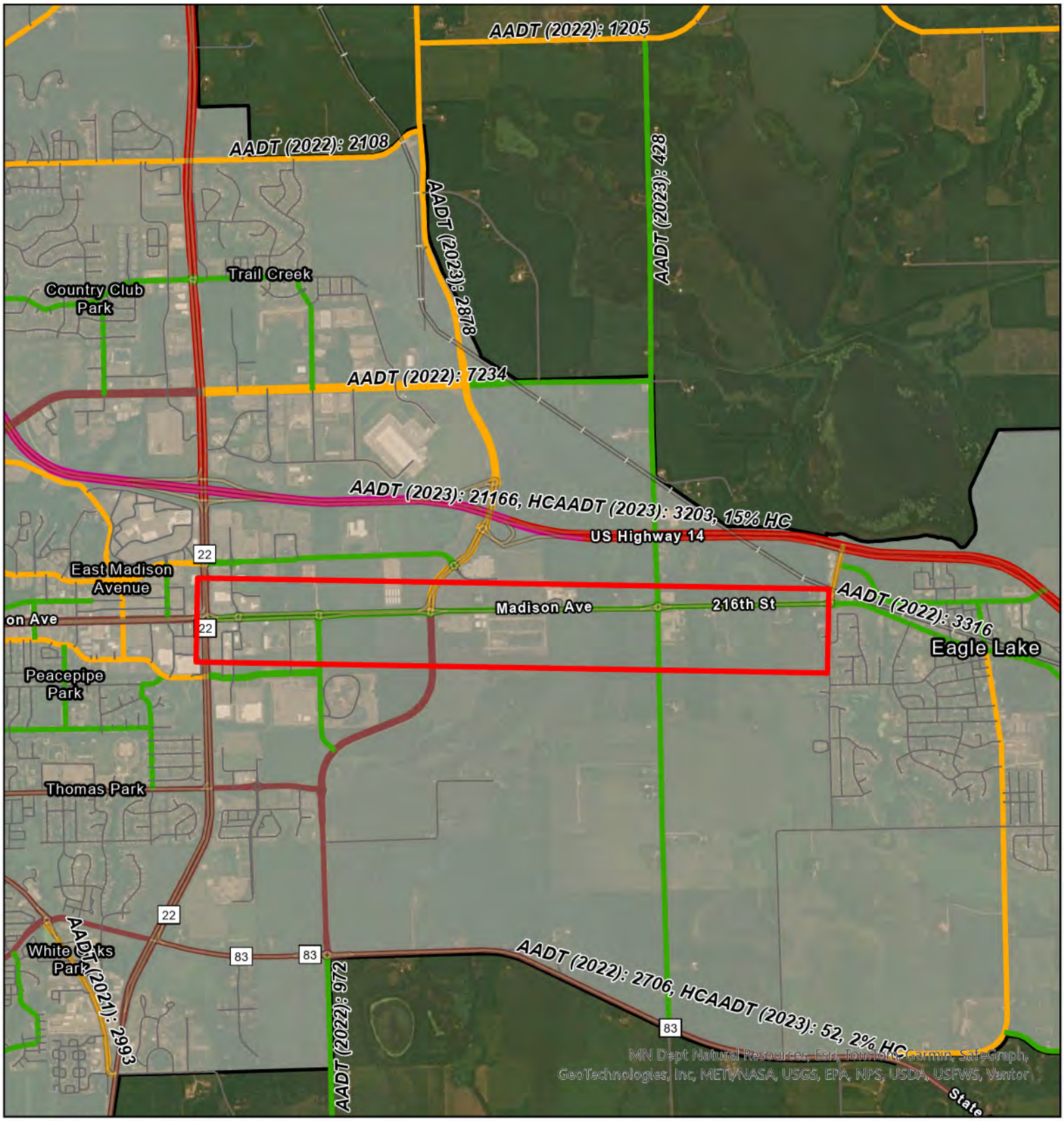
- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: Sherman Ave ID: 0500023952570106-D/1000023952570022-D

Current Segment Classification: Local

Recommended Classification: Minor Collector

Segment AADT: NA Impacted Miles: 0.89



Functional Class

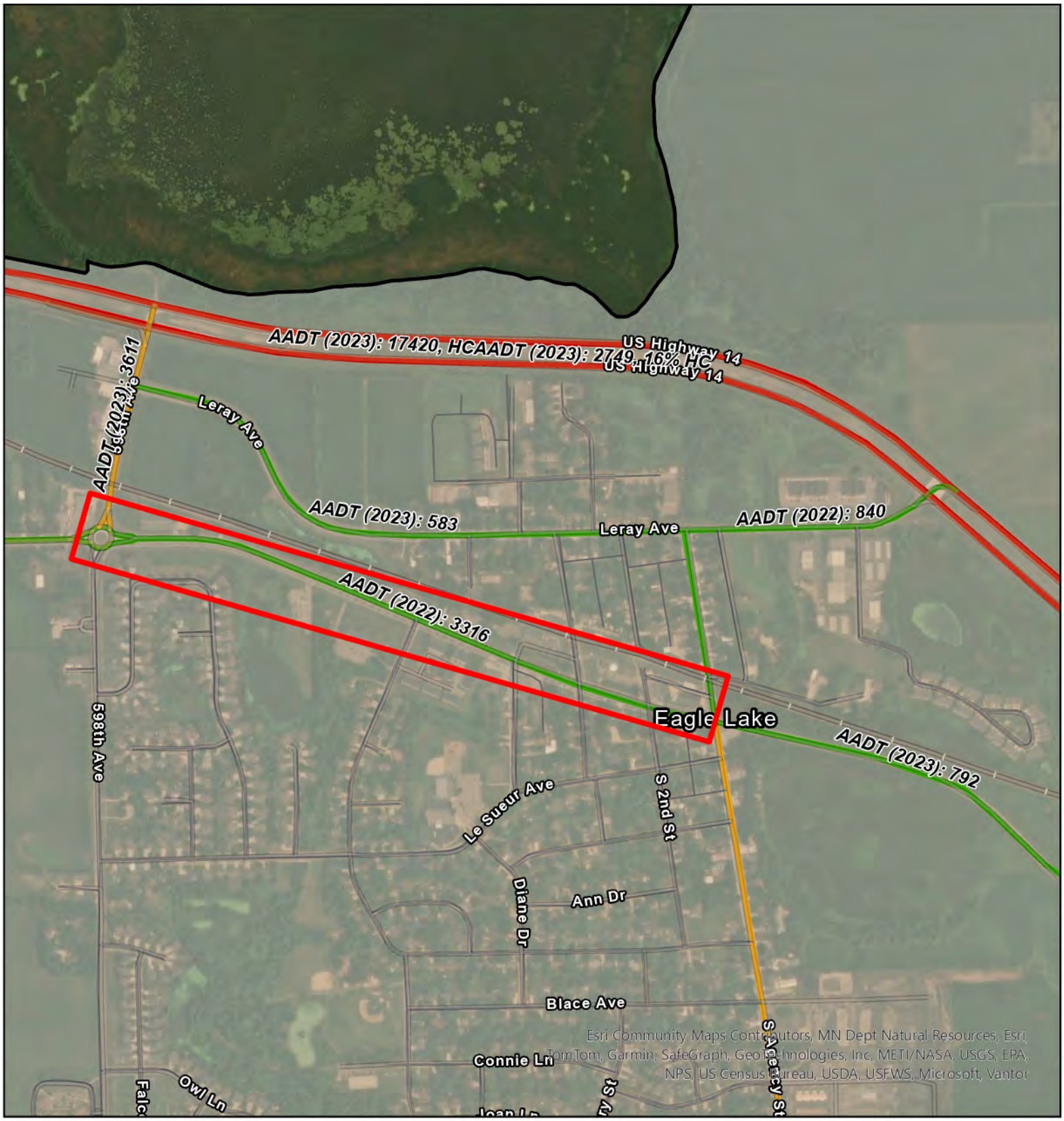
- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: CSAH-17 ID: 040006594520017-D

Current Segment Classification: Minor Collector

Recommended Classification: Major Collector

Segment AADT: 4,395-4,945 Impacted Miles: 5.0



Functional Class

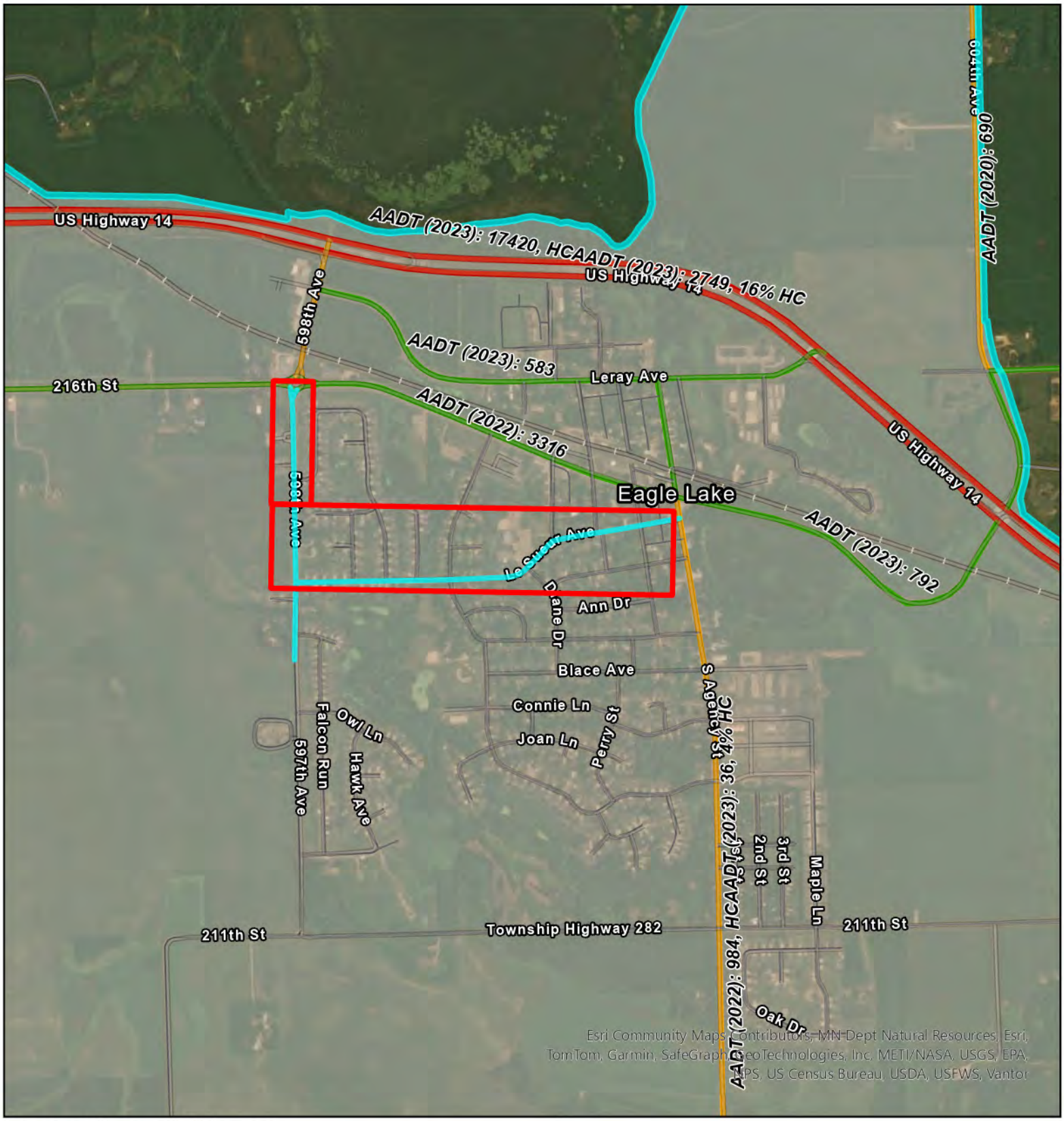
- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: Parkway Ave ID: 040006594520017-I

Current Segment Classification: Minor Collector

Recommended Classification: Major Collector

Segment AADT: 3,316 Impacted Miles: 0.72

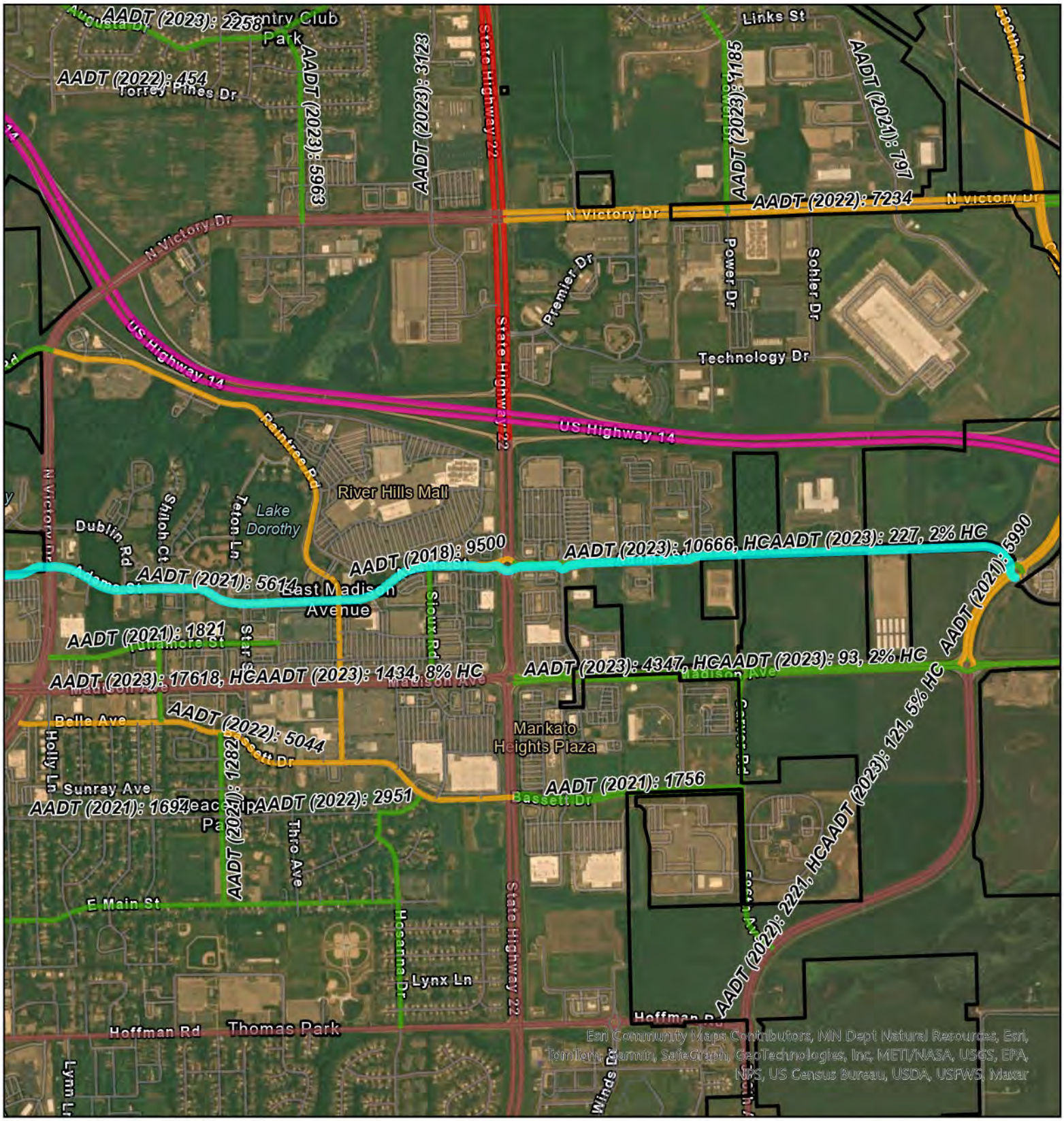


Functional Class

- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: Parkway Ave ID: 1000023945890009-I
598th Ave 1000023945890017-I

Current Segment Classification: Local
Recommended Classification: Minor Collector
Segment AADT: NA Impacted Miles: 1.13



Functional Class

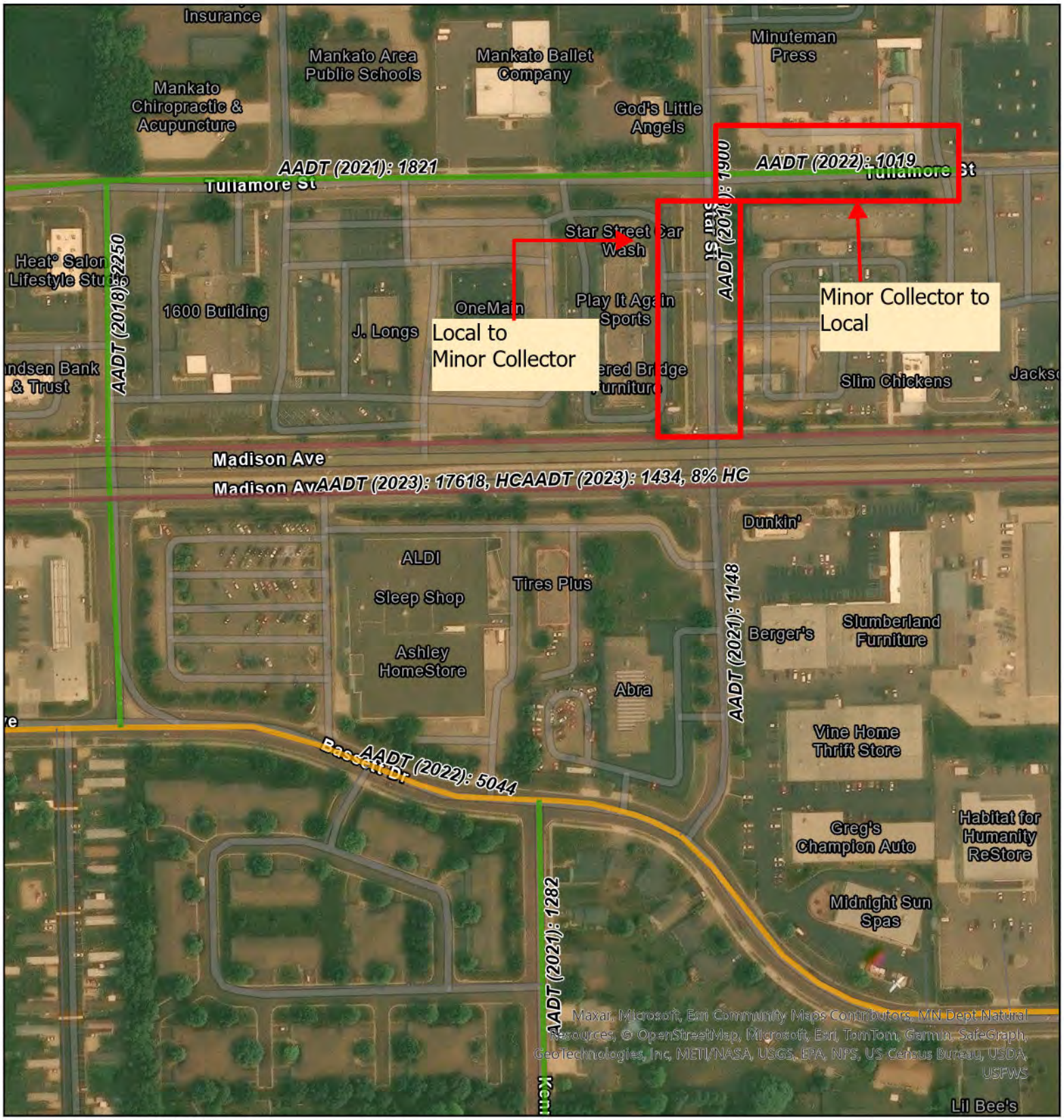
- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- CITIES1

Name: Adams St. ID: 0500023958310122-I

Current Segment Classification: Minor Collector

Recommended Classification: Major Collector

Segment AADT: 5,614-10,666 Impacted Miles: 1.14



Functional Class

- Interstate
- Other Freeway or Expressway
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Name: Tullamore St. ID: 1000023958310447-I
Star St 0500023958310145-I

Current Segment Classification:
Recommended Classification:
Segment AADT: Impacted Miles: Net Gain of 0.1 Minor Collector

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Resolution to enter into contract agreements for the 2026 Statewide Metropolitan Planning Organizations Annual Conference

No: 4.9

Agenda Item: Resolution to enter into contract agreements for the 2026 Statewide Metropolitan Planning Organization (MPO) Annual Conference

Recommendation Action(s): At their January 15, 2026 meeting the Technical Advisory Committee recommend the MAPO Policy Board approve the Executive Director entering into agreements in support of the 2026 Statewide Metropolitan Planning Organizations Annual Conference.

