Mankato/North Mankato Area Planning Organization
Policy Board Meeting
Thursday, September 7, 2017 – 6:00PM
Intergovernmental Center,
Minnesota River Room
10 Civic Center Plaza, Mankato, MN 56001

I. Call to Order

II. Review of Agenda

III. July 6, 2017 Meeting Minutes

IV. New Business
   1. ADA Transition Plan Consultant Recommendation
   2. Resolution Adopting MAPO’s Title VI Program
   3. Resolution Adopting MAPO’s 2018 Unified Planning Work Program & Budget (UPWP)
   4. Resolution Adopting the Performance Targets Memo of Understanding Between The Minnesota Department of Transportation, MAPO and the City of Mankato Mass Transit

V. Other Business, Discussion & Updates
   1. MAPO ICE Studies Update
   2. MAPO Staffing Update

VI. TAC Comments (August 17, 2017 TAC Meeting Minutes Attached)

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

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

Motion to Approve the Agenda

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

Motion to Approve the May 4, 2017 Meeting Minutes

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

New Business

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

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

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

4.2 2018-2021 Transportation Improvement Program (TIP)

MAPO staff explained that the Transportation Improvement Program (TIP) reports how the various jurisdictions within the Mankato/North Mankato Area Planning Organization (MAPO) area have prioritized their use of limited federal highway and transit funding.
The TIP process serves to implement projects identified in the Mankato/North Mankato area long range transportation plan (LRTP). The TIP document programs project funding for the metropolitan area. The 2018-2021 TIP was released for a 30 day public comment period on May 7, 2017 and ended on June 9, 2017. Staff followed the process outlined in the MAPO’s Public Participation Plan which included distribution methods of the draft TIP and hosting a public open house. The open house was held on May 25th from 4:00 – 5:00 p.m. No public comments were received during the public open house or the 30 day public comment period. MnDOT Central Office, FHWA and MnDOT District 7 also reviewed and provided comments on the 2018-2021 TIP. The MAPO TAC recommended approval of the 2018-2021 TIP at their June 15, 2017 meeting.

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

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

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

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

TAC Comments
None
Adjournment
With no further business, Mr. Kolars moved to adjourn the meeting. Mr. Rotchadl seconded the motion. With all voting in favor the meeting was adjourned.

________________________
Chair, Mr. Piepho
**AGENDA RECOMMENDATION**

**Agenda Heading: ADA Transition Plan Consultant Recommendation**

No: 4.1

**Agenda Item:** ADA Transition Plan Consultant Recommendation

**Recommendation Action(s):** Motion to accept Bolton & Menk’s ADA Transition Plan Proposal and for MAPO to execute a contract with Bolton & Menk not to exceed their proposal amount.

**Summary:** The MAPO, under Title II of the ADA as well as 28 CFR §35.105 and 28 CFR §35.150, is required to conduct a Self-Evaluation and to formulate and carry out an ADA Transition Plan. The ADA Transition Plan will be limited to assuring that the local jurisdictions within the MAPO planning area meet Federal accessibility requirements when providing pedestrian infrastructure and access to transit. This project consists of identifying intersections corners, pedestrian crossings and on-street transit facilities within the MAPO Planning Area that do not meet current ADA access guidelines and developing a plan and schedule to bring any non-compliant facilities into compliance. MAPO staff received four proposals for the ADA Transition Plan and a five member review committee reviewed and ranked the proposals. The committee’s recommendation was to accept Bolton & Menk’s proposal. The recommendation was presented to the TAC along with the scoring breakdown.

Below is the scoring summary:

<table>
<thead>
<tr>
<th>Bolton Menk</th>
<th>SRF</th>
<th>WSB</th>
<th>Stonebrooke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>483.875</td>
<td>463.875</td>
<td>385</td>
</tr>
<tr>
<td>Average</td>
<td>96.775</td>
<td>92.775</td>
<td>77</td>
</tr>
</tbody>
</table>

**Attachments:**

Full scoring, cost and hours breakdown will be handed out during meeting
AGENDA RECOMMENDATION

Agenda Heading: MAPO Title VI Program
No: 4.2

Agenda Item: MAPO Title VI Program

Recommendation Action(s): Approval of the Attached Resolution (Last Page of Title VI Program/Plan)

Summary: MAPO’s first Title VI Program/Plan was originally adopted in April of 2013 and should be updated every three years. The purpose of the Mankato/North Mankato Area Planning Organization’s (MAPO) Title VI Program is to ensure that no person, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under the control of MAPO. The MAPO will ensure that members of the public within the MAPO planning area are aware of Title VI provisions and the responsibilities associated Title VI of the Civil Rights Act of 1964. The MAPO TAC reviewed and recommended approval of the 2017 Title VI Program at their August 17th meeting.

Attachments:
Title VI Program
2017 Title VI Program

In Compliance with FTA Circular 4702.1B

September 8, 2017

"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, and the Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views of the U.S. Department of Transportation or the Minnesota Department of Transportation. The report does not constitute a standard, specification, or regulation."
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1. **Discrimination** refers to any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, subrecipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

2. **Disparate impact** refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient’s policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.

3. **Disproportionate burden** refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.

4. **Disparate treatment** refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e., less favorably) than others because of their race, color, or national origin.

5. **Limited English Proficiency (LEP)** persons refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

6. **Low-income person** means a person whose median household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.

7. **Minority person** includes the following racial/ethnic categories:
   a. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
   b. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
   c. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
   d. Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
   e. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
f. Persons identifying as having two or more races are designated assigned to the minority category for the purposes of Title VI.

8. **National origin** means the particular nation in which a person was born, or where the person’s parents or ancestors were born.

9. **Noncompliance** refers to an FHWA determination that the recipient is not in compliance with the DOT Title VI regulations, and has engaged in activities that have had the purpose or effect of denying persons the benefits of, excluding from participation in, or subjecting persons to discrimination in the recipient’s program or activity on the basis of race, color, or national origin.

10. **Title VI Program** refers to a document developed by an FHWA recipient to demonstrate how the recipient is complying with Title VI requirements. Direct and primary recipients must submit their Title VI Programs to MnDOT every three years. The Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to MnDOT.

11. **MAPO** refers to the Mankato/North Mankato Area Planning Organization.
Introduction

The purpose of the Mankato/North Mankato Area Planning Organization’s (MAPO) Title VI Program is to ensure that no person, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under the control of MAPO. The MAPO will ensure that members of the public within the MAPO planning area are aware of Title VI provisions and the responsibilities associated Title VI of the Civil Rights Act of 1964.

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

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

About The Mankato/North Mankato Area Planning Organization

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

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

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

**Figure 1. MAPO Planning Area**

![MAPO Planning Area Map]

**Title VI Requirements**

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

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

To that end, the Federal Transit Administration (FTA) issued Circular 4702.1B in 2012, which replaced Circular 4702.1A issued in 2007. This document outlines Title VI and Environmental Justice compliance procedures for recipients of FTA-administered transit program funds.
Specifically, the FTA requires recipients, including the MAPO, to “document their compliance with DOT’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including subrecipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.” Correspondingly, the completed MAPO Title VI Program will be submitted to the MAPO Policy Board for approval.

**Title VI Assurances**

The MAPO, (hereinafter referred to as the Recipient) HEREBY AGREES THAT, as condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 stat. 252, 42 U.S.C. 2000d to 20 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives to the end that, in accordance with the Act, regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance through the Minnesota Department of Transportation or the U.S. Department of Transportation; and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7 (a) (1) of the Regulations.

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

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

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

Nondiscrimination in Federal-assisted programs of the U.S. Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin.

- That the recipient shall require all contracts to provide Title VI certification and assurances in every contract subject to the Act and the Regulations.
- That the Recipient shall require all contracts to provide Title VI certification and assurances, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
- That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
- That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
- That the Recipient shall require all contracts to provide Title VI certification and assurances, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer for real property acquired or improved under the Federal-Aid Highway program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal-Aid Highway program.
- That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein, or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods; (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
- The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom he or she delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, the Regulations, and this assurance.
- The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.
- The MAPO will require all contracts to provide Title VI certification and assurances.
THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the U.S. Department of Transportation under the Federal-Aid Highway or transit programs and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal-Aid Highway or transit programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