Summary: MPO directors meet four times a year - February, May, August and November to discuss MPO and state transportation planning and programming work.

The 2025 Statewide Metropolitan Planning Organizations Annual Conference, hosted by MAPO was such a success, MnDOT asked MAPO to host the next annual event. In addition to the federal and state partners, the following organizations will also be in attendance:

- Rochester-Olmsted Council of Governments
- La Crosse Area Planning Committee
- St. Cloud Area Planning Organization
- Fargo-Moorhead metropolitan Council of Governments
- Grand Forks-East Grand Forks Metropolitan Planning Organization
- Metropolitan Council
- Duluth-Superior Metropolitan Interstate Council

The Unified Planning Work Program provides federally approved budgetary items for MPO's to fund their work, including conference attendance.

Staff will be reserving event space and catering at local businesses such as at the Mayo Clinic Health System Event Center which require contact agreements prior to the event. Staff will account for the cost of the agreements and distribute the expenses to the attendees in the form of registration fees.

This item was reviewed by the MAPO Technical Advisory Committee at their January 15, 2026 meeting and recommended the MAPO Policy Board approve the resolution.

Attachments:

1. Resolution approving contract agreements for the 2026 Statewide MPO Annual Conference.
2. Mayo Clinic Health System Event Center Contract No. 16277-01
3. Hilton Garden Inn room block agreement

RESOLUTION OF THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION APPROVING CONTACT AGREEMENTS FOR THE 2026 STATEWIDE METROPOLITAN PLANNING ORGANIZATIONS ANNUAL CONFERENCE

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

WHEREAS, Metropolitan Planning Organizations collaborate with Federal, State, and each other for performing transportation planning in accordance with State and Federal regulations for Metropolitan Planning Organizations; and

WHEREAS, MAPO is hosting the 2026 Statewide Metropolitan Planning Organizations Annual Conference for the seven Minnesota MPO organizations; and

WHEREAS, As host, event space and catering agreements are required as a business practice; and

WHEREAS, As the host determines the registration fee, these agreement costs will be funded by the attendees and not be the responsibility of the local units of government; and

NOW, THEREFORE BE IT RESOLVED; that the Mankato / North Mankato Area Planning Organization Policy Board approves of the Executive Director entering into agreements in support of the 2026 Statewide Metropolitan Planning Organization Annual Conference.

CERTIFICATION

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 5th day of February 2026 as shown by the minutes of said meeting in my possession.

_____
Mike Laven, Chair

_____
Mark Konz, Executive Director

MAYO CLINIC
HEALTH SYSTEM
EVENT CENTER

MEETING ROOM AGREEMENT

Contract No. 16277-01

In Date: 07/29/26
Out Date: 07/30/26

This Agreement, is entered into 01/06/26 by and between the City of Mankato, Minnesota "CITY" (referred to herein as, "CENTER"); and Mankato / North Mankato Area Planning Organization (referred to herein as "CONTRACTOR").

Mankato / North Mankato Area Planning Organization
Schloesser, Shawn
10 Civic Center Plaza
Mankato, Minnesota, 56001
sschloesser@mankatomn.gov

CONTRACTOR warrants that its use of the Mayo Clinic Health System Event Center facilities shall be for the following and no other use:

MAPO Directors Meeting

Payment for spaces utilized for the above stated purpose and the date range listed will be as follows:

as indicated on Event Order Confirmation, hereby incorporated as part of this Agreement

CONTRACTOR agrees to pay all reimbursable expenses required for the completion of this event according to the Schedule of User Fees in force on the date of this event. CONTRACTOR is required to provide, on demand of the CENTER, documentation of qualification for NON-PROFIT status as it may relate to this agreement.

TERM: CONTRACTOR shall be entitled to use the CENTER from 7:00[am] on *In Date* identified above until11:00 [pm] on the *Out Date* identified above. This time period includes the time necessary for set up and clean up.

CONTRACTOR requests that guns and weapons and any other material, substance, equipment, or object which is likely to endanger the life of, or cause bodily injury to any person attending this event be banned from spaces utilized for purposes of this agreement. CONTRACTOR further requests that during the term of this agreement CENTER shall post appropriate notices at all entrances covered under this agreement stipulating that guns and/or weapons are not allowed.

CONTRACTOR agrees to pay **$** with the return of this signed Agreement as DEPOSIT by **01/21/26**. *CENTER shall fully refund CONTRACTOR'S DEPOSIT should CONTRACTOR cancel this event more than six months prior to the "In Date" as specified in this Agreement. CENTER shall refund CONTRACTOR one-half the DEPOSIT should CONTRACTOR cancel this event more than three months, but less than six months, prior to the "In Date" as specified in this Agreement. CONTRACTOR shall forfeit the entire DEPOSIT should CONTRACTOR cancel this event three months or less prior to the "In Date" as specified in this Agreement.* The full and final payment is due upon receipt of invoice. In the event that it is necessary to pursue payment of fees from outside agents, the CONTRACTOR will pay all reasonable fees associated with

the efforts. The final number of meals, attendance and/or meeting expense is due ten (10) business days prior to the event date. Special order menu items may require additional lead-time.

Additionally, CENTER agrees to return deposit and shall not hold CONTRACTOR liable for any incurred expenses should CENTER cancel their event due to a city, state or federal state of emergency.

CONTRACTOR agrees to indemnify and hold harmless CENTER, CITY and their respective parents, subsidiaries, affiliates, directors, officers, employees, insurers and agents from any and all claims, demands, suits, actions or liabilities resulting from injuries or death to any persons, or damage or loss of any property prior to, during or subsequent to the period covered by this agreement arising from any activity undertaken by CONTRACTOR or by CENTER or their employees or agents in the performance of any terms, conditions or promises under this agreement or in the use of facilities leased or services obligated hereunder, except with the respect to any claim proven to be due solely to the willful act of CENTER, from which claim CITY similarly agrees to indemnify CONTRACTOR. No claim or litigation shall be settled without the prior written approval of CENTER.

CENTER will exercise all reasonable care to safeguard property of the CONTRACTOR while in the facilities. However, CENTER shall assume no responsibility whatsoever for any property placed in CENTER facilities prior to, during, or subsequent to contract period and shall not be responsible for any loss that may be sustained by reason of the occupancy of CENTER facilities or any part thereof under this agreement and is hereby expressly relieved and discharged from any and all liability for any loss.

A good faith cost estimate is attached. However, this cost estimate is not a price quotation, and CONTRACTOR is responsible to CENTER for full payment of the actual costs incurred as a result of this event.

INTOXICATING SUBSTANCE MANAGEMENT:

CENTER utilizes a comprehensive intoxicating substance program in an effort to provide a safe and enjoyable atmosphere for all its guests. CENTER also recognizes state law prohibitions and restrictions related to the alcohol, drug and cannabinoid products. CENTER, in cooperation with Mankato Department of Public Safety, follows a zero-tolerance policy on underage consumption of any intoxicating substance. CONTRACTOR shall abide by the following guidelines to ensure its event takes place seamlessly:

- All ages desiring to purchase alcohol must present a valid form of identification.
- No sale, distribution or use of Cannabinoid Products shall occur under any circumstances
- CONTRACTOR understands that the Mankato Department of Public Safety may arrest any person consuming alcohol who is under the age of 21 (twenty-one), or violating state law related to Cannabinoid distribution, sale or use.
- CONTRACTOR understands that event guests may purchase two alcoholic beverages at a time with their valid form of identification.
- CONTRACTOR understands that CENTER and or the Mankato Department of Public Safety may check and/or monitor the event to ensure that there is no underage consumption.
- If a guest, attending the event appears to be in an impaired state CENTER staff, in cooperation with CONTRACTOR, and/or the Mankato Department of Public Safety may approach the individual and engage them in conversation. If they determine the individual's safety or the safety of other guests is at risk, CONTRACTOR may arrange for a driver or an alternate form of transportation for the guest. In the event those efforts are not successful, the Mankato Department of Public Safety may have to place the individual under arrest.
- CENTER reserves the right to refuse service to or remove any individual that may become impaired due to consumption of an intoxicating substance or product.
- CENTER does not permit consumption of intoxicating substances or products outside of the facility.
- CENTER does not permit CONTRACTOR, or it(s) guests attending events in the facility, to bring alcoholic beverages or any type of cannabinoid product into the facility. Neither will guests be allowed to bring in glass bottles, or hard containers, regardless of their contents. Should CONTRACTOR or it(s) guests violate this policy, CONTRACTOR shall be invoiced for said beverages in an amount equal to the

cost of similar product from CENTER's bar, at CENTER's discretion, as to what may have been consumed.

CATERING:

CENTER retains an in-house caterer and does not allow CONTRACTOR to bring outside food or beverages of any type into the facility. Should CONTRACTOR violate this policy they shall be invoiced for said food and/or beverages in an amount equal to the cost of similar product from CENTER's in-house caterer.

Final menus and guarantees must be communicated to catering within ten (10) business days of event.

Cancellation of catering order must be completed prior to guarantee given. Should event or catering needs be cancelled with less than ten (10) business days' notice, CONTRACTOR is responsible for full payment.

RULES AND REGULATION:

CONTRACTOR will be required to comply with all rules and regulations listed in the CENTER's Terms & Conditions, a copy of which is available upon request from CENTER.

CENTER has a smoke-free environment policy that is enforced in all areas of the facility. This applies to all attending the event, as well as any additional personnel hired, such as DJ's or entertainment providers.

Helium balloons are not allowed in any part of CENTER without a previously signed Waiver. CONTRACTOR will be responsible for any and all damages that may occur and also, any charges that are incurred for retrieving and cleanup of the balloons. Helium tanks are not allowed in the facility at any time.

Glitter or confetti is not allowed in any part of CENTER. A minimum of $200.00 will be added to the final invoice for the cleanup of this material, or any clean-up beyond normal event use.

CENTER includes access to standard wall outlets within facility rent, up to 20a, for use by CONTRACTOR to support the event. Vendors needing power shall request power separately and be billed applicable fees. Any power needs above and beyond 20a will result in additional charges. Use of a stage for performance with power exceeding 20a will result in charges for an electrician to ground the stage and charges for a state electrical inspection.

CENTER does not allow an open flame in any part of the facility. All candles must be enclosed in hurricane lamps, votive holders or similar non-flammable containers.

CONTRACTOR may send items to CENTER five (5) business days or fewer from event date. Items delivered to CENTER more than five (5) business days from event date may be subject to a $100 per day fee.

All event details must be communicated to CENTER within ten (10) business days of event date – catering guarantees, bar services, technology needs, layouts needs and schedule of events. Failure to do so may result in cancelled services or additional fees.

CONTRACTOR shall communicate all outside vendors to CENTER. Any outside vendors that do not have insurance policies with CENTER will be required to provide insurance before any work is completed. CONTRACTOR is subject to a $500 daily fee for any outside vendors providing exhibitor services or A/V services.

Should CENTER institute a suit or other action against CONTRACTOR as a result of CONTRACTOR's failure to comply with any terms of this agreement, CENTER shall recover all damages provided by law, all costs and disbursements provided by statute and all costs actually incurred, including reasonable attorney's fees.

CONTRACTOR agrees that any action or legal proceedings arising out of this or any other Agreement between CENTER and CONTRACTOR shall be processed and submitted to Blue Earth County Court in the State of Minnesota and shall be governed by the laws of the State of Minnesota. Service of any process including summons and complaint may be made by registered mail to either party's address as indicated in this Agreement.

Parties acknowledge this Agreement, along with the CENTER RULES AND REGULATIONS and the EVENT ORDER CONFIRMATION, supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

Parties agree that any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

CONTRACTOR understands that CENTER is subject to state data laws, including Chapter 13 of the Minnesota Statutes, commonly known as the Minnesota Data Practices law.

All checks returned for nonpayment will be charged a $25 fee.

ADDITIONAL COVENANTS AND AGREEMENTS:
Attachments hereby incorporated as part of this Agreement:

____ Event Order Confirmation ____ Certificate of Insurance (If Applicable)

Additional documents to be signed off on at least ten (10) business days prior to event if applicable:

_____ Food Addendum _____ Event Layouts

Information requested/received within ten (10) days of this event may result in additional charges.

All conditions and regulations set forth on the attached documents are hereby incorporated as a part of this Agreement.

For CENTER:

By _____
Brian Sather, Co-Director
Mayo Clinic Health System Event Center

Date _____/_____/_____

For CONTRACTOR:

By _____ ⇦ (Sign Here)
Mark Konz,
on behalf of Mankato / North Mankato Area Planning Organization

Date _____/_____/_____

Mike Laven,
on behalf of Mankato / North Mankato Area Planning Organization

Date _____/_____/_____

20 Civic Center Plaza, Mankato, MN 56001
507-344-1111 Telephone / 507-344-2129 Fax
www.mankatodowntown.hgi.com

GROUP AGREEMENT – ROOM BLOCK ONLY

ACCOUNT:	Metropolitan Organization
EVENT NAME:	MPO Conference
EVENT DATES:	07/28/2026 - 07/30/2026

Contact Name:	Chris Talamantez
Address:	10 Civic Center Plaza, Mankato , MN 56001
Phone:	(507) 387-8389
Email:	ctalamantez@mankatomn.gov
Sales Manager:	Victoria Vogel
Contract Date:	January 21, 2026

This Group Agreement is entered into between Hilton Garden Inn Mankato Downtown and Metropolitan Organization. This Agreement will set forth the terms and conditions under which Hilton Garden Inn Mankato Downtown will make hotel rooms and other services available to the Metropolitan Organization for that event described above. The agenda for the group, as agreed upon by the parties, is set forth below.

The contact information above should be associated with the main contact person for the group who will be responsible for coordinating and fulfilling all obligations of the Event (the "Responsible Party"). The Responsible Party will accept responsibility for, among other things, settlement of the Master Account and any and all incidental charges, as well as supervising the members of the group. A group sales representative will be assigned to coordinate all obligations of the Hotel in connection with this Agreement.

Please **initial each page, sign where indicated and return a complete copy** to the Group Sales Office by **Friday, 02/06/2026.** Upon receipt of the signed Agreement, the group reservation will be held on a definite basis. If the signed Agreement is NOT received by such date, the Hotel reserves the right to release all accommodations for the requested dates.

HOTEL/RATES

The Hotel is currently holding the following room block at the guaranteed rates listed below. The Group guarantees to purchase the room block in accordance with the terms outlined in this Agreement.

		Tue 07/28/2026		Wed 07/29/2026	
	Occupancy	Rooms	Rate	Rooms	Rate
Non Smoking King Standard	S	25	$159.00	25	$159.00
Non Smoking Queen Standard	S	22	$159.00	22	$159.00

Total Guest Room Nights Blocked = 94

All guest room rates are for room accommodations only and are non-commissionable. Rates do not include applicable state and local taxes (currently totaling 10.875%) Taxes and fees shall appear as separate charges on each reservation folio.

GUEST ROOM RESERVATION AND PAYMENT METHOD: Individual

INDIVIDUAL CALL-IN RESERVATION METHOD WITH CREDIT GUARANTEE

If the group guests will make and pay for their own room reservations, the group contact will direct guests to call the reservation line at **(507) 344-1111** to reserve a room under the **MPO Conference** block. ***Rooms will be made available to the group at the contracted rates until 06/30/2026 (the Cutoff Date). Reservations requested after the Cutoff Date are subject to availability and prevailing rate at the time of reservation.*** The Hotel is not responsible for any adjustments due to guests

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Contact Initials

booking reservations without referencing the proper group block or reservations made through any other method including, but not limited to online or on-property. Any No Shows or cancellations will be charged the first night's room rate, taxes and fees and in the event the guests wish to utilize any or all of the remaining reservation, the reservation must be reinstated (subject to availability at the time of reinstatement).

Group's guests will need to present individual credit cards upon arrival. An incidentals hold will be placed on all guest's individual credit card per room. All individual guest incidental accounts must be paid in full upon departure. Guests will be responsible for all expenses other than those expenses as authorized to be charged to the Master Account.

GUEST ROOM BLOCK CUT-OFF "RELEASE" DATE: ***Tuesday, June 30, 2026***

All reservations for the block of rooms reserved under this Agreement shall be made by the cut-off "release" date set forth above, whether by a name list or made individually. Any rooms in the group block not reserved by this date will be automatically placed back into the Hotel's general room inventory, unless the group otherwise guarantees to pay for the unused rooms in the block. Failure to reserve rooms in the Guest Room Block prior to the guest room block release date does not reduce group's total guest room night commitment and does not impact the "Attrition" or "Cancellation Fees" provisions below.

CHECK-IN / CHECK-OUT TIMES

Hotel guest room check-in time is 3:00 PM and check-out time is 11:00 AM. Rooms occupied beyond check-out time will be applied an additional full night's rate charge. Luggage may be stored at the Hotel front desk for individuals arriving prior to check-in time.

RATES, FEES & PAYMENT

All room rates are non-commissionable, per room, per night, based on single, double, triple or quad occupancy as outlined. Triple or quad occupancy is subject to an additional charge for each additional adult. Children under the age of 18 are free of charge when sharing the same room and existing bedding with an adult. Maximum occupancy varies based on room type. Rollaway beds are available for an additional charge where allowable and safe. Unless otherwise noted on the guest room chart above, rates are for rooms only and do not include transportation, meals, baggage handling, guest room attendant gratuity, surcharges or applicable taxes.

The room rate guarantee provided is based on the dates of the Event and the total number of rooms blocked. A minimum length of stay may be required for weekends and holidays during certain times of the year. All buildings, outlets, guest and function rooms are designated as non-smoking. A $250 per room non-compliance fee will be assessed to the group or any Individual of the group for any room found in violation of the no smoking policy.

Any incidental or additional charges made by or on behalf of the group are due upon check out. The Hotel reserves the right to cancel group's reservations and terminate this Agreement without notice if payment requirements are not met. The group should allow at least 10 days for receipt of any mailed payment. The group has the burden of showing that the Hotel received any mailed payments in sufficient time to avoid cancellations.

All major credit cards are accepted for payment. The Hotel will not accept credit card or account information via email or email attachments. Credit card payments may be made by telephone or presentation of card in person. All checks must be drawn on United States' banks and be payable in US funds. Checks should be payable to the Hotel and include the group name, and the dates of the Event. Checks may only be submitted for advance payments.

CONDITIONS, RULES & REGULATIONS

In order to ensure the comfort of all guests at the Property, quiet hours may apply to specific facilities and group will ensure that all members comply with such quiet hour rules. The Hotel reserves the right to relocate any group to an alternate location within the Property based upon the number of guests, menu requirements, and feasibility of events, safety or weather concerns. Any decorations, equipment or shipments must be prearranged with the assigned group sales representative. All displays, exhibits, banners, decorations and signs must

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Contact Initials

be approved in advance and conform to fire ordinances and any other pertinent rules or regulations. The Hotel reserves the right to require security services for any Event function at its sole discretion. Payment for security services will be the responsibility of the group. Should a disturbance arise during the Event that results in security or police authorities being called to address, the Hotel reserves the right to shut down the Event, vacate the group's guests from the premises immediately, and issue no refunds for any Event or Event function so vacated. The group agrees that all members shall abide by all posted, printed or issued rules and regulations while at the Property and while in all dining, lodging and activity locations. Rules and regulations are subject to change without notice.

IMPOSSIBILITY
The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use of the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either Hotel or Organization to the other within ten (10) days of learning of the basis for termination. Neither a change of ownership or management of the Hotel, nor a change in management of Organization shall relieve either party of the responsibilities and obligations of this Agreement.

INDEMNITY
Unless caused by the gross negligence of the Lodge or its employees, the Lodge will not be liable for any loss, damage or destruction to persons or property, including without limitation any caused by theft, vandalism or casualty, that may be incurred by the group or any group member during the Event. The group and every member of a group attending an Event at the Property pursuant to this Agreement hereby agrees to indemnify, defend and hold the Hotel, its owners, parent companies, affiliates, and their respective agents, employees, officers, directors, representatives and assignees harmless from any and all actions, suits, claims, damages, liabilities, judgments or settlements, costs and expenses (including reasonable legal fees and related expenses) resulting from the acts or omissions of the group or any group member's breach of any term or condition of this Agreement.

The Hotel specifically disclaims all warranties, expressed or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, as to any items or services provided under this Agreement. In no event shall the Hotel be liable for any consequential damages, including but not limited to special, incidental or indirect damages, under any cause of action arising out of or relating to this Agreement, even if the Lodge has been advised of the possibility of such damages.

The Hotel's maximum cumulative liability for any claim arising out of or relating to this Agreement shall not exceed the amount actually paid to the Hotel by the group under this Agreement (regardless of when damages occurred). The group shall be responsible for payment and/or recovery of any charges, damages or losses incurred by the Hotel as a result of any act or omission of any group member or members.

INSURANCE
The Hotel and Group shall each carry adequate liability and other insurance protecting themselves against all claims arising from activities conducted in conjunction with this Agreement as they deem necessary.

GROUP MEMBERS WITH DISABILITIES
The Hotel shall not discriminate against persons on the basis of disability and will seek, to the extent feasible, to accommodate the needs of group members with disabilities. The group shall be responsible for sharing this information upfront with all potential group members. The group must notify the Hotel in writing of any special access, medical, physical or other requirements of group members at the time of booking and confirm that the required accommodations can be provided.

INDEPENDENT CONTRACTOR
The Hotel and Group is principal and independent contractor, respectively. The Hotel shall have control and discretion with respect to the performance of its obligations hereunder and shall be solely responsible for the use, discipline and supervision of its employees. The Group shall be responsible for complying with all applicable federal, state and local laws regarding the operation of its business and employment of its employees, including but not limited to federal, state and local tax laws and general excise tax laws. Nothing contained herein shall be construed to create any employment, partnership, joint venture or co-ownership relationship between the parties hereto. Neither the Hotel nor the Group shall be responsible for any liabilities or obligations incurred or created by the other party except as specifically agreed to the Group shall have no authority to execute any document in the name or on behalf of the Hotel, enter into any oral or written commitments involving the Hotel, or otherwise obligate the Lodge in any manner whatsoever.

SUCCESSORS AND ASSIGNS
The group shall not assign or otherwise transfer its interest in or obligations under this Agreement. Any such assignment without the Hotel's written consent shall be void. The Group acknowledges and agrees that the Company operates the Property pursuant to a concession contract with the State of Ohio. Should the term of such concession contract expire prior to the Event date and the Company not be

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Contact Initials

Hilton Garden Inn

20 Civic Center Plaza, Mankato, MN 56001
507-344-1111 Telephone / 507-344-2129 Fax
www.mankatodowntown.hgi.com

awarded the successive concession contract for the Property, the Company shall endeavor to assign this Agreement to the successor concessioner or otherwise ensure that such successor concessioner assumes the Company's obligations hereunder; provided, however, that the Group acknowledges and agrees that in any event the Company shall have no further obligations or liabilities to the Group related to this Agreement following expiration of the concession contract, other than to return any advance deposits previously received by the Hotel from the Group should the Agreement not be assigned to or assumed by the successor concessioner.

CONFIDENTIALITY
At all times during the term of this Agreement and thereafter, the Group will hold in strictest confidence, and not disclose to any person, firm or corporation, any information, manner of doing business, techniques, process, trade secret, or any other information or confidential matter relating to the products, operations, activities and businesses of the Company, or its divisions, subsidiaries and affiliates which the Group presently has knowledge of or may learn during the term of the Agreement.

LEGAL CONSTRUCTION OF AGREEMENT
This Agreement shall at all times be construed under the laws of the State of Minnesota. Both the Group and Hotel hereby agree to submit any disputes relating to this Agreement to the appropriate federal or state court within the State of Minnesota.

COMPLIANCE WITH LAW
This Agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. Hotel and Organization agree to cooperate with each other to ensure compliance with such laws.

SEVERABILITY; WAIVER
The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. No course of dealing between the parties shall operate as a waiver of any right of the parties, and no delay on the part of any party in exercising any right hereunder shall operate as a waiver of any right of the parties.

ATTORNEYS' FEES AND COSTS
In the event suit is brought at law or in equity to enforce or interpret the terms of this Agreement, the substantially prevailing party shall be entitled to all costs and expenses of litigation, including reasonable attorneys' fees.

EXTENT OF AGREEMENT; AMENDMENT
This Agreement, and any exhibits attached hereto, represents the entire and integrated agreement between the Hotel and the Group and supersedes all prior negotiations, representations or agreements either written or oral. This Agreement may be amended only by written instruments signed by both the Hotel and Group.

CONFIRMATION
The group contact's signature on this Agreement below shall constitute legal representation that Metropolitan Organization accepts all of the terms and conditions described herein. This **Agreement must be returned to the Hotel signed by group contact no later than Friday, February 6, 2026** or it will be deemed invalid and of no effect.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first written above.

PROPERTY:		**GROUP:**	
Hilton Garden Inn Mankato Downtown		Metropolitan Organization	
Signature:	_____	Signature:	_____
Name:	Victoria Vogel	Name:	Mark Konz
Title:	Director of Sales	Title:	Executive Director
Date:	_____	Date:	_____

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Contact Initials

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Presentation: Travel demand model

No: 5.1

Agenda Item: Presentation: Travel demand model

Recommendation Action(s): Informational

Summary: In 2025 MAPO was awarded a State grant for completing Greenhouse Gas Emissions modeling work. Because MAPO did not previously have a Travel Demand Model, part of the project is to create a model for MAPO, including a Greenhouse Gas Emission feature. MAPO does not receiving any money, and no local match is required. MnDOT is contracting SRF and is acting as the fiscal agent for this grant.

Consultant staff will deliver an information presentation regarding the model. TAC members are invited to provide input.

Attachments:

1. Presentation slides

Regional Modeling / Gap Analysis for Greenhouse Gas Emissions Assessment

Mankato/North Mankato Area Planning Organization (MAPO)
Policy Board

February 5, 2026

SRF

Background and Overview

GHG emissions targets and project assessment (2023):

- Chapter 216: Set greenhouse gas emissions goal for Minnesota across all sectors
- Chapter 174: requires the commissioner of transportation to establish greenhouse gas emission reduction targets for the transportation sector
- Chapter 161: Requires MnDOT to assess and mitigate greenhouse gas emissions for highway expansion projects in 2025

2024 Legislative Updates

- Chapter 127: Amends 161.178 to add a requirement of "assessing a portfolio or program of projects instead of on a project-by-project basis" by 2027
- **Allocated funding to develop a statewide travel demand model and improve regional travel demand models for GHG evaluation**

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Agenda

- Travel Model Overview
- Model Development
- Demonstration Results
- Future Activities
- Questions/Discussion

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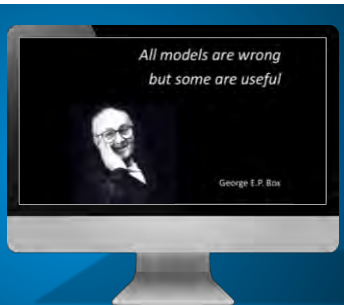
Travel Model Principles

People and goods need to get places (we have some ideas about when and how frequently based on demographics and freight type)

We can change any of these elements to make predictions about the future or to explore "what if" scenarios…

Travel Demand Forecast Models



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Mankato / North Mankato Model Development

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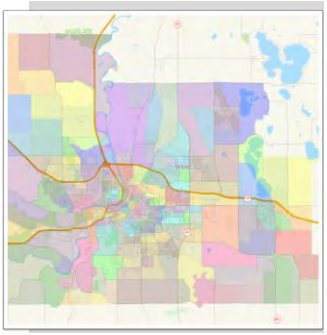
Model Development Process

- *Start with St. Cloud APO model structure* ☺
- Develop geographically specific data inputs for MAPO planning area (land use, roadways, transit)
- Adjust model programming for MAPO area
- Compare to ground truth calibration data
- Adjust parameters to meet calibration targets
- Add greenhouse gas post processor

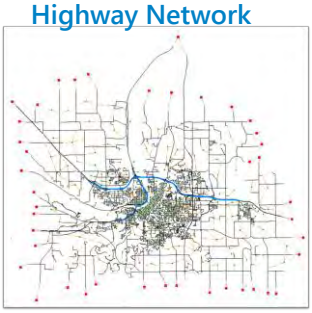
SRF

Mankato Model – Zone Structure

- Coverage Area
- Transportation Analysis Zones (TAZ)
  - 282 internal zones
  - Hierarchy: Census Block Group -> Block
  - Considered land use



Highway Network



- 13,887 links
- 282 internal zones
- 42 external stations

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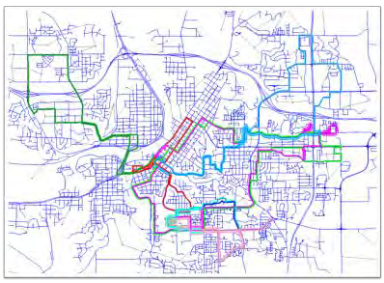
Transit Network



Mankato Transit System

- 9 routes
- Operations in 4 time periods

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Four-Step Model Structure

1. Trip Generation	Estimated number of daily trips based on population, household, and employment totals in each TAZ.
2. Trip Distribution	Develop origin-destination (O-D) matrix of all trips between TAZs. *(282 internal TAZ + 42 external stations)² = 104,976 O-D pairs*
3. Mode Choice	Estimate proportion of trips for each O-D pair made by auto and transit modes.
4. Network Assignment	Assign vehicle trips to roadway network for four daily time periods. User equilibrium solution minimizes travel time for each O-D pair while accounting for travel delays.

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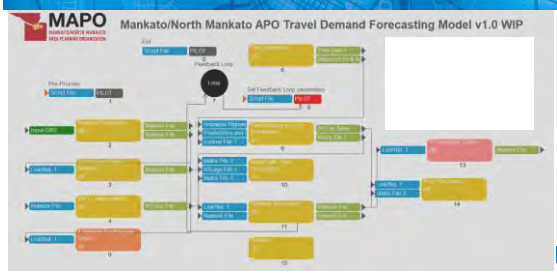
MAPO Model Structure



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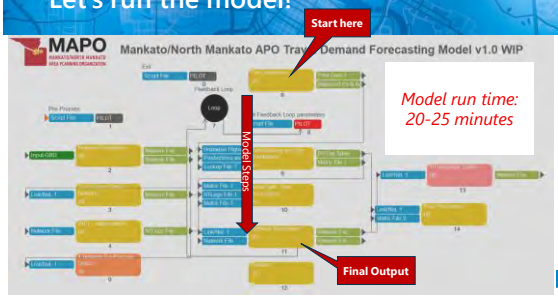
Let's run the model!



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2023 Base Year Model

Daily Volume Bandwidth Map

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Current Status – Obs. / Est. Volume Comparison By Volume Group

Percent RMSE and Difference by Volume Group, After Improvements

VGROUP		Number of Observations (n)	Percent RMSE	Max. Acceptable Error (1)	Percent Difference	Max. Acceptable Error (2)
Lower Bound	Upper Bound					
0	1,000	84	109%	150%	-8%	60%
1,000	2,500	100	69%	100%	-13%	47%
2,500	5,000	85	65%	65%	-5%	36%
5,000	10,000	64	46%	45%	16%	29%
10,000	25,000	52	26%	35%	-1%	25%
25,000	50,000	7	17%	21%	-7%	22%
50,000	9,999,999	0		15%		21%
Total		392	47%		0%	

Source: Mankato Model

1 Various sources. See attcahed chart

2 Barton-Aschman Associates, Inc. and Cambridge Systematics, Inc. Model Validation and Reasonableness Checking Manual. Prepared for Travel Model Improvement Program/Federal Highway Administration, February 1997.

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Current Status – Obs. / Est. Volume Comparison By Functional Class

Percent RMSE and GEH by Functional Class

FC Code	Name	Σ Observed	Number of Observations (n)	Percent RMSE	Percent Difference
1	Freeway	0	0		
2	Expressways	379,109	16	18%	1%
3	Principal Arterials	214,053	18	26%	-12%
4	Minor Arterials	656,580	69	38%	11%
5	Major Collectors	325,890	77	52%	17%
6	Minor Collectors	202,073	102	91%	-50%
8	On-Ramp	83,785	29	57%	23%
9	Off Ramps	77,769	27	50%	15%
11	Local	59,369	54	116%	-48%
Total		1,998,628	392	47%	0%

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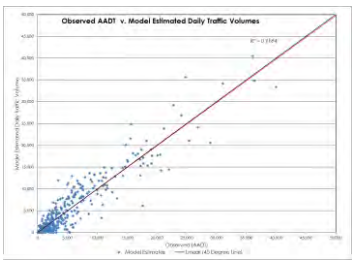
Current Status – Goodness of Fit (R^2)



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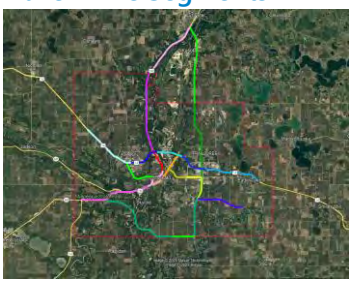
Travel Time Segments



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Current Status – Obs. / Est. Travel Time Comparison

Travel Time Summary by Segment (Minutes)

Southbound/Westbound

Roadway	Direction	Distance (miles)	AM Obs.	AM Est.	AM Diff.	AM %Diff.	MD Obs.	MD Est.	MD Diff.	MD %Diff.	PM Obs.	PM Est.	PM Diff.	PM %Diff.	NT Obs.	NT Est.	NT Diff.	NT %Diff.
Bridgeside Ave Bridge	WB	0	1	2	3	177%	1	3	3	200%	1	3	3	233%	1	1	0	68%
CR-90	WB	0	3	5	2	71%	3	5	2	71%	3	5	2	81%	3	3	0	9%
Lockard Dr	WB	2	4	4	0	13%	4	4	0	17%	4	4	0	17%	3	4	1	22%
Madison Ave	WB	3	6	6	0	3%	6	6	0	0%	6	6	0	5%	5	5	0	14%
MN-83	WB	6	6	6	0	3%	6	6	0	4%	6	6	0	3%	6	6	0	3%
Riverfront Dr	WB	7	7	7	0	3%	7	7	0	4%	7	8	1	17%	7	7	0	2%
US-14	WB	16	15	16	1	8%	15	16	1	7%	15	16	1	10%	15	16	1	6%
MN-22	SB	14	17	19	2	9%	18	18	0	0%	19	20	1	10%	17	19	2	12%
US-169	SB	17	19	19	0	2%	19	18	0	4%	19	18	0	3%	19	18	0	4%

Northbound/Eastbound

Roadway	Direction	Distance (miles)	AM Obs.	AM Est.	AM Diff.	AM %Diff.	MD Obs.	MD Est.	MD Diff.	MD %Diff.	PM Obs.	PM Est.	PM Diff.	PM %Diff.	NT Obs.	NT Est.	NT Diff.	NT %Diff.
Bridgeside Ave Bridge	EB	0	1	3	2	163%	1	3	2	208%	1	3	2	203%	1	1	0	173%
CR-90	EB	0	5	6	0	6%	5	5	0	3%	5	6	0	4%	5	5	0	4%
Lockard Dr	EB	2	4	4	0	8%	4	4	0	7%	4	4	0	8%	4	4	0	10%
Madison Ave	EB	3	6	6	0	4%	6	6	0	3%	6	6	0	2%	5	5	0	9%
MN-83	EB	3	6	6	0	4%	6	6	0	3%	6	6	0	4%	6	6	0	4%
Riverfront Dr	EB	7	7	7	0	5%	7	7	0	4%	7	8	0	6%	6	6	0	2%
US-14	EB	16	16	16	0	3%	16	16	0	2%	16	16	0	3%	16	16	0	1%
MN-22	NB	14	19	19	0	1%	19	19	0	0%	19	19	0	3%	17	19	2	7%
US-169	NB	18	19	20	0	3%	19	20	0	4%	19	20	0	3%	19	19	0	1%

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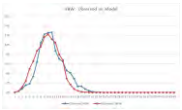
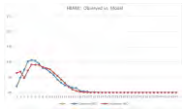
Calibration – Trip Lengths by Purpose

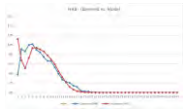
Home-Based Work Trips



Home-Based Non-Work Trips



Non-Home-Based Trips



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TIP Projects for Demonstration