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

______________________________
Paul Vogel, MAPO Executive Director

______________________________
Mark Piepho, MAPO Chair
TITLE VI Coordinator Responsibilities

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

- Process the disposition of Title VI complaints received by the MAPO.
- Collect Statistical data (race, color, or national origin) of participants in and beneficiaries of highway and transit programs, e.g. affected citizens and impacted communities.
- Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.
- Conduct Title VI reviews of consultant contractors and other recipients of Federal-Aid Highway and transit fund contracts administered through the MAPO.
- Review the MAPO program directives. Where applicable, include Title VI language and related requirements.
- Conduct training programs on Title VI and other related statutes for the MAPO employees and recipients of Federal Aid Highway or transit funds. Post a copy of the Title VI plan on the MAPO's web-site. Post the Title VI plan on bulletin boards near the front desk at the MAPO worksite. Inform all employees that a copy of the Title VI plan is available upon request. Instruct all new employees about the Title VI plan during orientation.
- Prepare a yearly report of Title VI accomplishments and goals, as required.
- Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Post the Title VI plan on the MAPO web-site and on bulletin boards near the front desk.
- Conduct post-grant reviews of the MAPO programs and applicants for compliance with Title VI requirements.
- Identify and take corrective action to help eliminate discrimination.
- Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 90 days of identification of a deficiency.
General Requirements

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

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

Title VI Notice and Complaint Procedures

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

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

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

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

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

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

The MAPO provides notice of Title VI protections through a variety of means. The notice and detailed information and instructions for filing a Title VI complaint are available at the following web address: https://mnmapo.org/planning-documents/.
A copy of this notice is included in Appendix A. Based on the results of the four-factor analysis conducted as part of the LEP Language Assistance Plan and the Safe Harbor Provision, there is no strong evidence that MAPO translate vital documents; rather, it will do so upon request.

**Complaint Procedures**

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

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

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

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

In order to have a complaint considered under this procedure, the complainant must file the complaint no later than 180 days after the date of the alleged act of discrimination or, where there has been a continuing course of conduct, the date on which the conduct was discontinued. In either case, the Executive Director may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant’s representative (see Appendix B for Title VI Complaint Form). Complaints shall be mailed to the MAPO Executive Director, 10 Civic Center Plaza, Mankato, MN 56001 and shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination.

In the event that a person makes a verbal complaint of discrimination to an officer or employee of the MAPO, the person shall be interviewed by the Executive Director. If necessary, the Executive Director will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.
Within 10 days, the Executive Director will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Minnesota Department of Transportation (MnDOT), FTA, the Federal Highway Administration (FHWA), and the U.S. Department of Transportation (USDOT).

Within 60 days, the Executive Director will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a “Report of Findings.” The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the Report of Findings. The Report of Findings shall include the following information:

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

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

Efforts will be made to resolve all complaints at the local level whenever possible. If the complaint cannot be resolved satisfactorily at the local level, MnDOT will work with the complainant and the MAPO to resolve the issue. If satisfactory resolution is not achieved at the state level, the FTA, FHWA or USDOT will work with all parties to resolve the issue. The MAPO will report all Title VI complaints received to the MnDOT Title VI Coordinator.
List of Title VI Investigations, Complaints, and Lawsuits

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

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

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

Public Participation and LEP Assistance Plan

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

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

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

MAPO Staff Guide to Involve the Public

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

Policy Board Meetings

A Public Notice will be printed in the Mankato Free Press stating the purpose, time and location of the meeting as well as staff contact information at least 7 days prior to the meeting. The MAPO website will list the regular MAPO Policy Board meetings, including time, location and materials.

- All Policy Board meetings will be held at locations that:
- Sufficiently hold the meeting attendees.
- Are accessible to persons with disabilities.
- Are located on or near public transportation routes.
- Provide sufficient parking for meeting attendees.

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

Upon request, a sign language interpreter will be made available for hearing impaired persons. Persons with limited English proficiency (LEP) may request aid from the MAPO staff. Any requests should be submitted to the MAPO staff at 507-508-8613 or pvogel@mankatomn.gov at least 3 days prior to the meeting.

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

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

**Technical Advisory Committee (TAC) Meetings**

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

- All TAC meetings will be held at locations that:
- Sufficiently hold the meeting attendees.
- Are accessible to persons with disabilities.
- Are located on or near public transportation routes.
- Provide sufficient parking for meeting attendees.

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

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

The MAPO staff will display/project the meeting packet. Staff will also provide hard copies of materials. When possible, the MAPO will use visualization techniques such as maps, models, photographs, or project renderings to aid in greater understanding of projects, plans or other topics of discussion at each meeting.
TAC meeting dates and times are predetermined each January for the upcoming calendar year. Meetings may be canceled if no items require action by the TAC.