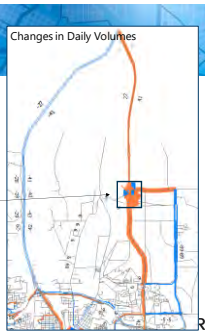
Project Number	Fiscal Year	Sponsor	Route	Project Description	Category	Cat ID
150-114-006	2026	North Mankato	HIGHWAY MSAS 114	**AC**MSAS 114(BELGRADE AVE) FROM RANGE ST TO NICOLLET AVE, RECONSTRUCT FROM 4 LANE TO 3 LANE, ADA, LIGHTING, STORM SEWER, SANITARY SEWER AND WATERMAIN (AC PROJECT, AC PAYBACK IN 2027)	Major Rehabilitation & Reconstruction	A
0714-35AC	2026	MnDOT	CSAH 21, MN 22,	**AC**ELLE**FLEX24**PROTECT**CRF**MN22, INTERSECTION OF CSAH 21 & TH 22 RECONSTRUCT/ROUNDABOUT; INTERSECTION OF CSAH 57 & TH 22 RECONSTRUCT/CONTINUOUS TEE, FROM 500' NORTH OF CSAH 26 TO APPROXIMATELY 1600' SOUTH OF CSAH 57, MILL AND OVERLAY; FROM APPROXIMATELY 1600' SOUTH OF CSAH 57 TO MN RIVER BRIDGE IN ST PETER, RECONSTRUCT, LIGHTING, REPLACE BR 8436; REHAB BR 07036, 40003; EXTEND BRIDGE 40K02 AND CONSTRUCT NEW BRIDGE 40K08 (ASSOC: 0714-355, 040-070-007 & 4012-44 & 4012-44CRP & 4012-44PRO) (AC PROJECT, PAYBACK 1 OF 1)	Intersection Capacity Expansion (Roundabout)	C2
4012-44AC1	2026	MnDOT	HIGHWAY CSAH 21, MN 22,	**AC**ELLE**FLEX24**MN22, INTERSECTION OF CSAH 21 & TH 22 RECONSTRUCT/ROUNDABOUT; INTERSECTION OF CSAH 57 & TH 22 RECONSTRUCT/CONTINUOUS TEE; FROM 500' NORTH OF CSAH 26 TO APPROXIMATELY 1600' SOUTH OF CSAH 57, MILL AND OVERLAY; FROM APPROXIMATELY 1600' SOUTH OF CSAH 57 TO MN RIVER BRIDGE IN ST PETER, RECONSTRUCT, LIGHTING, REPLACE BR 8436; REHAB BR 07036, 40003; EXTEND BRIDGE 40K02 AND CONSTRUCT NEW BRIDGE 40K08 (ASSOC: 040-070-007, 0714-35, 4012-44, 4012-44PRO & 4012-44CRP) (AC PROJECT, PAYBACK 1 OF 1)	Intersection Capacity Expansion	C1
4012-44CRPAC	2026	MnDOT	HIGHWAY CSAH 21, MN 22	**AC**ELLE**FLEX24**CRP**MN22, INTERSECTION OF CSAH 21 & TH 22 RECONSTRUCT/ROUNDABOUT; INTERSECTION OF CSAH 57 & TH 22 RECONSTRUCT/CONTINUOUS TEE; FROM 500' NORTH OF CSAH 26 TO APPROXIMATELY 1600' SOUTH OF CSAH 57, MILL AND OVERLAY; FROM APPROXIMATELY 1600' SOUTH OF CSAH 57 TO MN RIVER BRIDGE IN ST PETER, RECONSTRUCT, LIGHTING, REPLACE BR 8436; REHAB BR 07036, 40003; EXTEND BRIDGE 40K02 AND CONSTRUCT NEW BRIDGE 40K08 (ASSOC: 040-070-007, 0714-355, 4012-44 & 4012-44PRO) (AC PROJECT, PAYBACK 1 OF 1)	Intersection Capacity Expansion	C1
137-010-021	2027	Mankato	US 169	**AC**US 169, WEST LIND ST AND RANGE ST, CONSTRUCT ROUNDABOUT AND CONSTRUCT PEDESTRIAN UNDERPASS (ASSOC: 5212-42, 5212-42C, 5212-42F, 137-010-021T, 137-010-023C, 150-010-005 & 150-010-057)(AC PROJECT, AC PAYBACK IN 2028)	Intersection Capacity Expansion (Roundabout)	C2
150-010-005	2027	North Mankato	US 169	**AC**US 169, WEBSTER AVE AND RANGE ST, CONSTRUCT ROUNDABOUT CONSTRUCT PEDESTRIAN UNDERPASS (ASSOC: 5212-42, 5212-42C, 5212-43F,137-010-021, 137-010-021T, 137-010-021C & 150-010-057)(AC PROJECT, AC PAYBACK IN 2029)	Intersection Capacity Expansion (Roundabout)	C2
150-114-006AC	2027	North Mankato	MSAS 114	**AC**MSAS 114 (BELGRADE AVE) FROM RANGE ST TO NICOLLET AVE, RECONSTRUCT FROM 4 LANE TO 3 LANE, ADA, LIGHTING, STORM SEWER, SANITARY SEWER AND WATERMAIN (AC PROJECT, PAYBACK 1 OF 1)	Major Rehabilitation & Reconstruction	A
137-010-021AC	2028	Mankato	US 169	**AC**US 169, WEST LIND ST AND RANGE ST, CONSTRUCT ROUNDABOUT AND CONSTRUCT PEDESTRIAN UNDERPASS (ASSOC: 5212-42, 5212-42C, 5212-42F, 137-010-021TA, 137-010-023C, 150-010-005, 150-010-057)(AC PROJECT, PAYBACK 1 OF 1)	Major Rehabilitation & Reconstruction	A

Demonstration Results

- Project #: 4012-44AC1 (HIGHWAY CSAH 21, MN 22)
- 2026 TIP
- Delta volume map

Legend:
- Volume increase
- Volume decrease

Changes in Daily Volumes



SRF

Future Activities

Model applications

- Forecasts for corridor studies and projects
- Forecasts for LRTP, comprehensive, and transportation plans
- Regional and project-level GHG and VMT assessment
- Traffic impacts of new development

SRF

Future Activities

Maintenance actions

- Update highway and transit networks with projects as they are programmed / completed
- Update population, household, and employment totals (typically following census cycles)

SRF

Questions and Discussion

SRF

Meeting Date: February 5, 2026

AGENDA RECOMMENDATION

Agenda Heading: Informational: Amendment to the Greenhouse Gas Emission Modeling Contract
No: 5.2

Agenda Item: Informational: Amendment to the Greenhouse Gas Emission Modeling Contract

Recommendation Action(s): Informational

Summary: In 2025 MAPO was awarded a state grant for completing Greenhouse Gas Emissions modeling work. Because MAPO did not previously have a Travel Demand Model, part of the project is to create a model for MAPO, including a Greenhouse Gas Emission feature. MAPO does not receiving any money, and no local match is required. MnDOT is contracting SRF and is acting as the fiscal agent for this $280,000 grant.

Contract language has been updated to include clarifying language:

- **Update - Recital 1(a)** The State is authorized to enter into this agreement under is amended as follows:
  - *Laws of Minnesota 2025, 1st. Spec. Sess. Chapter 8, article 1, section 17, subd. (3)(b)*
- **Addition - Additional Provisions**
  Notwithstanding sections 4 and 5, Grantee agrees that State will pay consultant under MnDOT Contract #1057639 for all work performed on behalf of Grantee using appropriation funds under Laws of Minnesota 2025, 1st. Spec. Sess. Chapter 8, article 1, section 17, subd. (3)(b).

Additionally, MnDOT has granted an extension to SRF until June 30, 2026.

The additional language and the contract extension require an amendment to the contract.

MAPO's staff time to support this grant falls within the Unified Project Work Program (UPWP)

- 800 – Transportation Modeling, Mapping & Technical Support.

Since there are no changes to the UPWP or the budget, this falls within the threshold for administrative modification.

Attachments:

1. MnDOT Contract No. 1058870A02

DEPARTMENT OF TRANSPORTATION

MnDOT Contract #: 1058870A02
Annual Plan T-Number: T7E169

AMENDMENT # 2 TO MnDOT Grant Agreement #1058870

Agreement Start Date:	01/28/2025	Original Agreement Amount:	$260,000
Orig. Agreement Exp. Date:	06/30/2025	Prev. Amendment(s) Total:	$NA
Amended Exp. Date	06/30/2026	Current Amendment Amount:	$0.00
		Current Agreement Total	$260,000

Project Identification :	Mankato/North Mankato Area Planning Organization greenhouse emission modeling grant		
State Project (SP):	NA	Trunk Highway #:	NA
Federal Project #	NA		

This Amendment is by and between the State of Minnesota, through its Commissioner of Transportation ("State") and the Mankato/North Mankato Area Planning Organization, 10 Civic Center Plaza, Mankato MN 56001 ("Grantee").

Recitals

1. The State has an Agreement with the Grantee identified as MnDOT Contract No. 1058870 ("Original Agreement") to provide grant funding for modeling activities related to the requirements under Minnesota Statutes, section 161.178. The Original Agreement is being amended to extend the expiration date so that the scope of the Original Agreement may be completed.
2. The State and the Grantee are willing to amend the Original Agreement as stated below:

Agreement Amendment

In this Amendment, deleted agreement terms will be ~~struck out~~ and the added agreement terms will be underlined.

REVISION 1. Article 1.2 **"Expiration Date"** is amended as follows:

This agreement will expire ~~December 31, 2025~~ June 30, 2026, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Recital 1(a) The State is authorized to enter into this agreement under is amended as follows:

(a) *Laws of Minnesota 2025, 1st. Spec. Sess. Chapter 8, article 1, section 17, subd. (3)(b)*

REVISION 3. 21 Additional Provisions

Notwithstanding sections 4 and 5, Grantee agrees that State will pay consultant under MnDOT Contract #1057639 for all work performed on behalf of Grantee using appropriation funds under Laws of Minnesota 2025, 1st. Spec. Sess. Chapter 8, article 1, section 17, subd. (3)(b).

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the Amendment on behalf of the Grantee as required by applicable articles, by laws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

(with delegated authority)

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Title: _____

Date: _____

DEP

(with

Date

EXHIBIT 3A

Expense Detail Sheet

Invoice Instructions:

Participant must:

1. Complete the form* and, if applicable, the progress report, in their entirety.
2. Sign the form.
3. Attach supporting documentation (if applicable).
4. E-mail the form to jason.gottfried@state.mn.us.

*form may be modified to fit your programs specific needs

MnDOT Contract Number: 1058870

Billing Period: From _____ to _____

Contract Expiration Date: ~~June 30, 2025~~ June 30, 2026

Invoice Date: _____

Expenses Total				
EXPENSE DETAIL				
	Grant and Budget Total	Expenses Incurred this period	Total expended to date	Balance Remaining
Subawards and Contractual Services				
Supplies and Materials				
Personnel/Salaries				
Fringe Benefits				
Travel				
Equipment				
Indirect Costs				
TOTAL				

I certify that the statements contained on this form, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim or used a false or fraudulent record in connection with this invoice. I understand that this form is subject to audit.

Contractor Name: _____

Signature: _____

Print Name: _____

Title: _____

Meeting Date: February 5, 2025

AGENDA RECOMMENDATION

Agenda Heading: Informational: 2025 Study Final Reports and Recommendations No: 5.3

Agenda Item: 2025 Study Final Reports and Recommendations

Recommendation Action(s): Informational

Summary: Over the course of the 2025 calendar year MAPO and member jurisdictions in coordination with consultants performed studies included in the 2025 UPWP. Studies include:

- Balcerzak Drive Corridor Study
- Lee Boulevard Corridor Study
- Metropolitan Transportation Plan 2050 update
- Highway 14 Corridor Study through Eagle Lake.

All listed studies are complete and the final reports are available for review on the MAPO website.

Contact MAPO staff with any comments or questions.
Chris Talamantez
Transportation Planner
507-387-8389
ctalamantez@mankatomn.gov

Meeting Date: February 5, 2026

MAPO
MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION

AGENDA RECOMMENDATION

Agenda Heading: Informational: Modification to the 2026 Unified Planning Work Program

No: 5.4

Agenda Item: Informational: Unified Planning Work Program Modifications

Recommendation Action(s): Informational

Summary: MAPO is reporting one modification to the 2026-2027 Unified Planning Work Program (UPWP), for a change to the Program Expenses amount. During 2025 MAPO in coordination with MnDOT and FHWA created the 2026-2027UPWP. The UPWP was accepted at first, but then required a revision because the total federal dollars were above the amount allocated to MAPO.

The original budget was $534,411 with a federal share of $435,159 ($80,000 complete streets waiver). The maximum federal share for 2026 in the MAPO area is $432,461, meaning the budget needed to be reduced to lower the federal amount by $2,698.

This discrepancy was created due to utilizing the complete streets waiver. The waiver reduces the local share by not requiring a local match for complete streets eligible activities, but also then reduces the total budget by that local match amount.

Instead of reducing money allocated for projects included in the UPWP, MAPO staff reduced the number of hours in the program expense category to lower the cost from $20,687 to $17,315. The modified total budget for the 2026 UPWP is $531,039, with a federal share of $432,461. The Modified budget has been submitted to, and approved by FHWA.

	100 Program Support and Administration	Budget	Staff Hours
Program Expenses 51005	1. Vacation, Sick and Holidays		
		~~$20,687~~	~~300~~
	Total Expense - Program Expenses	**$17,315**	**264**

Because the total budget has been modified, the local shares have also been modified. Per the joint power agreement, invoices for local shares will be invoiced in two equal installments on January 15 and July 15.

Original 2026 local share amount

2026 LOCAL SHARE AMOUNT		
TOTAL 2026 Local Share	**$**	**57,402**
UNIT OF GOVERNMENT	**LOCAL SHARE**	
Blue Earth County	$	16,113
City of Mankato	$	15,689
Nicollet County	$	5,088
City of North Mankato	$	5,512
District 7 MnDOT	$	15,000
TOTAL 2026 Local Payments	**$**	**57,402**

Updated 2026 local share amount

2026 LOCAL SHARE AMOUNT		
TOTAL 2026 Local Share	**$**	**56,728**
UNIT OF GOVERNMENT	**LOCAL SHARE**	
Blue Earth County	$	15,857
City of Mankato	$	15,439
Nicollet County	$	5,007
City of North Mankato	$	5,425
District 7 MnDOT	$	15,000
TOTAL 2026 Local Payments	**$**	**56,728**

Contact MAPO staff with any questions.

Attachments:

1. Modified 2026 UPWP

Mankato/North Mankato Area Planning Organization (MAPO)

2026 (& 2027 Draft) Unified Planning Work Program

Recommended for Adoption by the MAPO Technical Advisory Committee
August 21, 2025

Adopted by the MAPO Policy Board
September 4, 2025

Modified November 4, 2025

Copies available at MAPO offices:
10 Civic Center Plaza
Mankato, MN 56001

website: www.mnmapo.org
phone: (507) 387-8389
Twitter: @MinnesotaMAPO

2026 Unified Planning Work Program (UPWP)

for the

Mankato/North Mankato Area Planning Organization (MAPO) the Metropolitan Planning Organization for the Mankato/North Mankato, MN area

All questions, comments or requests for documents and services may be directed to:

Mark Konz, Executive Director
Phone: (507) 387-8613
Email: mkonz@mankatomn.gov

or

Shawn Schloesser, City of Mankato Associate Director - Transportation Planning Services
Phone: (507) 387-8655
Email: sschloesser@mankatomn.gov

or

Chris Talamantez, Transportation Planner
Phone: (507) 387-8389
Email: ctalamantez@mankatomn.gov

at:

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

This work program and other MAPO documents, meeting minutes and agendas, and other information may also be obtained online at www.mnmapo.org.

To request this document in an alternative format, please contact

Chris Talamantez at (507)387-8389 or ctalamantez@mankatomn.gov

This Unified Planning Work Program is funded in part through funds from the Federal Highway Administration, Federal Transit Administration, U.S. Department of Transportation, Minnesota Department of Transportation, and local funds. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation or other funding agencies.

Contents

MAPO Organization Background

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 metropolitan transportation planning process.

MAPO Representation

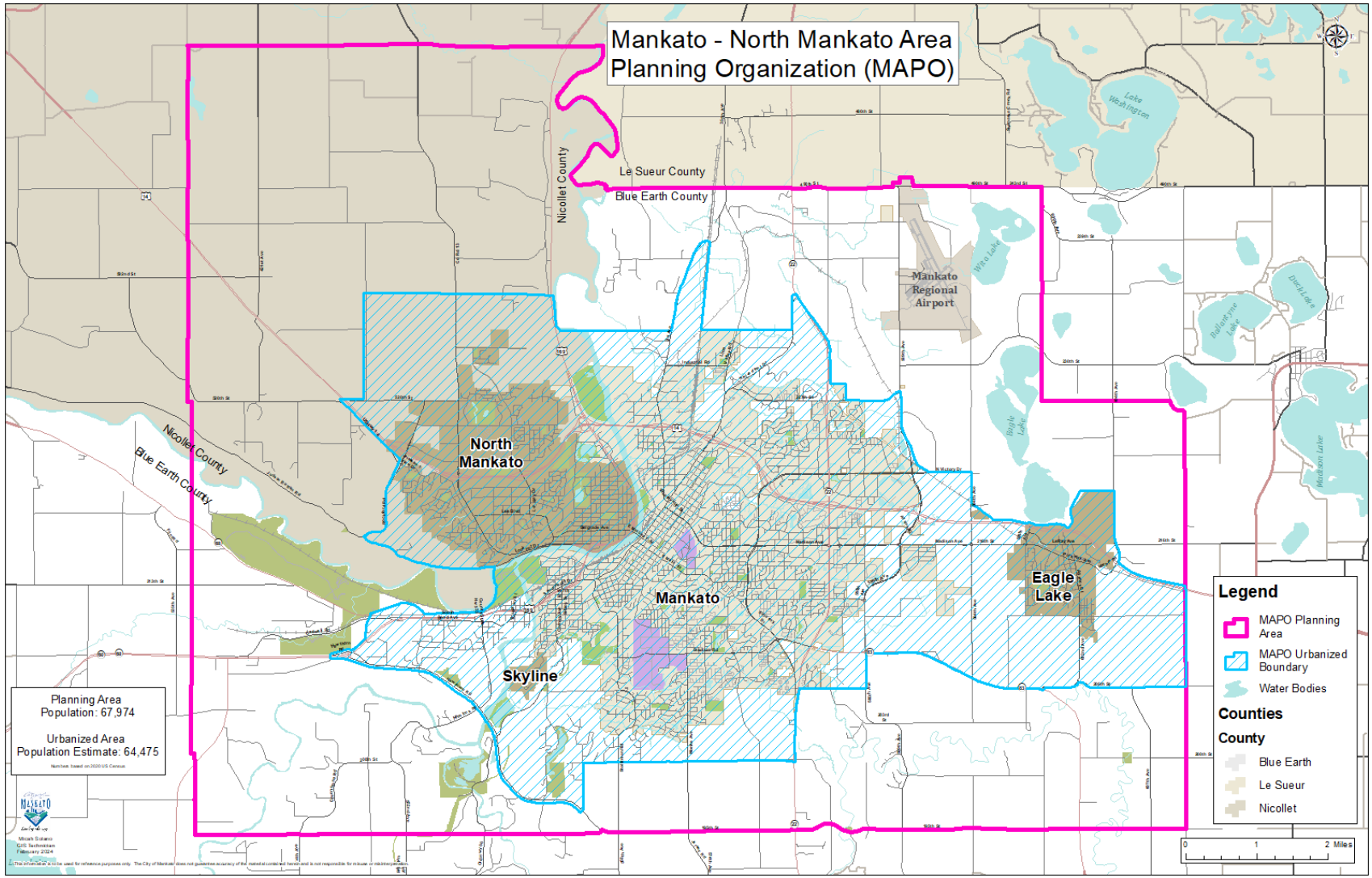
MAPO is represented by the following units of government:

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), Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and other plans and studies prepared by MAPO.


Mankato - North Mankato Area
Planning Organization (MAPO)
Le Sueur County
Blue Earth County
Nicollet County
Nicollet County
Blue Earth County
Mankato Regional Airport
North Mankato
Mankato
Skyline
Eagle Lake
Planning Area
Population: 67,974
Urbanized Area
Population Estimate: 64,475
Legend
MAPO Planning Area
MAPO Urbanized Boundary
Water Bodies
Counties
County
Blue Earth
Le Sueur
Nicollet
0 1 2 Miles

Policy Board, Technical Advisory Committee, and Staff

Policy Board

City of Eagle Lake – John Whitington
City of Mankato – Mike Laven
City of North Mankato – James Whitlock
Blue Earth County – Mark Piepho
Nicollet County – Jack Kolars
MAPO Townships – Dan Rotchadl

Technical Advisory Committee

Blue Earth County Engineer – Ryan Thilges
Blue Earth County Planning Staff – John Considine III
Nicollet County Engineer – Seth Greenwood
Nicollet County Planning Staff – John Zehnder
Mankato Interim Director of Public Works/Engineering – Karl Keel
Mankato Planning Coordinator – Molly Westman
North Mankato Community Development Director – Michael Fischer
North Mankato City Engineer – Dan Sarff
Eagle Lake City Administrator – Jennifer Bromeland
Skyline Council Member – Paige Attarian
Belgrade Township – Vacant
LeRay Township – Kurt Anderson
Lime Township – Christine Skarpohl Gregory
Mankato Township – Scott Morgan
South Bend Township – June Lonnquist
Mankato Transit System – Shawn Schloesser
Mankato Area Public Schools (District 77) – Scott Kaminski
MnDOT District 7 – Sam Parker
Minnesota State University, Mankato – Paul Corcoran
Region Nine Development Commission – Joel Hanif

Staff

Mark Konz, Executive Director
Shawn Schloesser, Associate Director – Transportation Planning Services
Chris Talamantez, Transportation Planner

Adopting Resolution

RESOLUTION OF THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION ADOPTING THE 2026 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Mankato/North Mankato Area Planning Organization (MAPO) was created as the Metropolitan Planning Organization 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 MAPO adopts the 2026 Unified Planning Work Program; and

NOW, THEREFORE, BE IT FURTHER RESOLVED: that the Chair of the Policy Board and Executive Director are authorized to execute all State and Federal Grant agreements, contracts and any associated amendments relating to the funding and implementation 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 fourth (4th) day of September 2025 as shown by the minutes of said meeting in my possession.