**Procedures for the Planning Process**

The procedures by which the mobility needs of minority populations are identified and considered in the MAPO planning process include public outreach and GIS analysis:

- Public outreach involves inviting members of minority organizations to participate on our committees and in planning activities (i.e. public input meetings, focus groups). Participation, however, has been underwhelming. The Public Participation Plan outlines an expanded process for inviting participation.
- GIS analysis is used to identify the locations of minority persons. The MAPO is currently working on Transit Development Plan for the Mankato Transit Agency that identifies block groups exhibiting higher percentages of minority or low-income persons than the percent of those groups for the City of Mankato and North Mankato.

**MAPO Website**

The MAPO’s website, www.mnmapo.org, is the MAPO’s primary source for the timely delivery of information to the public. Project specific information, maps, meeting agendas and minutes, and announcements of opportunities to comment and view draft versions will be provided on-line. Hard copy requests should be made by calling 507-508-8613 or emailing: pvogel@mankatomn.gov for pick-up at the IGC or mailing.

**Public Meeting and Open Houses**

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

- Post information on the homepage of the MAPO website.
- Publish a meeting notice 7 days in advance in the Mankato Free Press Newspaper.
- Create a meeting informational poster and display at the (IGC).
- Provide meeting informational posters to Mankato Transit agency for distribution (i.e. on buses or in transit facilities).

**Documentation**

Copies of all planning documents will be available in digital format at www.mnmapo.org. Hardcopies will be distributed to MAPO member communities, agencies, and other
stakeholders by request. Additionally, hardcopies will be available upon request and can be picked up at Intergovernmental Center. Requests for alternative formats will be accommodated when possible.

Comments or questions can be submitted to:

Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001
Telephone: (507) 387-8613
Fax: (507) 387-7530
Email: pvogel@mankatomn.gov
Website: www.mnmapo.org

Outreach Methods and Techniques

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

- Provide early and continuous communication:
  - Notify individuals and groups by mail, website, and social media of plans, programs, and changes in service or policy in such a way that facilitates comments to MAPO staff in regards to the plan.
  - Publish a public notice in the Mankato Free Press and on the MAPO website announcing plan development and meeting dates and locations.
  - Notify individuals and groups with updates on the planning process.
  - Notify individuals and groups when a final plan is published.
  - Publish a public notice in the Mankato Free Press and on the MAPO website and social media sites announcing when a final plan is published.

- Incorporate multiple methods of public participation:
  - Newsletters, public notices, targeted mailing, and media releases
  - City of Mankato website, social media, email and written correspondence
  - Contact lists, formal and informal networks of customer and advocacy groups
  - Booths at public festivals and events
  - Public opinion surveys and focus groups
  - Meetings held at times and locations convenient and accessible for minority and LEP populations
  - Different meeting sizes and formats
  - Visualization techniques
  - Audio and video recording to capture oral comments

- Ensure accessibility of technical and policy information through a variety of means:
  - Publish technical and policy information on the MAPO website.
Provide copies of technical and policy information at public libraries, City administration buildings, and the Intergovernmental Center.

Provide hard copies of technical and policy information by request to interested parties.

Provide adequate notice to the public of involvement opportunities and activities:

- Publish public notices in the Mankato Free Press at least one (1) week prior to public meetings; include the time and location of the meeting as well as contact information in the notice.
- Distribute press releases to all local media at least one (1) week in advance of public meetings; include the time and location of the meeting as well as contact information in the notice.
- Mail and email notices to transportation interests at least one (1) week in advance of public meetings; include the time and location of the meeting as well as contact information in the notice.

Mankato/North Mankato Area Demographic Profile

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

Racial Breakdown of TAC and Policy Board

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

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

Policy Board

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

Technical Advisory Committee

The MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan, Long-Range Transportation Plan, Transportation Improvement Plan, and other plans and
studies prepared by the MAPO. The TAC membership is made of both elected and appointed citizens. The TAC member’s term coincides with their employment of the representing jurisdiction. Upon change in TAC membership, the MAPO can encourage jurisdictions to appoint minority populations to serve on the TAC, but it’s ultimately each jurisdictions responsibility.

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

### MAPO TAC and Policy Board Demographics

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

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Mankato/North Mankato Area Planning Organization
2017 Title VI Program
Appendix A: Title VI Notice to the Public

NOTIFICATION OF YOUR RIGHTS UNDER TITLE VI

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

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

Phone: 507-387-8613

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

Title VI Complaint Form
Mankato/North Mankato Area Planning Organization

Section 1.