Chair — Date 9/4/25

Executive Director — Date 9/4/25

Introduction

The 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 Metropolitan Transportation Plan (MTP).

This document represents the UPWP for MAPO and was developed with input and cooperation of the local governments, agencies, and the public through the MAPO Technical Advisory Committee and 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 residents, businesses, and all who visit the region.

Purpose of the 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 2026 and illustrative activities for 2027.

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 FHWA, FTA, Minnesota Department of Transportation (MnDOT) and MAPO member organizations. Work activities are informed by the MAPO MTP.

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 United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.**
    - Use the adopted MTP 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 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 MTP and State and Federal safety requirements.
    - Planning for increased safety as a goal of every study.

3. **Increase the security of the transportation system for motorized and non-motorized users.**
    - MAPO staff will 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 Partnership (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.
    - Facilitate planning studies that promote security for all users.

4. **Increase the accessibility and mobility of people and for freight.**
    - Work with partners to implement recommendations of local ADA transition plans.
    - Continue development and identification of needs through the Metropolitan Transportation Plan Update and ADA Transition Plan.
    - Assist local Transit providers in the review of their development plans and transportation improvement plans.
    - 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 conducting planning studies to inform the implementation of Mankato's and North Mankato's Complete Streets Plans to promote non-motorized usage and promote 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 throughout the State, for people and freight.**
    - Include multimodal components when developing the Metropolitan Transportation Plan update.
    - Include multimodal components as appropriate during transportation studies.

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 MTP 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 MTP and local, State, and Federal stormwater requirements.

10. **Enhance travel and tourism.**
    - MAPO staff will assist in conducting planning studies to inform the 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 at the beginning of this document.
The following agreements governing the operation of MAPO are available on the MAPO website.

- Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area
    - https://mnmapo.files.wordpress.com/2018/06/executed-copy-of-joint-powers-agreement.pdf

- Host Agency Operating Agreement
    - https://mnmapo.files.wordpress.com/2020/10/hostagencyagreement.pdf

- Memorandum of Understanding between the Minnesota Department of Transportation, MAPO, and the Public Transit Operator
    - https://mnmapo.files.wordpress.com/2018/06/mapo-transit-mndot-performance-planning-mou.pdf

Document Organization

The Unified Planning Work Program is organized into three chapters:

Chapter 1 provides a summary of 2026 and illustrative 2027 activities.

Chapter 2 details the work activities that will be undertaken in 2026 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 Other Services & Commodities

Chapter 3 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 Activities

During the 2025 calendar year MAPO provided regional transportation planning coordination for partner agencies, including studies of the Highway 14 corridor, Lee Boulevard Corridor, Balcerzak Drive Corridor, and the Metropolitan Transportation Plan update.

2026 Activities

The primary work activities are:

- Development of Transportation Improvement Program (TIP)
- Coordination of the Carbon Reduction Program in the MAPO adjusted urbanized area
- Highway 14 corridor study from CSAH 12 to Lookout Drive
- CSAH 16 (Stoltzman Road) Study from Riverfront Drive to 1000' south of the Pleasant Street intersection
- Review the complete streets plans for Mankato and North Mankato
- 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
- Upkeep and maintenance of MAPO website
- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts
- Complete 2027 & 2028 Unified Planning Work Program.
    - Note: the 2027 UPWP requires approval. The 2028 UPWP is conceptual.
- Continued involvement in the Transportation Alternatives (TA) program, Surface Transportation Program (STP), and Safe Routes to School (SRTS) program by assisting MAPO member jurisdictions, reviewing, and ranking as needed
- Provide technical assistance and resources to Mankato Transit System (MTS) on as-needed basis
- Provide staff technical assistance and coordination with member agencies regarding the Safe Streets and Roads for All program
- Work with the Region Nine Development Commission and serve on R9 Transportation Advisory Committee
- Coordinate with South Central Area Transportation Partnership, MnDOT District 7, and MnDOT in reviewing and recommending projects
- Review and update MAPO administrative documents as needed
- Project management and coordination with consultants on various studies

MAPO staff will coordinate with area partners and the MAPO TAC and Policy Board to prioritize future studies, including staffing adjustments and projects for the 2027 program year.

Chapter 2: Program Areas and Subtasks

MAPO breaks the UPWP into five Program Areas to be completed in each of the calendar years covered by this UPWP.

- 100 Program Support & Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Program Development & TIP Development
- 500 Other Services & Commodities

Each Program Area has identified an objective, a budget, and sub-task(s).

100 Program Support and Administration

Activity Budget and Funding Source Split for Program Area 100 - Program Support & Administration	
Funding Source	2026 Amount
Consolidated Planning Grant (CPG)	$76,955.99
State and Local Funds	$21,172.32
Total	$98,128.31

2026 Staff Hours: 1,374 Budget: $98,128

Objective

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) 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 (745 staff hours) 51001

Program support activities keep the Policy Board, TAC, 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, minutes and notices for MAPO meetings.
- Review and update administrative Plans as needed.
- Invoice local share dues.
- Attend and present information on the current projects and other MAPO updates to partner agency City Council and County Board meetings as requested.
- Attend and present information on the current projects and other MAPO updates to the City Councils of Eagle Lake, Mankato, North Mankato, and Skyline as requested.

Unified Planning Work Program (UPWP) (105 staff hours) 51002

The UPWP is updated annually in consultation with the MnDOT, FTA, 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 2027-2028 UPWP.
- Midyear and other UPWP related reviews with MnDOT, FHWA and FTA.
- Prepare budgets and quarterly progress reports.
- Coordinate with area partners on work items to include in the next UPWP.
- Prepare independent cost estimates and draft requests for proposals for budgeting purposes as part of UPWP development.

Training and Travel (130 staff hours) 51003

Travel to MPO Directors' meetings, training, workshops and other professional development activities:

- Staff time to MPO Director Meetings.
- Staff time to attend conferences, trainings, or other professional development activities.
- Staff time to attend statewide and district functions or workshops relevant to MAPO.

Information Technology (City of Mankato) (130 staff hours) 51004

MAPO maintains a website that hosts current administrative documentation, Technical Advisory Committee and Policy Board packets, and provides opportunity for public involvement. The MAPO website also archives previous planning documents and meeting packets. Activities in this section maintain and build the MAPO website:

- Post meeting packets, minutes, and other materials to MAPO website.
- Continued work with the City of Mankato's Information Technology and Public Information Departments to build and expand the MAPO website.
- Continued development of GIS database and services for MAPO area.
- Explore and implement new technologies and methods to enhance public participation and engagement with MAPO.
- Geographic Information System (GIS) support services

Program Expenses (300 staff hours) 51005

Program expenses are the costs associated with organizational upkeep and administration, including staff vacation, sick and holiday time.

<u>Process and Timeline to Completion:</u>

- *The 2027-2028 Unified Planning Work Program will be drafted during 2026 and adopted by September of 2026.*
- *The activities in this section will generally be completed in the 2026 calendar year.*

200 Long-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 200 - Long Range Planning	
Funding Source	**2026 Amount**
Consolidated Planning Grant (CPG)	$1,488.27
State and Local Funds	$409.46
Total	$1,897.73

2026 Staff Hours: 27 2026 Budget: $1,898

Objective

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

Long Range Transportation Planning Expenses (750 staff hours) 52001

Activities include MTP development and updating, analysis, inquiry response, and presentations as needed, and maintaining and using the travel demand model.

Process and Timeline to Completion:

- *Ongoing efforts to maintain, analyze, report on, and update the Metropolitan Transportation Plan.*
- *Ongoing efforts to maintain and use the Travel Demand Model*

300 Short-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 300 - Short Range Planning	
Funding Source	2026 Amount
Consolidated Planning Grant (CPG)	$243,955.78
State and Local Funds	$68,725.52
Claiming Local Match Waiver	$80,000.00
Total	$392,681.30

2026 Staff Hours: 970 2026 Budget: $392,681 (staff hours & consultant costs)

Objective

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

Short-Range Local Planning Assistance (850 staff hours) 53001

Local Planning Assistance includes initiation and development of plans and studies associated with the local transportation system. Activities include but are not limited to collecting data, coordinating and attending meetings, reviewing documents, processing consultant payments, and public engagement. Local planning assistance activities advance the goals of the Metropolitan Transportation Plan.

Activities

- Manage consultant studies.
- Assist local partners with localized transportation planning efforts as needed
- Work with partners on future local planning studies as identified by the MAPO TAC and Policy Board
- Notify MAPO partner agencies of funding program and solicitation opportunities including but not limited to, Transportation Alternatives Program (TA), Surface Transportation Program (STP), Safe Routes to School (SRTS), Carbon Reduction Program (CRP).
- Assist Mankato Transit System with relevant projects, plans, and initiatives.
- Serve on Region Nine Development Commission's Transportation Advisory Committee; provide technical assistance, present information on MAPO projects, and serve as liaison between agencies.
- Assist with relevant general transportation topics
- Collaborate with the Blue Earth County and Nicollet County. Includes technical assistance/support, presentations and outreach for MAPO projects and programming.

Consultant Studies

CSAH 16 (Stoltzman Road) Corridor Study

In partnership with Blue Earth County, the City of Mankato and Independent School District 77, this study will evaluate CSAH 16 from Riverfront Drive to 1000' south of Pleasant Street, and guide future reconstruction by identifying a recommendation from a range of alternatives to develop a vision for the corridor.

- Total project cost: $75,000.
- Amount claiming complete streets local match waiver: $30,000
- Local match: $9,000
- Anticipated completion: December 2026

Highway 14 corridor study (Lookout Drive to CSAH 12)

In partnership with MnDOT District 7, Mankato, North Mankato, and Blue Earth County this study is evaluating the Highway 14 corridor from Lookout Drive to CSAH 12, assessing the existing conditions, safety considerations, existing and future traffic volumes, and interchange design. Study will prepare the corridor for future reconstruction by identifying a recommendation from a range of alternatives to develop a vision for the corridor. The total cost of this project exceeds what MAPO can cover with the funds available in 2026 UPWP. MnDOT has agreed to cover the remaining balance. The project will continue in 2027.

- Total project cost: $800,000
- MAPO project cost: $350,000 ($250,000 in 2026 and $100,000 in 2027)
- Amount claiming complete streets local match waiver $50,000 in 2026. Amount for 2027 to be identified at a later date.
- Local match: $63,000 ($43,000 in 2026 and $20,000 in 2027)
- Anticipated completion: November 2027

State Planning Assistance (120 staff hours) 53002

- State planning assistance includes coordination with agencies whose jurisdiction is outside of the MAPO planning boundary. Activities include meetings, document review, and shared plan and study development with MnDOT or other agencies whose activities impact MAPO's transportation system.

Activities

- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts; reviewing statewide and district plans and projects, attending open houses, supporting outreach and other communication efforts.
- Present functional classifications changes to MAPO TAC and Policy Board.
- Coordinate updates to MAPO's functional classification.
- Attend meetings related to MPO functions for local advocacy groups and transportation partnerships.

<u>Process and Timeline to Completion:</u>

- The above referenced planning activities are anticipated to occur within the 2026 calendar year.

400 Program Development

Activity Budget and Funding Source Split for Program Area 400 - Program Development	
Funding Source	2026 Amount
Consolidated Planning Grant (CPG)	$16,572.49
State and Local Funds	$4,559.46
Total	$21,131.95

2026 Staff Hours: 305 2026 Budget: $21,132

Objective

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

Inter-Agency State 54002 (75 hours)

Inter-Agency State activities include partnership and collaboration with MnDOT to jointly develop the TIP and ATIP and district-wide funding solicitation efforts.

Activities

- Review of Letters of Intent for Transportation Alternative Program (TA).
- Interview TA program applicants.
- Assist with Highway Safety Improvement Program (HSIP) solicitation.
- Provide staff recommendation and input for submitted projects.
- Review and rank District 7 Surface Transportation Program (STP) project proposals.
- Review and recommend projects for inclusion in the ATIP and STIP.
- Attend ATP meetings.
- Provide updates to the MAPO TAC and Policy Board on STIP projects that fall within the MPO planning boundary.

Inter-Agency Local 54003 (230 hours)

Inter-Agency Local includes activities that develop the MAPO Transportation Improvement Program (TIP). The TIP is a federally mandated document prepared annually containing transportation projects that are scheduled for federal funding over the next four years in the metropolitan planning area. MAPO promotes programs and projects to meet the needs of the regional transportation network.

Activities

- Provide public notice of TIP public comment period.
- Solicit and prioritize candidate projects and assist MnDOT Central Office and MnDOT District 7 as a member of ATP subcommittees

- Ensure that federal investments are tied to planning, priorities, and policies as defined in the MAPO's MTP
- Conduct a Community Impact Assessment analysis for TIP projects
- Ensure the TIP document is fiscally constrained
- Develop the TIP document:
    - Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning process
    - Perform TIP public engagement activities per the MAPO Public Participation Plan
    - Send approved TIP to federal and state oversight agencies
    - Amend and/or modify the TIP as necessary per the Public Participation Plan
- Coordinate with the Mankato Transit System on transit projects, complete streets activities, and performance measures
- Collaborate with MnDOT for consistency between the TIP and the STIP
- Coordinate with District 7 ATP

<u>Process and Timeline to Completion:</u>

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

500 Other Services and Commodities

Activity Budget and Funding Source Split for Other Services & Commodities	
Funding Source	2026 Amount
Consolidated Planning Grant (CPG)	$13,488.90
State and Local Funds	$3,711.10
Total	$17,200.00

2026 Staff Hours: 0 2026 Budget: $17,200

Objective

Other Services and Commodities includes activities related to administration, overhead, and communications. This includes costs related to:

- Legal, Publication, & Advertising
- Telephone & Postage
- Direct expenses for Training, Travel & Conferences
- Printing
- Office Supplies (including software)
- Subscriptions & Memberships

Process and Timeline to Completion:

- The above-referenced items are paid on an as-needed basis over a given year.

Chapter 3: Strategic Plan

What follows is a summary of MAPO overall Strategic Planning as it relates to advancing and maintaining the MTP for the years 2026-2027. Prospective future studies will be solicited from partner members and approved by the Policy Board and are included below for illustrative purposes.

Major Program Activities	**2026**	**2027**
CSAH 16 Corridor Study	X	
Highway 14 corridor study – Lookout Dr to CSAH 12	X	X
Update Complete Streets Plan – Mankato/North Mankato	X	X
Assist with Transit Development Plan	X	X
Assist with Functional Classification Update	X	
Update Public Participation Plan	X	
Title VI Plan update		X

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

Appendix A: 2026 Program Activity Details & Budget Tables

Note: totals in appendices may be off by $1.00 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, inlcuding MAPO TAC and Policy Boards.		
	3. Prepare and distribute agendas and minutes for TAC and Policy Board meetings		
	4. Attend training, meetings, and conferences		
	5. Review and update MAPO administrative documents as needed		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	**$52,931**	**745**
Planning Work Program 51002	1. Prepare next UPWP and budget, including Independent Cost Estimates and Draft RFP's		
	2. Review with MnDOT, FHWA, local partners, and other agencies		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	**$7,210**	**105**
Training and Travel 51003	1. Travel to meetings including MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	**$9,086**	**130**
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support (7208)	$2,500	
	Total Staff Expenses	$9,086	**130**
	Total Expense - Information Tech & Website	**$11,586**	
Program Expenses 51005	1. Vacation, Sick and Holidays		
		~~$20,657~~	~~300~~
	Total Expense - Program Expenses	**$17,315**	**264**
Total Expenses - Program Support and Administration		**$98,128**	**1,374**
	200 Long-Range Planning*	**Budget**	**Staff Hours**
Plan Development 200.2	1. Collection of additional data in coordination with consultant		
	2. Coordination of TAC review of work & submittal of comments to consultant		
	3. Review Range of Alternatives Report		
	4. Review Recommended Future Networks and Implementation Report		
	5. Review compliance with MAP-21		
	6. Draft and finalize performance measurement targets - coordinate with MnDOT, FHWA		
	7. Work with consultant on preliminary draft document for plan adoption		
	Total Staff Costs - Long Range Plan Development		
	Total Expenses - Plan Development		
Public Participation 200.3	1. Public Input Meetings for Long Range Transportation Plan (2)		
	2. Organize and attend advocacy meetings with modal stakeholders		
	3. Website Posting of LRTP Draft Information and Social Media Management		
	4. Prepare document that summarizes comments received during public comment periods		
	Total Staff Cost - Public Participation		
	Total Expenses - Public Participation		
Long Range Planning 52001			
	Total Staff costs - Long Range Planning - MTP Update, maintenance, analysis, inquiry response, Transportation Demand Model use and maintenance.	$1,898	27
	Total Expenses - Long Range Planning	**$1,898**	
Total Expenses - Long Range Planning		**$1,898**	**27**
	300 Short-Range Planning	**Budget**	**Staff Hours**
	Consultant cost - Highway 14 Corridor - CSAH 12 to Lookout Drive (2 year project 2026 and 2027) Total MAPO Cost $???	$200,000	
	Highway 14 Corridor Study complete streets activities (claiming local waiver)	$50,000	
	Consultant cost - Stoltzman Road Corridor Study	$45,000	
	CSAH 16 Corridor Study complete streets activities (claiming local waiver)	$30,000	
	Assist MAPO partners with local transportation planning efforts as needed		
	Distribute and share relevant transportation materials & information/outreach		
	Staff Expenses	$59,529	850
	Total Expenses - Short Range Planning - Local	**$384,529**	
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts (various planning & work groups e.g. MnSHIP, District 7 Freight Plan, State Rail Plan, State Pedestrian Plan, etc.)		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Staffing Expenses - Short Term Planning - Interagency	$8,152	120
	Total Expenses - Short Range Planning - Interagency	**$8,152**	
	Total Staff Expenses - Short Range Planning	$67,681	
Total Expenses - Short-Range Planning		**$392,681**	**970**

2026 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		
	Total Expenses - Program Development - Interagency	**$5,762**	**75**
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP Community Impact Analysis		
	4. Consultation with Mankato Transit System, including assistance with Transit Development Plan (TDP)		
	5. TIP development		
	6. Coordination with District 7 ATP		
	7. Work with Region Nine RDC & serve on R9 Transportation Advisory Committee		
	8. Coordinate to make MAPO operations accessible e.g. language translation, hearing-impaired, etc.		
	9. Staff work on Safe Streets and Routes for All activities		
	Total Staffing Costs - Inter Agency Local	$15,370	230
	Total Expenses - Program Development - Interagency	**$15,370**	
Total Expenses - Program Development		**$21,132**	**305**

	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	$600	
	3210 Telephone & Postage	$500	
	3300 Training, Travel & Conferences (costs assocaited with travel expenses less staff time)	$4,000	
	3410 Printing	$2,000	
	2010 Office Supplies	$2,100	
	4330 Subscriptions & Memberships (including $1000 AMPO membership and $6,751 StreetLight license (FFY2026-2027) fee paid Oct. 2026)	$8,000	
Total Other Services & Commodities		**$17,200**	
Total Expenses and Staffing Hours for 2026		**$531,039**	**2,676**

*As noted within the 200 and 300 categories, Complete Streets activities are in support of Infrastructure Investment and Jobs Act (IIJA) Metropolitan Planning (PL) 2.5% Increasing Safe and Accessible Transportation Operations expenditure requirements. The amount based on the 2026 budget is $80,000.