1. Please provide the following about yourself (the complainant).
   Name: ______________________________________________________________________
   Address: ____________________________________________________________________
   Telephone (Primary): ___________________________________________________________
   Telephone (Secondary): _________________________________________________________
   Email Address: _______________________________________________________________

2. Accessible format requirements desired? Check all that apply:
   - Large Print___    Audio Tape___    TDD___    Other___

Section 2.

3. Are you filing this complaint on your own behalf? Yes___     No___
   **If you answered “Yes” to question 3, skip to question 7.

4. If “No” to question 3, please supply the name and relationship of the person for whom you are
   complaining: ___________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________

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

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

Section 3.

7. I believe the discrimination I experienced was based on (Check all that apply):
   - Race___    Color___    National Origin___

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

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

   Continued on following page
Section 4.

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

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

Federal Agency  ___  Federal Court___  State Agency___  State Court___  Local Agency___

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

Name: _____________________________________________________
Title: ______________________________________________________
Agency: ____________________________________________________
Address: ___________________________________________________
Telephone: ________________________________________________

Section 5.

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

Signature and date required below.

Signature: ____________________________  Date: ________________

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

Paul Vogel  
Executive Director  
10 Civic Center Plaza,  
Mankato, MN 56001
Appendix C: Demographic Profile Maps
Analysis of Impacts An analysis of impacts of projects in the 2018-2021 TIP that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

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

2017 Language Assistance Plan

In Compliance with DOT LEP Guidance

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

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

Purpose and Contents

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

This plan contains:

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

Questions or comments about this plan may be submitted to:

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

About The Mankato/North Mankato Area Planning Organization

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

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

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

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

![Map of Mankato/North Mankato Area Planning Organization Planning Area](image)

**Language Assistance Plan**

This Language Assistance Plan has been prepared to address the MAPO’s responsibilities as a recipient of Federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person’s inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to
ensure that such discrimination does not take place. This order applies to all State and local agencies which receive Federal funds, including the MAPO and its departments receiving Federal grant funds.

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

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

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

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

II. LEP Needs Assessment: Four-Factor Analysis

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

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

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

- U.S. Census American Community Survey (ACS) data
- Survey results
- Reports from drivers, dispatchers, others about contact with LEP persons
Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.

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

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

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

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

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

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

The MAPO uses federal funds to plan transportation projects. While those projects are important, the MAPO does not provide any programs, activities, or services involving vital, immediate, or emergency assistance, such as medical treatment, or any programs, activities, or services involving basic needs, such as food or shelter. And, while it is encouraged, involvement in the MAPO planning and decision-making process by residents is entirely voluntary. Anyone can participate in the planning and decision-making process simply by contacting MAPO staff. Furthermore, the MAPO does not require residents to complete application forms or to submit to interviews prior to their participation in the MAPO transportation planning and decision-making process.
Inclusive public participation is a priority of the MAPO. Because its planning and decision-making process impacts all residents within the planning area, the MAPO encourages input and involvement from all residents and makes every effort to make the planning and decision-making process as inclusive as practicable. The MAPO outlines ways in which the public can become involved in the MAPO planning and decision-making process in its Public Participation Plan (PPP), which is posted online and copies of which are available at the MAPO office.

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

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

Spanish language assistance is available through the Spanish relay. This service is provided free of charge through the Minnesota Department of Commerce and allows a Spanish speaking person to use Minnesota Relay. The communications assistant relays calls between a Spanish speaking person with a hearing or speech disability and a Spanish speaking hearing person. To place a Spanish Relay call, dial: 1-877-627-5448 (voice, TTY, ASCII).

In addition, an individual staff member from the Community Development Department from the City of Mankato is available for interpretive services in Arabic and Somali. Likewise, web based translations services such as Google Translate can also provide limited assistance. The City of Mankato’s Housing Department also has a LEP Plan and resources available if needed.