2026 Program Budget and Detail

2026 UPWP Program Budget and Detail						
Funding Source	**Funds***	**Allocation of Funds**				
		100	**200**	**300**	**400**	
		Program Support	**Long Range Planning**	**Short Range Planning**	**Program Development**	**Other Services & Commodities**
MAPO Revenue						
Minnesota Federal Funds*	**$ 352,461**	$ 76,955.99	$ 1,488.27	$ 243,955.78	$ 16,572.49	$ 13,488.90
	80.00%					
Minnesota Federal Funds Claiming Local Match Waiver***	$ 80,000.00	$ -	$ -	$ 80,000.00	$ -	$ -
Local Match - Minnesota Federal Funds (local partner dues)*	**$ 46,265**	$ 10,101.52	$ 195.36	$ 32,022.51	$ 2,175.36	$ 1,770.60
	10.50%					
Minnesota State Funds*	**$ 41,850**	$ 9,137.48	$ 176.71	$ 28,966.43	$ 1,967.76	$ 1,601.62
	9.50%					
Local Match - Minnesota State Funds (local partner dues)**	**$ 10,463**	$ 1,933.32	$ 37.39	$ 7,736.58	$ 416.34	$ 338.87
	1.97%					
Federal, State,& Local Match w/o Local Match - MN State funds and Federal Waiver	**$ 440,577**	**$ 96,195**	**$ 1,860**	**$ 304,945**	**$ 20,716**	**$ 16,861**
Total Revenue	**$ 531,039**	**$98,128**	**$1,898**	**$392,681**	**$21,132**	**$17,200**
MAPO Staff Expenses						
Program Support & Administration	$ 98,128	$ 98,128				
Long Range Planning	$ 1,898		$ 1,898			
Short Range Planning	$ 67,681			$ 67,681		
Program Development	$ 21,132				$ 21,132	
Total Staff Salaries & Benefits	**$ 188,839**					
Commodities & Other Services						
Legal, Publication, & Advertising	$ 600					$ 600
Telephone & Postage	$ 500					$ 500
Training, Travel & Conferences	$ 4,000					$ 4,000
Printing & Publishing	$ 2,000					$ 2,000
Office Supplies (including software)	$ 2,100					$ 2,100
Subscriptions & Memberships	$ 8,000					$ 8,000
Consultant Services	$ 325,000	$ -	$ -	$ 325,000	$ -	$ -
Total Expenses	**$ 531,039**	**$ 98,128**	**$1,898**	**$ 392,681**	**$ 21,132**	**$ 17,200**
% of Total Program	100%	18.5%	0.4%	73.9%	4.0%	3.2%

* Percentages are of the Total Federal, State & Local match without local match for Minnesota State Planning Funds.

** Local match to Minnesota State Planning Funds. These are not part of the Federal Planning Fund match and do not contribute to the percentage match.

*** Eligible complete streets activities applying for a waiver from the 20% local match.

Federal Funds and Local Match

MAPO FY 2026 Unified Planning Work Program Budget - Federal Funds and Local Match					
UPWP Category	Project Title	Federal Funding Amount	Local Funding Amount (State and Local)	Complete Streets Waiver	Total Funding Amount
100	Program Support	$ 76,956	$ 21,172	$ -	$ 98,128
200	Long Range Planning	$ 1,488	$ 409	$ -	$ 1,898
300	Short Range Planning	$ 243,956	$ 68,726	$ 80,000	$ 392,681
400	Program Development	$ 16,572	$ 4,559	$ -	$ 21,132
500	Other Service & Commodities	$ 13,489	$ 3,711	$ -	$ 17,200
	Funding Totals	$ 352,461	$ 98,578	$ 80,000	$ 531,039
Source of Local Funds:					
	Minnesota State Funds		$ 41,850		
	Local Funds partner dues		$ 56,728		
	Funding Totals		$ 98,578		

2026 Local Share Amount (may vary by $1.00 due to rounding)

2026 LOCAL SHARE AMOUNT	
TOTAL 2026 Local Share	**$ 56,728**
UNIT OF GOVERNMENT	**LOCAL SHARE**
Blue Earth County	$ 15,857
City of Mankato	$ 15,439
Nicollet County	$ 5,007
City of North Mankato	$ 5,425
District 7 MnDOT	$ 15,000
TOTAL 2026 Local Payments	**$ 56,728**

Local Share Amount by Year (may vary by $1.00 due to rounding)

Local Share Amount by Year	2019	2020	2021	2022	2023	2024	2025	2026
Blue Earth County	$ 16,021	$ 16,455	$ 15,886	$ 24,371	$ 22,014	$ 16,658	$ 16,133	$ 15,857
City of Mankato	$ 15,599	$ 16,022	$ 15,468	$ 23,730	$ 21,435	$ 16,219	$ 15,708	$ 15,439
Nicollet County	$ 5,059	$ 5,196	$ 5,017	$ 7,696	$ 6,952	$ 5,260	$ 5,094	$ 5,007
City of North Mankato	$ 5,481	$ 5,629	$ 5,435	$ 8,337	$ 7,531	$ 5,699	$ 5,519	$ 5,425
MnDOT D7 contribution (169 and 14	-	$ 15,000	$ 57,580	$ -	-	$ -	$ 30,000	$ 15,000
Total	$ 42,160	$ 58,302	$ 99,386	$ 64,134	$ 57,932	$ 58,836	$ 72,455	$ 56,728

Complete Streets Budget Table

UPDATE

Draft 2027 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 distribute 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		
	Total Expense - Program Support	**$52,931**	**745**
Planning Work Program 51002	1. Prepare next UPWP and budget		
	2. Review with MnDOT, FHWA, local partners, and other agencies		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	**$9,078**	**125**
Training and Travel 51003	1. Travel to meetings including MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	**$13,105**	**130**
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Online Engagement for Variety of Transportation Projects and Topics - Every Voice		
	2. Geographic Information System Support (7208)	$8,000	
	Total Staff Expenses	$9,086	**130**
	Total Expense - Information Tech & Website	**$17,086**	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	**$20,687**	**300**
Total Expenses - Program Support and Administration		**$112,887**	**1,430**
	200 Long-Range Planning	**Budget**	**Staff Hours**
Long Range Planning 52001	Total Staff costs - Long Range Planning - MTP Update, maintenance, analysis, inquiry response, participation in transit development plan, Transportation Demand Model use and maintenance.	$1,995	28
	Total Expenses - Long Range Planning	**$1,995**	
Total Expenses - Long Range Planning		**$1,995**	**28**
	300 Short-Range Planning	**Budget**	**Staff Hours**
Short Range Planning - Local 53001	Consultant cost - Highway 14 Corridor - CSAH 12 to Lookout Drive (2 year project 2026 and 2027) Total MAPO Cost $500,000	$250,000	
	Update Complete Streets Plans - Mankato and North Mankato - internal work		
	Expand Complete Streets Plan to Township/County within Planning Area		
	Assist MAPO partners with local transportation planning data requests and support		
	Distribute and share relevant transportation materials & information/outreach (52002 staff coding)		
	Staff Expenses	$61,771	874
	Total Expenses - Short Range Planning - Local	**$311,771**	
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts (various planning & work groups e.g. District 7 Freight Plan, State Rail Plan, State Pedestrian Plan, etc.)		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	$10,955	150
	Total Expenses - Short Range Planning - Interagency	**$10,955**	
	Staff Expenses - Short Range Planning	$72,726	
Total Expenses - Short-Range Planning		**$322,726**	**1,024**

Draft 2027 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		
	Total Expenses - Program Development - Interagency	**$5,316**	**70**
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP Community Impact Analysis		
	4. Consultation with Mankato Transit System, including assistance with Transit Development Plan (TDP)		
	5. TIP development		
	6. Public Engagement for TIP including local project inclusion		
	7. Coordination with District 7 ATP		
	8. Work with Region Nine RDC & serve on R9 Transportation Advisory Committee		
	9. Coordinate to make MAPO operations accessible e.g. language translation, hearing-impaired, etc.		
	Total Staffing Costs - Inter Agency Local	$16,305	240
	Total Expenses - Program Development - Interagency	**$16,305**	
Total Expenses - Program Development		**$21,621**	**310**

	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	$600	
	3210 Telephone & Postage	$500	
	3300 Training, Travel & Conferences (costs assocaited with travel expenses less staff time)	$4,000	
	3410 Printing & Publishing	$2,000	
	2010 Office Supplies	$2,000	
	4330 Subscriptions & Memberships (including $1000 AMPO membership and $7,000 StreetLight license fee paid Oct.)	$8,000	
Total Other Services & Commodities		**$17,100**	
Total Expenses and Staffing Hours for 2026		**$476,329**	**2,792**

Appendix B: MAPO Meeting Locations, Times & Contact Information

Policy Board meetings

MAPO Policy Board meetings are typically held every other month on the first Thursday unless otherwise notified. Policy Board meetings are held in the Mankato Room (Mankato City Council Chamber), 1st 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 third Thursday unless otherwise notified. TAC meetings are held in the Minnesota River Room, 1st floor of the Intergovernmental Center (IGC) at 1:30 p.m., 10 Civic Center Plaza, Mankato, MN 56001.

Tentative 2026 MAPO meeting schedule. Meetings may be cancelled if there are no immediate action items.	
TAC meetings	**Policy Board meetings**
January 15	February 5
February 19	March 5
March 19	April 2
April 16	May 7
May 21	June 4
June 18	July 2
July 16	August 6
August 20	September 3
September 17	October 1
October 15	November 5
November 19	December 3

MAPO Contact information

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

Website
www.mnmapo.org

Executive Director
Mark Konz
(507) 381-8613
mkonz@mankatomn.gov

Twitter
@MinnesotaMAPO

Comment Dropbox
Those without access to telephone or email may submit paper comments to the dropbox located in front of the Intergovernmental Center at 10 Civic Center Plaza, Mankato, MN 56001. Please address paper comments to the Mankato/North Mankato Area Planning Organization.

Fax
(507) 388-7530

Appendix C: Revisions to the UPWP

MAPO will follow the guidance from MnDOT on revisions to the UPWP as follows. There are instances when an MPO may need to amend or modify its UPWP. UPWP revisions may be in the form of administrative modifications or formal amendments. Prior to initiating any changes, the MPO should consult with MnDOT's OTSM liaison and FHWA or FTA, as applicable, to determine if an amendment or modification is required and to discuss any other concerns or issues regarding the proposed change. The MPO, OTSM and FHWA or FTA will determine whether an administrative modification or formal amendment is required. MnDOT and FHWA or FTA will identify the information that needs to be included in the documentation.

An MPO cannot act (e.g., vote or pass a resolution) to amend its UPWP prior to federal approval of the UPWP.

FORMAL AMENDMENT

A formal UPWP amendment request is required for any of the following changes, in alignment with 2 CFR 200.308:

- Budget Changes
    - Any change that results in the addition of federal funds to the existing approved UPWP planning grant
    - Cumulative transfers over 10% of the total federal funds of the UPWP budget among separately budgeted work categories (e.g., if the UPWP budget is $500,000 of which $400,000 is federal funds, the 10% threshold is $40,000. Therefore $10,000 could move from category A to category B and $29,999 could move from category C to category D prior to a formal amendment needing to occur.)
    - Reduction in work that will equal or exceed 25% of the total project budget per task identified in the UPWP budget for the MPO (e.g., if the total UPWP budget is $500,000, but Task A's budget is $50,000, then if Task A reduces its budget by 25% or $12,500, then a formal amendment is needed.)
- Task Changes
    - Adding new work items not previously listed in the approved UPWP that are requested to use CPG funds. This may include the next calendar year's procurement related tasks.
    - Significant change in the scope of work for separately budgeted work categories, projects, elements or activities
    - Change in the scope or the objective of the programmed task or project
- Changes to Who Performs the Activities and Tasks
    - Addition or removal or change of consultant activities if these actions were not identified in the approved UPWP.
    - Change from consultant to perform activities to internal MPO staff specified to complete the task or project.

FORMAL AMENDMENT REQUEST

The following actions, in order, are required prior to any work being done or funds expended when a formal UPWP amendment is required.

1. Approval from the MPO policy board prior to submitting the request to MnDOT for approval
2. Approval from MnDOT OTSM
3. Approval from FHWA or FTA

A formal UPWP amendment request must include:

- Completed UPWP Amendment form
    - Use the most current version provided by MnDOT
- Redline version of updated UPWP with updated funding tables and work activity descriptions, as needed reflecting the changes
- Clean version of updated UPWP with updated funding tables and work activity descriptions, as needed reflecting the changes
- Resolution approving the amendment
- Memo detailing the changes and requesting approval

The formal UPWP amendment request and associated documentation must be submitted to MnDOT's OTSM requesting MnDOT's approval of the amendment and that MnDOT transmits the amendment with a recommendation to FHWA and/or FTA for final approval.

It is recommended that the MPO submit a draft of the proposed amendment to MnDOT's OTSM liaison and FHWA or FTA for review and comment prior to MPO Policy Board approval. MnDOT will review the request in consultation with FHWA and/or FTA. MnDOT and FHWA or FTA may request additional documentation. If approved, MnDOT will transmit its UPWP amendment approval to FHWA and/or FTA for federal approval. For new activities, added tasks or added budget, no work may begin on the activity until FHWA and/or FTA approval is received.

All formal amendments that include a request to amend the MPO's CPG to add or reduce federal funds must be submitted to MnDOT no later than August 31st of the effected calendar year. MnDOT cannot guarantee CPG amendments will be processed for requests received after August 31st. MnDOT must have available obligation authority to add funds to a grant.

ADMINISTRATIVE MODIFICATIONS

Administrative modifications to the are required for any of the following changes:

- Technical or editorial corrections are made to an approved UPWP
- Changes to the approved UPWP do not meet the thresholds for a formal UPWP amendment, but documentation is needed.
- Transfers under 10% of the total federal funds of the UPWP budget among separately budgeted work categories (e.g., if the UPWP budget is $500,000 of which $400,000 is federal funds, the 10% threshold is $40,000. Therefore $10,000 could move from category A to category B and $29,999 could move from category C to category D with an administrative amendment.)

- Reduction in work of the overall task is greater than $5,000 or the reduction in work of the overall task is greater than 10% but is less than 25% of the total project budget per task identified in the UPWP budget for the MPO (e.g., if the total UPWP budget is $500,000, but Task A's budget is $50,000, then if Task A reduces its budget by 25% or $12,500, then there would need to be a formal amendment.)

Administrative Modification Request

When an administrative modification is anticipated, MAPO will coordinate with MnDOT's OTSM liaison to confirm the modification is required. MAPO staff will provide a memo detailing the changes, and the reasons for the changes to the MnDOT OTSM liaison and the Technical Advisory Committee and Policy Board of modifications during their next meetings.

DEPARTMENT OF TRANSPORTATION

Minnesota MPO Unified Planning Work Program Checklist

MPO: Mankato/North Mankato Area Planning Organization UPWP website: MNMAPO.org

MPO Contact name: Mark Konz Phone: 507-387-8613 Email: mkonz@mankatomn.com

UPWP time period: 1/1/2026 to 12/31/2026

The table below identifies information that should be covered by the MPO's Unified Planning Work Program (UPWP). UPWPs are regulated under 23 CFR 450.308, 23 CFR 420, and FTA Circular C8100.1D. Complete the requested information as applicable.

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
420.111	Cover Page	Include MPO name	(Yes)/ No	Cover	
		Include calendar years covered by the UPWP	(Yes)/ No	Cover	
450.308(c)	Title Page	Include MPO name	(Yes)/ No	Title page	
		Include calendar years covered by the UPWP	(Yes)/ No	Title page	
		Identify MPO contact person, including name, phone number and email address	(Yes)/ No	Title page	
		Identify the agencies providing funds for the UPWP; Option to include agency logos for easier identification	(Yes)/ No	Title page	
		Include a USDOT disclaimer noting that the document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation	(Yes)/ No	Title page	
Best practice	Introduction	Include a table of contents	(Yes)/ No	Table of Contents	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
		Include a fully executed MPO resolution approving the UPWP	(Yes) / No	4	Resolution not signed yet
		Include a fully executed federal self-certification document	(Yes) / No	5-7	
Best practice	Map	Include a map showing MPO urbanized boundary and the Planning Area boundary	(Yes) / No	2	
Best practice	Staff	List primary MPO staff by name and title	(Yes) / No	3	
Best practice	MPO membership	List of all policy board members, including names and affiliations	(Yes) / No	3	
		List of all technical advisory members, including names and affiliations	(Yes) / No	3	
		List of all technical committee(s) members, including names and affiliations (i.e., bicycle and pedestrian or harbor committees)	(Yes) / No	3	
450.308(b)	Previous year's accomplishments	Summarize the MPO's previous year's accomplishments. This may include major studies completed, number of TIP/MTP amendments, Title VI and Community Impact Assessment related activities etc.	(Yes) / No	9	
Best practice	Meetings	List all proposed policy board meeting dates	(Yes) / No	25	
		List all proposed technical advisory committee and all technical committee meeting dates	(Yes) / No	25	
		Include a note that meeting dates are subject to change	(Yes) / No	25	
450.308(c)	Federal Planning Factors	Discuss the planning priorities for the MPO and the ten federal planning factors	(Yes) / No	5-7	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
450.308(c); 420.111(b)(1)	Funding	Include a summary budget table which identifies participating agencies with respective funding commitments by task with line and column totals		Yes / No	21	
		Include a funding source table which lists current funding by program source for each task with totals		Yes / No	19-20	
		Include a funding summary table that shows: federal share by type of fund, matching rate by type of fund, state and/or local matching share, and other state and local funds		Yes / No	21	
420.113	Eligible Expenses	Include a cost allocation plan or link to MPO's cost allocation plan		Yes / No	10-17	
		Ensure all costs are eligible under the Metropolitan Planning funds		Yes / No	10-17	
450.308(c); 450.308(c); 420.111(b)(1)	Work Plan Elements Best practice examples: • Portland, OR - Oregon Metro 2022 UPWP • Omaha, NE - MAPA FY2021 UPWP • Southeastern Wisconsin MPO - SEWRPC 2022 Overall Work Program	Task Identification	Include task number and title	Yes / No	10-17	
		Purpose	Discuss the purpose of the work element and/or individual work item/activity with at least two objectives	Yes / No	10-17	
		Description	Include a brief description of each individual work item/activity in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work	Yes / No	10-17	
		Final product(s)	Identify in sufficient detail the resulting products	Yes / No	10-17	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
		Hours	Estimate the number of hours for work activities	(Yes) / No	10-17	
		Schedule	Include insufficient detail the schedule for completing the work (i.e., estimated milestone or benchmark dates as well as end dates)	(Yes) / No	10-17	
		Funding	• In sufficient detail estimate the proposed funding by major activity and task • In sufficient detail to indicate a summary of the total amounts and sources of Federal and matching funds • A description of work to be accomplished and cost estimates by activity or task	(Yes) / No	10-17	
		Completion date	Identify the anticipated completion date or note if ongoing activity; identify previous work if task is a continuing item	(Yes) / No	10-17	
450.316	Public Participation	Ensure work program follows MPO's public participation plan		(Yes) / No	16	
		Ensure work program elements include public participation components that are compliant with 23 CFR 450.316		(Yes) / No	16	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
		Ensure document is publicly accessible	Yes / No	Title page	Document hosted on MAPO website and available in alternative formats by contacting staff
Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.	Title VI	Ensure work program includes Title VI requirements	Yes / No		Plan adopted September 7, 2024 and is available on mnmapo.org
Executive Order 13166	Language Access Plan	Ensure document complies with Limited English Proficiency requirements	Yes / No	Cover page	
Americans with Disabilities Act Title II	ADA compliance	Ensure document is accessible	Yes / No	Cover page	
IIJA – new ruling	2.5% Safe & Accessible Fund set-aside	Identify Safe & Accessible Transportation Option set-aside activities are This needs to account for a minimum of 2.5% of the MPO federal funds	Yes / No	20	

MPO comments:

Meeting Date: February 5, 2025

AGENDA RECOMMENDATION
Agenda Heading: Informational: Carbon Reduction Program
No: 5.5

Agenda Item: Informational: Carbon Reduction Program

Recommendation Action(s): Informational

Summary: On December 2, 2025 MAPO announced funding opportunity through the Carbon Reduction Program for Federal Fiscal Year (FFY) 2028-2030.
The Carbon Reduction Program provides funding to support projects that will reduce carbon emissions. Available funding through the Carbon Reduction Program:

- FY 2028: $140,000
- FY 2029: $140,000
- FY 2030: $140,000

Eligible local partners may submit their applications to MAPO Staff

Applications must be submitted by Friday, January 30, 2026. MAPO Policy Board will make funding recommendations at their June 4, 2026 meeting. MAPO has been advised that there have been changes to the language in the Carbon Reduction Strategy, and eligibility for projects. The Carbon Reduction Program is part of the Infrastructure Investment and Jobs Act (IIJA) which is set to expire at the end of Federal Fiscal Year 2026 (September 30, 2026). Funding may not be available for projects in Federal Fiscal Years 2028, 2029, and 2030, if the Carbon Reduction Program is not included in the next Transportation Authorization.

The Carbon Reduction Program Additional information and eligible projects can be found on the MnDOT Carbon Reduction Program website.

Attachments
1. CRP application

CRP Application

MPOs or ATPs soliciting projects may use the application template provided below.[1]

Applicant information

Name of applicant organization: Click here to enter text.

Name of contact: Click here to enter text.

Contact address: Click here to enter text.

City: Click here to enter text. **State:** Click here to enter text. **Zip:** Click here to enter text.

County: Click here to enter text.

Phone: Click here to enter text. **Email:** Click here to enter text.

Project information

1. **Title of project:** Click here to enter text.
2. **Project location:** Click here to enter text.
3. **One sentence description of the work for which you are seeking support:** Click here to enter text.

Project readiness

4. **Provide the project timeline and milestones, including any relevant planning or engineering studies (250 words maximum).**

   Click here to enter text.

5. **Describe how the project can be completed in the given timeframe (250 words maximum).**

   Click here to enter text.

[1] Project selection teams may adapt the template based on regional needs, as long as the application remains consistent with the Carbon Reduction Strategy. An example of an adaptation includes adjusting the total points in the co-benefits scoring rubric to reflect regional priorities.

DEPARTMENT OF TRANSPORTATION

Project funding

6. **Amount of funding requested:** $Click to enter amount.
7. **Total project budget:** $Click to enter amount.
   Briefly explain the total estimated amount of funding needed for the project. Include the amount requested through this application and other sources.
   Click here to enter text.
8. **Identify the local match amount (minimum 20%):** $Click to enter amount.
9. **Identify the source of the local funds committed to the project (100 words maximum):**

   Click here to enter text.
10. **Total amount of additional federal funds obligated to the project already, if applicable:**

    Click here to enter text.

    Source of additional federal funds obligated to the project already, if applicable (100 words maximum): Click here to enter text.
11. **Which fiscal year(s) is the project interested in applying for?**

    Projects may submit for one or multiple funding years during this solicitation period.
    Check the fiscal year box or boxes in which you are submitting for funding.
    Carbon Reduction Program ☐ FY2028 ☐ FY2029 ☐ FY2030
12. **Is this project able to accept partial funding?** ☐ Yes ☐ No

Alignment with the Carbon Reduction Strategy

13. **Category of project from the Minnesota Carbon Reduction Strategy:**

    ☐ Electrification ☐ Travel options ☐ Low carbon infrastructure and system management
14. **Strategy associated with the project from the Minnesota Carbon Reduction Strategy:**
    Click here to enter text.
15. **Project type in the Minnesota Carbon Reduction Strategy that the project falls under:**
    Click here to enter text.
16. **Describe the work and how it reduces emissions (250 words maximum):**
    Click here to enter text.

Co-benefits of the project

17. **Which co-benefits are relevant to your project (check all that apply):**
    ☐ Economic opportunities ☐ Safety ☐ Access ☐ Resilience

Co-benefit: Economic opportunities

Describe how the project creates jobs and stimulates local economies. Highlight efforts to hire a diverse workforce and provide training and career development opportunities for all individuals. Showcase initiatives that improve access to commercial areas, making it easier for people to shop, dine and access services in their communities. Discuss efforts to prioritize projects that address historical disparities in economic opportunities and improve access to underserved areas. Provide any support data available that identify economic improvements in relationship to the project location.

500 words maximum

Click here to enter text.

Co-benefit: Safety

Describe how the project will improve real or perceived safety concerns in the community. These can be identified in a safety study or plan. If the safety concerns are not identified in a plan, they may be identified with an alternative approach, such as providing an aerial photo of the safety concern. Describe whether the project occurs in an area with high rates of motor vehicle serious injury or fatal crashes and/or areas with high rates of non-motorized serious injury or fatal crashes and whether the project has a safety component that addresses these challenges (See Appendix A).

500 words maximum

Click here to enter text.

Co-benefit: Access

Describe how the project improves non-motorized access and transit or shared mobility access to key destinations. This can include improvements that encourage these modes through both infrastructure and land use. Describe how the project improves travel efficiency (via driving, carpool or other methods) to key destinations and how the project improved traveler comfort. Focus on making transportation accessible to all, including individuals with disabilities, older adults, and families with young children. Highlight efforts to improve accessibility features, such as ramps, elevators, and tactile paving. If possible, include or attach a map identify key destinations the project will increase access to.

500 words maximum

Click here to enter text.

Co-benefit: Resilience

Describe how the project includes resilient infrastructure that can withstand climate change impacts. Emphasize how this project will protect all communities from extreme weather events and ensure long-term sustainability. Highlight the environmental benefits of reducing emissions and improving air quality for everyone. Also describe how this project supports active transportation.

500 words maximum

Click here to enter text.

Cost-Effectiveness of Emissions Reduction

The amount of CO_2e reduced and the cost-effectiveness are estimated using the Carbon Emissions Tool (CET) and associated CET Instructions and Tips. The total project cost is determined by the applicant. Further details regarding calculating the total costs of a project can be found in the CET. Similarly, the total emissions reduced is calculated for the whole project, not just a portion funded by the CRP. List your value for cost-effectiveness below in the units of Dollars/Metric Ton CO_2e reduced.

_____ Dollars/Metric Ton CO_2e reduced

Which project types were used to calculate the cost-effectiveness of emissions reduction and what were the Year 1 and cumulative emissions reductions for the project?

Applicant should attach a table or screenshot of the 'Results Summary' tab to the project application.

Project type: Click here to enter text.

Year 1 emissions reduced: Click here to enter text.

Cumulative emissions reduced: Click here to enter text.

Project type: Click here to enter text.

Year 1 emissions reduced: Click here to enter text.

Cumulative emissions reduced: Click here to enter text.

Appendices

Appendix A: Definition of high crash locations

High crash locations are generally defined and identified in local planning documents (e.g., roadway safety plans). There are online tools for identifying high-risk crash locations. Below are a few options, but others may be used as well with justification.

- Minnesota Crash Mapping Analysis Tool provides several analytical tools that allow users to assess crashes with 10-year rolling crash data. Applicants may need to coordinate with MnDOT District traffic staff to access the data.
- Suitability for the Pedestrian and Cycling Environment (SPACE) Tool combines many indicators, both sociodemographic and transportation related, that indicate the extent to which a community is suitable for active transportation (e.g., walking and bicycling). This tool is scored on a scale of 0 to 100, with 1 indicating the least suitable and 100 indicating the most suitable. One of the criteria for this tool is the safety risk of intersections for active transportation users. As an example, this can be used to showcase an area of high crash risk for non-motorized users. More details on SPACE tool use and score methodology can be found here.
- Safe System Approach Implementation Plan outlines an approach for MnDOT to integrate the Safe System Approach (SSA) into state programming and project delivery processes. The goal of SSA is to provide safe mobility for all road users based on the following six principles:
    1. *Death and serious injuries are unacceptable* – The SSA prioritizes eliminating fatal and serious injury crashes.
    2. *Humans make mistakes* – The transportation system can be designed, operated, and maintained to accommodate human mistakes.
    3. *Humans are vulnerable* – Transportation systems should accommodate the human body's vulnerability.
    4. *Responsibility is shared* – All stakeholders (including government agencies, transportation industry partners, and the public) are vital.
    5. *Safety is proactive* – Tools should be used to identify and address safety issues before crashes occur.
    6. *Redundancy is crucial* – If one part of the transportation system fails, the other parts still protect people.

    Five complimentary elements provide a holistic SSA to prevent and minimize harm caused by crashes: safe people, safe roads, safe speeds, safe vehicles and post-crash care. Serious injuries and death typically result when all five of those layers fail, so SSA looks to address one or more of those elements to prevent the loss of life or a serious injury if a crash does occur. More information can be found in the MnDOT Safe Systems Approach: Implementation Plan.

Appendix B: Funding targets

Area Transportation Partnership (ATP) Targets

Fiscal Year	Northeast MN ATP	Northwest MN ATP	Central MN ATP	West Central MN ATP	Southeast MN ATP	South Central MN ATP	Southwest MN ATP	Metro ATP
2027	$720,000	$388,000	$1,380,000	$510,000	$920,000	$580,000	$460,000	$540,000
2028	$600,000	$350,000	$1,300,000	$470,000	$888,000	$520,000	$480,000	$730,000
2029	$600,000	$350,000	$1,300,000	$470,000	$888,000	$520,000	$480,000	$730,000
2030*	$600,000	$350,000	$1,300,000	$470,000	$888,000	$520,000	$480,000	$730,000

Metropolitan Planning Organization (MPO) Targets

Fiscal Year	MIC	GFGEF	APO	Metro COG	ROCOG	MAPO	LAPC	Met Council	Met Council - D3
2027	$225,000	$18,000	$270,000	$108,000	$261,000	$144,000	$9,000	$6,480,000	$190,000
2028	$210,000	$20,000	$270,000	$110,000	$280,000	$140,000	$12,000	$6,600,000	$200,000
2029	$210,000	$20,000	$270,000	$110,000	$280,000	$140,000	$12,000	$6,600,000	**
2030*	$210,000	$20,000	$270,000	$110,000	$280,000	$140,000	$12,000	$6,600,000	**

MnDOT District Targets (Federal CRP funds only)

Fiscal Year	District 1	District 2	District 3	District 4	District 6	District 7	District 8	Metro District
2027	$700,000	$400,000	$800,000	$500,000	$800,000	$500,000	$400,000	$3,000,000
2028	$1,100,000	$600,000	$1,400,000	$800,000	$1,300,000	$900,000	$600,000	$5,100,000
2029	$600,000	$350,000	$1,300,000	$470,000	$888,000	$520,000	$480,000	$730,000
2030*	$600,000	$350,000	$1,300,000	$470,000	$888,000	$520,000	$480,000	$730,000

* Fiscal Year 2030 are not fully approved as of September 4, 2025. These values are a projection until Transportation Programming and Investment Committee (TP&IC) approves the targets later in 2025.

** Beginning in Fiscal Year 2029, Met Council and Central Area Transportation Partnership has agreed to spend funds across the area eliminating the need for the specific callout in Fiscal Year 2029 and Fiscal Year 2030.

Meeting Date: February 5, 2025

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

AGENDA RECOMMENDATION

Agenda Heading: Informational: Complete Street Plan update

No: 5.6

Agenda Item: Informational: Complete Streets Plan Update

Recommendation Action(s): Informational

Summary: Complete streets are streets that are designed and constructed to serve all users. The complete streets for the cities of Mankato and North Mankato were adopted in 2015 and 2016. Due to the age of the policies, MAPO staff intends to begin conversations with the Cities to inquire if there is interest in updating these plans. If local partners are interested, MAPO staff will work the City to create a team to review and revise the current complete streets policy and plan. Policy review would include a look at the current policy for appropriate language and processes, and up to date street treatments

Meeting Date: February 5, 2025

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

AGENDA RECOMMENDATION
Agenda Heading: Third Quarter 2025 Report
No: 5.7

Agenda Item: Third Quarter 2025 Report

Recommendation Action(s): Informational

Summary: Per the host agency agreement, the policy board is presented with a quarterly report including staff activities, projects status, and budget status. The Third Quarter Report 2025 attached.

Attachments:
1. Third Quarter 2025 Report

MAPO
MANKATO / NORTH MANKATO
AREA PLANNING ORGANIZATION

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2025 Planning Work Program Project Quarterly Report
(July – September 30, 2025)

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 MAPO projects and specific work activities during the referenced quarter. 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.

100 Program Support and Administration

-Staff assembled Quarter 2 - 2025 reporting and invoicing.

-Staff contributed directly to projects and managed consultants for studies included in 2025 UPWP including consultation with partner agencies and local stakeholders.

-Staff participated in the mid-year review with state and federal partners August 1, 2025.

-Prepare, assemble, and distribute meeting materials, develop and distribute public notices, set meeting room IT and logistical needs, and confirm quorum attendance for MAPO Technical Advisory Committee and MAPO Policy Board meetings.

-MAPO Technical Advisory Committee (TAC) meeting on August 21, 2025. Packet can be found here.

-MAPO Policy Board meeting on September 4, 2025. Packet can be found here.

-Staff reviewed website materials on biweekly basis and updated website as needed. Staff coordinated as needed with Public Information Department of City of Mankato to post MAPO content via City media. Staff communicated with City staff regarding MAPO web presence.

-Staff posted public input opportunity announcements and other relevant information to the website and "X" (Twitter).

-Staff prepared the 2026 Unified Planning Work Program (UPWP)

-Staff tabulated the results of the UPWP scoring and updated the 2026 UPWP.

-Staff coordinated with MnDOT and local partners in creating the scope of work for the projects selected for inclusion in the 2026 UPWP.

-Staff responded to various inquiries from the public regarding transportation issues and provided data to MAPO partners as requested.

-Staff facilitated communication between member jurisdictions related to use of the StreetLight application and provided results/data.

-Staff planned, coordinated and hosted in MPO Summer Conference on July 30 through August 1, 2025.

200 Long Range Planning

-Staff maintained Long Range Transportation Plan Update and answered related questions as needed.

-Conducted Bi-monthly MAPO Metropolitan Transportation Plan Project Management Team meetings.

-Staff reviewed Metropolitan Transportation Plan maps for updates.

-Staff opened the 30-day public comment period on September 22.

-Staff reviewed the Metropolitan Transportation Plan draft.

-Staff coordinated contract extension for the GHG modeling project.

-Staff compiled and provided data to the consultant for the regional greenhouse gas model

300 Short Range Planning and Technical Assistance

Local

- Highway 14 Corridor Study
    - Staff along with project members of the PMT attended bi-weekly meetings related to the project.
    - Staff participated in public open house at Eagle Lake City Hall on August 12, 2025.
    - Staff attended the Eagle Lake City Council meetings on July 14, and August 12 2025.
    - Staff reviewed the draft final report.
- Balcerzak Drive Corridor Study
    - Staff attended bi-weekly check-in meetings with the consultant.
    - Staff and PMT members participated in monthly PMT meetings on July 24, August 28, and September 24, 2025.
    - Staff coordinated and participated in stakeholder meetings with Mankato Transit on July 2, 2025 and with Mankato Fire staff on July 22, 2025.
    - Staff along with the PMT prepared and distributed public engagement materials.
    - Staff participated in the in-person open house on September 30, 2025.
    - Staff reviewed Balcerzak Drive Concepts memo.
- Lee Boulevard Corridor Study
    - Staff participated in bi-weekly check-in calls with the consultant.
    - Staff and PMT members participated in monthly Project Management Team meetings on July 9, August 14, and September 11, 2025.
    - Staff attended a public open house at the North Mankato Police Annex on August 7, 2025.
    - Staff and PMT members attended a pop-up engagement at music in the park in North Mankato on July 31, 2025.
    - Staff reviewed public engagement materials.
    - Staff reviewed draft report

State Planning Efforts

- Staff met with MnDOT staff on questions related to the Carbon Reduction Program.

- Staff participated in Minnesota Climate Action Framework Clean Transportation Sector-Based Conversation on July 8, 2025.

- Staff participated in Corridor Planning Prioritization Map Review with MnDOT Consultants on September 15, 2025.

400 Program Development

Interagency State

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

-Staff coordinated with MnDOT District 7 on amendments to the 2025-2028 STIP.

Interagency Local

-On August 15, 2025, staff attended the Region Nine Development Commission TAC in Mankato.

-Staff closed the public comment period for the 2026-2029 Transportation Improvement Program from June 16 through August 4.

-Staff participated in pop-up engagements for feedback on the TIP July 19, and July 30, 2025.

-Staff processed administrative modifications to the 2025-2028 Transportation Improvement Program.

-Staff published notice of and made formal amendments to the 2025-2028 Transportation Improvement Program. Reviewed by the TAC May 15, 2025, and approved by the Policy Board June 5, 2025.

Budget Summary Quarter 3, 2025 is below

FY 2025 Quarter 3		
UPWP Category	**Project Title**	**Total Amount**
100	Program Support	$23,216.14
200	Long Range Planning	$87,536.58
300	Short Range Planning	$75,748.19
400	Program Development	$3,517.44
	Subtotal	**$190,018.35**
Other Services and commodities		
Legal and Advertising		$193.67
Telephone and Postage		$63.77
Training, Travel, and Conferences		$450.00
Printing and Publishing		$146.53
Office Supplies (including software)		$20.43
Subscriptions and Memberships		$-
	Subtotal	**$874.40**
	Total Grant Eligible	**$190,892.75**

Q3 Third Party Contract Tracking

2025 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.