**III. Language Assistance Measures**

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

- The MAPO staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
- The following resources will be available to accommodate LEP persons: Interpretive services, within reason, will be provided for public meetings, if advance notice is provided to the MAPO and such services are readily available; The MAPO will make translated versions (or provide for the interpretation of relevant section) of all documents/publications available upon request, within a reasonable time frame and if resources permit.
IV. Staff Training

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

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

V. Notice to LEP Persons

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

- Posters
- Website notices

VI. Monitoring, Evaluation, and Updating the Plan

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

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

VII. Dissemination of Plan

This Language Assistance Plan is available on the MAPO’s website: www.mnmapo.org
This plan is also available at no cost in English upon request by telephone, fax, and mail or in person. If requested to be provided in another language and it is feasible to have it translated, it shall be provided at no cost to the requester.
RESOLUTION OF THE MANKATO /NORTH MANKATO AREA PLANNING APPROVING THE MAPO’S TITLE VI PROGRAM

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

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

WHEREAS, the MAPO intends that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MAPO program or activity, regardless of funding source; and

WHEREAS, the MAPO will affirmatively ensure that in any contract entered into, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin; and

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

CERTIFICATION

State of Minnesota

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

____________________________________  __________________________
Chair                                      Date

____________________________________  __________________________
Executive Director                       Date
AGENDA RECOMMENDATION

Agenda Heading: Resolution Approving the 2018 Unified Planning Work Program (UPWP) & Budget No: 4.3

**Agenda Item**: Resolution Approving the 2018 Unified Planning Work Program (UPWP) & Budget

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

**Summary**: The purpose of this work program is to provide a detailed description of all transportation related planning activities anticipated by the MAPO within the metropolitan planning area during 2018. In addition, the work program provides 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 Federal Highway Administration (FHWA). The 2018 UPWP was reviewed by the TAC at their August 17th Meeting.

Some of the major work items proposed in 2018 include: the continued work of the Trunk Highway 22 Corridor Study and ADA Transition Plan. Also, included is an intersection study for Victory Drive and Hoffman Road and the start of a pavement management plan which will conducted and funded over 2018 and 2019.

**Attachments**:
2018 UPWP (resolution on the last page of UPWP)
Mankato/North Mankato
Area Planning Organization (MAPO)
2018 & (2019 Draft) Work Program & Budget

Technical Advisory Committee: August 17, 2017
Policy Board: September 7, 2017

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

Executive Director: Paul Vogel
Office: 507-387-8613
Email: pvogel@mankatomin.gov
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Mankato/North Mankato Area Planning Organization Background and Transportation Planning History
The Mankato/North Mankato Area Planning Organization (MAPO) was established in 2012 in response to the 2010 U.S. Census which designated the Mankato/North Mankato area as an urbanized area requiring the formation of a metropolitan planning agency. The purpose of the MAPO is to meet and maintain a continuing, cooperative and comprehensive metropolitan transportation planning process.

Mankato/North Mankato Area Planning Organization Representation
The MAPO is represented by the following units of government:

- City of Mankato
- City of North Mankato
- City of Eagle Lake
- City of Skyline
- Blue Earth County
- Nicollet County
- Belgrade Township
- Lime Township
- South Bend Township
- LeRay Township
- Mankato Township

The MAPO is directed by a six (6) member policy board. The MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan, Long-Range Transportation Plan, Transportation Improvement Plan and other plans and studies prepared by the MAPO.

Mankato/North Mankato Area Planning Organization Policy Board
Mark Piepho, Chair, Blue Earth County Board of Commissioners
Mike Laven, Vice Chair, City of Mankato
Robert Freyberg, City of North Mankato
Jack Kolars, Nicollet County Board of Commissioners
Daniel Rotchadl, Mankato Township
Brianna Anderson, City of Eagle Lake
Mankato/North Mankato Area Planning Organization Technical Advisory Committee
Sheri Allen, Superintendent of Schools, Independent School District #77
Mark Anderson, Transit Superintendent, City of Mankato
Lisa Bigham, District 7, Minnesota Department of Transportation
Scott Fichtner, Director of Environmental Services, Blue Earth County
Paul Corcoran, Assistant Vice President for Facilities Management, MSU - Mankato
Michael Fischer, Director of Community Development, City of North Mankato
Ryan Thilges, Director of Public Works, Blue Earth County
Jeff Johnson, Director of Public Works / City Engineer, City of Mankato
Karl Friedrichs, Lime Township
Seth Greenwood, County Engineer, Nicollet County
Travis Javens, City Council, City of Skyline
Curt Kloss, Leray Township
Mandy Landkamer, Director of Environmental Services, Nicollet County
Loren Lindsay, Belgrade Township
Sam Parker, Region 9 Development Commission
Open, City Administrator, City of Eagle Lake
Ed Pankratz, Mankato Township
Dan Sarff, North Mankato Engineer
Open, South Bend Township
Paul Vogel, Director of Community Development, City of Mankato
**Introduction and Vision Statement**

The 2018 Planning Work Program for the Mankato/North Mankato Area Planning Organization (MAPO) outlines work activities that the MAPO will undertake as the designated Metropolitan Planning Organization (MPO) for the Mankato/North Mankato Metropolitan Planning Area.