Mankato/North Mankato Area Planning Organization						Date range: 9/30/2025			
UPWP Task #	**Work Product/Contract Name**	**2025 Contract amount**	**Paid 2025**	**Date Contract Executed**	**2024 Contract paid**	**Expected Completion Date**	**Date Contract Closed**	**Percent Complete**	**Comments**
Long Range Planning 52001	Update to Metropolitian Plan (2024 & 2025 Project)	$164,995.90	$124,254.19	2/21/2024	$124,987.10	11/1/2025		75.31%	Complete Streets
Short Range Planning 53001	Highway 14 Corridor Study (2024 & 2025 Project)	$90,000.00	$86,488.46	2/14/2024	$149,934.49	12/31/2025		96.10%	
Short Range Planning 53001	Lee Boulevard Corridor Study	$60,000.00	$50,544.07	3/4/2025	N/A	12/31/2025		84.24%	
Short Range Planning 53001	Balcerzak Drive Corridor Study	$65,000.00	$43,876.58	2/25/2025	N/A	12/31/2025		67.50%	Complete Streets

Budget Reporting Tables

100 Program Support and Administration	Budget	Staff Hours	Q1 Hours	Q1 Dollars	YTD % of Budget	Q2 Hours	Q2 Dollars	YTD % of Budget	Q3 Hours	Q3 Dollars	YTD % of Budget
Program Support 51001	$41,640	575	214	$14,812.79	36%	130.5	$9,389.80	58%	145	$10,482.25	83%
Planning Work Program 51002	$7,097	105	0	$-	0%	5	$379.06	5%	61	$3,804.01	59%
Training and Travel 51003	$3,699	45	16	$1,305.88	35%	5	$429.50	47%	20.5	$1,986.37	101%
GIS System Support	$2,500			$620.34	25%		$859.30			$547.56	
Information Tech, GIS, & Website 51004	$6,478	90	8	$485.44	7%	0	$-	7%	15	$910.20	22%
Program Expenses 51005	$16,660	240	46.5	$3,610.35	22%	41	$2,639.20	38%	89	$5,485.75	70%
Total Expenses - Program Support and Administration	**$78,074**	**1,055**	**284.5**	**$20,834.80**	**27%**	**181.5**	**$13,696.86**	**44%**	**330.5**	**$23,216.14**	**74%**
200 Long-Range Planning*	**Budget**	**Staff Hours**									
Consultant Cost - Metropolitan Transportation Plan	$85,000			$7,972.59	9%		$5,556.86	16%		$21,455.62	41%
- MTP Complete Streets activities	$80,000			$16,521.00	21%		$15,300.18	40%		$57,447.94	112%
52001 Long-Range Planning Staff expenses	$50,704	750	177	$10,933.08	22%	150	$9,558.58	40%	132.5	$8,633.02	57%
Total Expenses - Long Range Planning	**$215,704**	**750**	**177**	**$35,426.67**	16%	**150**	**$30,415.62**	31%	**132.5**	**$87,536.58**	71%
300 Short-Range Planning	**Budget**	**Staff Hours**									
Consultant Cost - Lee Boulevard Corridor Study	$60,000			$-	0%		$23,405.41	39%		$27,138.66	84%
Consultant Cost - Balcerzak Drive Corridor Study	$42,000			$-	0%		$19,917.71	47%		$15,346.92	84%
-Balcerzak Drive Complete Streets activities	$23,000			$-	0%		$-	0%		$8,611.95	37%
Consultant cost - Highway 14 Corridor Study	$90,000			$35,533.21	39%		$39,393.46	83%		$11,561.79	96%
Cost - Aerial photography flyover services	$12,600			$-	0%		$12,600.00	100%			100%
53001 Sort-Range Local Planning Assistance - Staff expenses	$49,359	700	171.5	$10,959.09	22%	216.5	$13,934.71	50%	167	$11,926.61	75%
State Planning Efforts 53002	$8,023	120	4.5	$344.20	4%	6.5	$520.05	11%	15.5	$1,162.27	25%
Total Expenses - Short-Range Planning	**$284,982**	**820**	**176**	**$46,836.50**	**16%**	**223**	**$109,771.33**	**55%**	**182.5**	**$75,748.19**	**82%**
400 Program Development	**Budget**	**Staff Hours**									
Inter Agency - State 54002	$5,684	75	2	$171.80	3%	13.5	$858.61	18%	8	$712.72	31%
Inter Agency Local 54003	$10,491	155	12	$861.40	8%	80	$5,091.48	57%	45	$2,804.72	83%
Total Expenses - Program Development	**$16,175**	**230**	**14**	**$1,033.20**	**6%**	**93.5**	**$5,950.09**	**43%**	**53**	**$3,517.44**	**65%**
Other Services & Commodities	**Budget**	**Staff Hours**									
3040 Legal, Publication, & Advertising	$950			$84.67	9%		$119.00	21%		$193.67	42%
3210 Telephone & Postage	$500			$73.29	15%		$64.30	28%		$63.77	40%
3300 Training, Travel & Conferences (costs assocaited with travel expenses less staff time)	$4,200			$450.61	11%		$870.29	31%		$450.00	42%
3410 Printing & Publishing	$1,550			$-	0%		$65.35	4%		$146.53	14%
2010 Office Supplies	$4,100			$36.62	1%		$3,945.08	97%		$20.43	98%
4330 Subscriptions & Memberships (including $1000 AMPO membership and $6,555 StreetLight license fee paid Oct. 2025)	$7,600			$-	0%		$-	0%			0%
Total Other Services & Commodities	**$18,900**			**$645.19**	**3%**		**$5,064.02**	**30%**		**$874.40**	**35%**
Total Expenses and Staffing Hours for 2025	**$613,835**	**2,855**		**$104,776.36**	**17%**		**$164,897.91**	**44%**		**$190,892.75**	**75%**

Timesheet Details

Chris Talamantez, Transportation Planner

Start dat	Daily total	Activity/Reason	PL account	Fully Loaded Hourly Rat	Cost
7/1/2025	2.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	121.36
7/1/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
7/2/2025	6.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	364.08
7/2/2025	2.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	121.36
7/3/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/3/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
7/4/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
7/7/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
7/8/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	60.68
7/8/2025	5.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	303.4
7/8/2025	2.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	121.36
7/9/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/9/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
7/10/2025	8.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	485.44
7/11/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
7/11/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
7/14/2025	6.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	364.08
7/14/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
7/15/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
7/16/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/16/2025	4.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	242.72
7/17/2025	6.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	364.08
7/17/2025	2.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	121.36
7/18/2025	8.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	485.44
7/21/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/21/2025	2.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	121.36
7/21/2025	2.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	121.36
7/22/2025	8.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	485.44
7/23/2025	8.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	485.44
7/24/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/24/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
7/25/2025	6.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	364.08
7/25/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
7/28/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/28/2025	4.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	242.72
7/29/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
7/29/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
7/30/2025	8.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	485.44
7/31/2025	8.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	485.44
8/1/2025	8.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	485.44
8/4/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
8/5/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
8/6/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
8/7/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
8/8/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
8/11/2025	8.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	485.44
8/12/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
8/12/2025	10.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	606.8
8/13/2025	8.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	485.44
8/14/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
8/14/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
8/15/2025	4.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	242.72
8/18/2025	8.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	485.44
8/19/2025	8.00	D330-51002 (MPO PLANNING WORK)	51002-Salary- - (MPO Planning Work Prog	60.68	485.44
8/20/2025	8.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	485.44
8/21/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
8/21/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	242.72
8/22/2025	2.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	121.36
8/22/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
8/22/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
8/25/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
8/26/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
8/26/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
8/27/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
8/27/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
8/28/2025	4.00	D330-51004 (MPO IT/WEBSITE)	51004-Salary- - (MPO I.T / Website Salaries)	60.68	242.72
8/28/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
8/29/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
8/29/2025	6.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	364.08
9/1/2025	8.00	D330-51005 (MPO PROGRAM EXPENSE)	51005-Salary- - (MPO - Program Expense	60.68	485.44
9/2/2025	6.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	364.08
9/2/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
9/3/2025	1.00	D330-51004 (MPO IT/WEBSITE)	51004-Salary- - (MPO I.T / Website Salaries)	60.68	60.68
9/3/2025	5.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	303.4
9/3/2025	2.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	121.36
9/4/2025	1.00	D330-51004 (MPO IT/WEBSITE)	51004-Salary- - (MPO I.T / Website Salaries)	60.68	60.68
9/4/2025	2.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	121.36
9/4/2025	5.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	303.4
9/4/2025	3.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	182.04
9/5/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	60.68
9/5/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
9/8/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	60.68
9/8/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/8/2025	3.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	182.04
9/9/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
9/9/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/10/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
9/10/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/11/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
9/11/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/12/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	60.68
9/12/2025	3.00	D330-51004 (MPO IT/WEBSITE)	51004-Salary- - (MPO I.T / Website Salaries)	60.68	182.04
9/12/2025	4.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	242.72
9/15/2025	7.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	424.76
9/15/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	60.68
9/16/2025	4.00	D330-51004 (MPO IT/WEBSITE)	51004-Salary- - (MPO I.T / Website Salaries)	60.68	242.72
9/16/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/17/2025	2.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	121.36
9/17/2025	6.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	364.08
9/18/2025	6.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	364.08
9/18/2025	2.00	D330-51004 (MPO IT/WEBSITE)	51004-Salary- - (MPO I.T / Website Salaries)	60.68	121.36
9/19/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
9/19/2025	6.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	364.08
9/22/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
9/22/2025	6.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	364.08
9/23/2025	4.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	242.72
9/23/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/24/2025	4.00	D330-53002 (MPO STATE PLANNING)	53002-Salary- - (MPO - State Planning Salaries)	60.68	242.72
9/24/2025	4.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	242.72
9/25/2025	4.00	D330-53002 (MPO STATE PLANNING)	53002-Salary- - (MPO - State Planning Salaries)	60.68	242.72
9/25/2025	4.00	D330-54003 (MPO INTER AGENCY LOCAL)	54003-Salary- - (MPO - Inter Agency Lolal Salar)	60.68	242.72
9/26/2025	6.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	364.08
9/26/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	60.68	121.36
9/29/2025	8.00	D330-52001 (MPO METRO TRANS PLANNING)	52001-Salary- - (MPO - Transit Dev Pla Salaries)	60.68	485.44
9/30/2025	10.00	D330-53001 (MPO LOCAL PLANNING)	53001-Salary- - (MPO - Local Planning Salaries)	60.68	606.8

Timesheet Details

Shawn Schloesser, Associate Director Transportation Planning

Start dat	Time logge	Activity/Reason	PL account	Fully Loaded Hourly Rat	Cost
7/1/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
7/3/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	178.18
7/3/2025	1.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	89.09
7/7/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/8/2025	1.50	D330-53002 (MPO STATE PLANNING)		89.09	133.635
7/9/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
7/11/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/15/2025	0.50	D330-53001 (MPO LOCAL PLANNING)		89.09	44.545
7/16/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/16/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
7/17/2025	1.00	D330-51002 (MPO PLANNING WORK)		89.09	89.09
7/18/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/21/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/22/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
7/24/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
7/25/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/28/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
7/29/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
7/30/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	356.36
7/30/2025	4.00	D330-53002 (MPO STATE PLANNING)		89.09	356.36
7/31/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	356.36
7/31/2025	4.00	D330-54002 (MPO INTER AGENCY STATE)		89.09	356.36
8/1/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	356.36
8/1/2025	4.00	D330-54002 (MPO INTER AGENCY STATE)		89.09	356.36
8/4/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
8/4/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
8/7/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
8/11/2025	3.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	267.27
8/11/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
8/12/2025	2.00	D330-53001 (MPO LOCAL PLANNING)		89.09	178.18
8/14/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
8/18/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
8/19/2025	2.00	D330-51003 (MPO TRAINING/TRAVEL)		89.09	178.18
8/21/2025	4.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	356.36
8/22/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
8/25/2025	3.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	267.27
8/26/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
8/27/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
8/28/2025	2.00	D330-53001 (MPO LOCAL PLANNING)		89.09	178.18
9/1/2025	3.00	D330-51005 (MPO PROGRAM EXPENSE)		89.09	267.27
9/2/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
9/4/2025	2.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	178.18
9/5/2025	2.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	178.18
9/11/2025	1.00	D330-53001 (MPO LOCAL PLANNING)		89.09	89.09
9/12/2025	2.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	178.18
9/15/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
9/15/2025	1.00	D330-53002 (MPO STATE PLANNING)		89.09	89.09
9/18/2025	2.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	178.18
9/19/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
9/22/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
9/23/2025	2.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	178.18
9/26/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
9/29/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)		89.09	89.09
9/30/2025	3.00	D330-52001 (MPO METRO TRANS PLANNING)		89.09	267.27

Timesheet Details

Micah Solano

Start date	Time logged	Activity/Reason	PL account	Fully Loaded Hourly Rate	Cost
7/3/2025	2.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	51004-Salary- - (MPO I.T / Website Salaries)	60.84	121.68
7/8/2025	2.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	51004-Salary- - (MPO I.T / Website Salaries)	60.84	121.68
7/29/2025	4.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	51004-Salary- - (MPO I.T / Website Salaries)	60.84	243.36
9/10/2025	1.00	51004 -Salary - - (51004-MPO - Information Tech & Website-Salary,)	51004-Salary- - (MPO I.T / Website Salaries)	60.84	60.84

Timesheet Details

Mark Konz, Executive Director

Start dat	Time logge	Activity/Reason	PL account	Fully Loaded Hourly Rat	Cost
7/7/2025	0.50		51001-Salary- - (MPO Program Support Salaries)	97.74	48.87
7/9/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
7/14/2025	2.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	195.48
7/15/2025	0.50		53001-Salary- - (MPO - Local Planning Salaries)	97.74	48.87
7/16/2025	0.50		51001-Salary- - (MPO Program Support Salaries)	97.74	48.87
7/21/2025	1.00		51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
7/22/2025	1.50		53001-Salary- - (MPO - Local Planning Salaries)	97.74	146.61
7/24/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
7/29/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
7/29/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
7/30/2025	6.50		51003-Salary- - (MPO Training/Travel Salaries)	97.74	635.31
7/31/2025	8.00		51003-Salary- - (MPO Training/Travel Salaries)	97.74	781.92
8/1/2025	4.00		51003-Salary- - (MPO Training/Travel Salaries)	97.74	390.96
8/1/2025	2.00		54003-Salary- - (MPO - Inter Agency Lolal Salar)	97.74	195.48
8/4/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
8/4/2025	1.00		51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
8/6/2025	2.00		51002-Salary- - (MPO Planning Work Prog Salary)	97.74	195.48
8/6/2025	2.00		51001-Salary- - (MPO Program Support Salaries)	97.74	195.48
8/7/2025	4.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	390.96
8/7/2025	1.50		52001-Salary- - (MPO - Transit Dev Pla Salaries)	97.74	146.61
8/11/2025	1.00		51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
8/12/2025	2.00		52001-Salary- - (MPO - Transit Dev Pla Salaries)	97.74	195.48
8/12/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
8/12/2025	2.50		53001-Salary- - (MPO - Local Planning Salaries)	97.74	244.35
8/13/2025	4.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	390.96
8/14/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
8/14/2025	0.50		53001-Salary- - (MPO - Local Planning Salaries)	97.74	48.87
8/25/2025	1.00	D330-51001 (MPO PROGRAM SUPPORT)	51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
8/26/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
8/27/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
8/28/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
9/4/2025	3.00		51001-Salary- - (MPO Program Support Salaries)	97.74	293.22
9/8/2025	1.00		51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
9/9/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
9/10/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
9/11/2025	1.50		53001-Salary- - (MPO - Local Planning Salaries)	97.74	146.61
9/15/2025	1.00		51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
9/15/2025	3.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	293.22
9/18/2025	1.00		52001-Salary- - (MPO - Transit Dev Pla Salaries)	97.74	97.74
9/22/2025	1.00		51001-Salary- - (MPO Program Support Salaries)	97.74	97.74
9/23/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
9/24/2025	1.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	97.74
9/24/2025	1.00		53002-Salary- - (MPO - State Planning Salaries)	97.74	97.74
9/29/2025	1.00		D330-51001 (MPO PROGRAM SUPPORT)	97.74	97.74
9/30/2025	3.00		53001-Salary- - (MPO - Local Planning Salaries)	97.74	293.22

MAPO
MANKATO/NORTH MANKATO
AREA PLANNING ORGANIZATION

Meeting Minutes
Technical Advisory Committee (TAC)

January 15, 2026 | 1:30 p.m. | Intergovernmental Center, MN River Room, 10 Civic Center Plaza, Mankato, MN

TAC members present: Chair Seth Greenwood, Vice Chair John Zehnder – Nicollet County Planning Staff, John Considine III – Blue Earth County Planning Staff, Karl Keel – Mankato Acting Director of Public Works, Molly Westman – Mankato Community Development, Michael Fischer - North Mankato Community Development Director, Dan Sarff – North Mankato City Engineer, Christine Skarpohl Gregory – Lime Township, Scott Morgan – Mankato Township, Shawn Schloesser – Mankato Transit System, Scott Kaminski – Mankato Area Public Schools, Sam Parker – MnDOT District 7, David Cowan – Minnesota State University Mankato, Mark Plotz – Region Nine Development Commission.

Others Present: Mark Konz - Executive Director, Chris Talamantez – MAPO Transportation Planner.

Attending Virtually: Joel Hanif, Region Nine Development Commission, Jason Goodman and Bryan McCoy - MnDOT Central Office, Paul Morris - SRF.

I. Call to Order

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

II. Approval of Agenda

Karl Keel moved to adopt the agenda. With no discussion, the agenda was adopted.

III. Approval of Minutes – October 16, 2025

The minutes of the October 16, 2025, meeting were approved as read.

IV. New Business

4.1 Recommendation to proceed with recommended consultants for studies contained in the 2026 Unified Planning Work Plan.

Mark Konz introduced the studies and provided the scoring committee's recommendations.

John Considine moved to recommend the Policy Board proceed with the recommended consultants for studies contained in the UPWP. Motion was adopted after debate. Dan Sarff and Karl Keel abstained from voting.

4.2 Recommendation to adopt Safety Performance Measure Targets (PM1).

Chris Talamantez provided a summary and discussion of the PM1 targets.

David Cowan moved to recommend to the Policy Board the adoption of Safety Performance Measure Targets PM1. Motion was adopted after debate.

4.3 Recommendation to adopt resolution supporting Mankato Transit's updated Public Transit Agency Safety Plan 2026 targets.

Shawn Schloesser provided a summary of the Transit Safety Plan and 2026 Targets.

Dan Sarff moved to recommend to the Policy Board the adoption of the Transit Safety Plan and 2026 targets. Motion was adopted after debate.

4.4 Recommendation to adopt resolution supporting Mankato Transit's Asset Management Plan.

Shawn Schloesser provided a summary of the Transit Asset Management Plan update for 2026.

Sam Parker moved to recommend to the Policy Board the adoption of the resolution supporting the Transit Asset Management Plan. Motion was adopted after debate.

4.5 Recommendation to approve of Surface Transportation Program (STP) Rankings.

Chris Talamantez provided a summary and discussion of the STP program rankings.

John Zehnder moved to recommend to the Policy Board the approval of the Surface Transportation Program Rankings. Motion was adopted after debate.

4.6 Recommendation to approve amendments to the MAPO 2026-2029 TIP.

Chris Talamantez provided a summary of the proposed TIP amendments.

Ryan Thilges moved to recommend to the Policy Board the approval of the amendments for the TIP. Motion was adopted after debate.

4.7 Recommendation to approve Functional Classification Update.

Bryan McCoy provided a summary of the update of Functional Classifications for the MAPO area with a correction of Madison Avenue to a minor arterial.

Ryan Thilges moved to recommend to the Policy Board the updates for the Functional Classification. Motion was adopted after debate.

4.8 Resolution approving MPO Conference Contract Agreements.

Mark Konz provided a summary of the annual conference discussion amongst the Minnesota Metropolitan Planning Organizations with Mankato hosting the 50 expected attendees.

Christine Skarpohl Gregory moved to recommend the Policy Board approve the resolution. Motion was adopted after debate.

V. Other Business, Discussion & Updates

6.1. Presentation: Greenhouse Gas Emission Modeling.

Paul Morris of SRF presented the modeling material and usage as one of many tools to support decision making. MAPO staff look forward to future training.

6.2. Greenhouse Gas Emission Modeling Grant Amendment.

The MnDOT led Travel Demand Model for MAPO has an extended timeline to June 2026.

6.3. 2025 Study final reports available

https://mnmapo.org/planning-documents/

6.4 Modification to the 2026 Unified Planning Work Program

An adjustment is required by the Complete Streets Program with minimal effect on the UPWP.

6.5 Carbon Reduction Program Timeline.

Application deadline January 30, 2026.

6.6 Complete Streets plan update

MAPO Staff will lead the decade old plan update for interested cities.

6.7 Policy Board Elections

By-Law initiated election.

VIII. TAC Comments

Monks Avenue pedestrian strikes; Minnesota State University Mankato Students seek action. Safe Routes and Streets for Blue Earth County may be able to support.

IX. Adjournment

The meeting adjourned at 2:57 p.m.

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Chair Seth Greenwood