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

**MAPO Vision Statement**

Through continuing, cooperative and comprehensive planning, the Mankato/North Mankato Planning Organization will promote a regional transportation system that is safe, increasingly efficient, integrated and multi-modal. This system will support economic development, encourage sustainable growth, and improve mobility and access for area residents and businesses.

**Purpose of Work Program Document**

The purpose of this work program is to:

1) Provide a detailed description of all transportation-related planning activities anticipated by the MAPO within the metropolitan planning area during 2018.

2) Provide detailed work activities and budget information, including local, state and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).

**Scope of Work Program Planning Process**

The work activities described within are supported by funding from the Federal Highway Administration, Federal Transit Administration, Minnesota Department of Transportation and MAPO member organizations.
Metropolitan Planning Factors
Federal planning statutes identify planning factors that specify the scope of the planning process to be followed by the MAPO. According to federal planning statutes, the planning process shall provide for consideration and implementation of projects and strategies and services that will address the ten planning factors.

Each factor is listed below. After each factor is a brief description of how the work activities contained in this UPWP support the metropolitan planning factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
   - Promote and use the adopted LRTP to ensure that transportation projects are planned in a comprehensive, continuous and complete manner.
   - Continue to monitor travel forecasting with development to reliably and accurately predict future traffic on the Major Street and highway system.

2. Increase the security of the transportation system for motorized and non-motorized users.
   - MAPO staff will continue to serve as a resource to promote programs and opportunities that encourage non-motorized use and users such as the Transportation Alternatives Program, Minnesota Statewide Health Improvement Program (SHIP).
   - Staff will continue to work with local bike and walk advocate groups in their efforts of safe non-motorized use.
   - MAPO will be assisting member communities applying for Transportation Alternative Program grant funding. Depending on type of funding requested, MAPO may assist member communities in improving safety for non-motorized users, such as completing trail system links, critical sidewalk networks around schools, and pedestrian crossing upgrades.

3. Increase the accessibility and mobility of people and for freight.
   - As intersection improvements are planned and constructed, install pedestrian buttons and ADA ramps and consider other mobility options as technology becomes available.
   - Continued development and identification of needs through Trunk Highway 22 Corridor Study and ADA Transition Plan.
   - Perform intersection study on Hoffman Road / Victory Drive.

4. 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 assistant in implementation of the Mankato’s and North Mankato’s Complete Streets Plan to promote non motorized usage and promotes the health initiatives of the Minnesota Statewide Health Improvement Program (SHIP).
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

6. Promote efficient system management and operation
   - Coordination with Area Transportation Partners (ATP) and MnDOT District 7 for review of Transportation Improvement Projects in the MAPO area in the development of the Transportation Improvement Program.
   - Develop the MAPO’s area TIP for submission to federal and state sources. The MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.

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

8. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.

9. Enhance travel and tourism
   - MAPO staff will assist in implementation of the Mankato and North Mankato’s Complete Streets Plan to enhance commuter and recreational opportunities.
Resolution & Agreements
The signed resolution adopting the annual work program is included as Appendix C.

The following agreements governing the operation of the MAPO are available on the MAPO website at www.mnmapo.org

- Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area.
- The Memorandum of Understanding between the Minnesota Department of Transportation, the Mankato/North Mankato Area Planning Organization, and the Public Transportation Operator.

Document Organization
The 2018 Planning Work Program for the Mankato/North Mankato Area Planning Organization is organized into six chapters.

Chapter 1 is the Summary List of 2018 & 2019 Activities for the MAPO.

Chapters 2-5 detail the work activities that will be undertaken in 2018 with program hours and budget information. These activities are:

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

Chapter 6 provides the MAPO Strategic Plan

Appendices provide supporting documentation of activities, details of the budgets and work activities, meeting times, and contact information.
Chapter 1: Executive Summary of 2018 and 2019 Activities

2018 Activities

The main work activities for 2018 are:

- Development of Transportation Improvement Program (TIP).
- Continued work on the Trunk Highway 22 Corridor Study
- Continued work on the MAPO ADA Transition Plan.
- Work on developing contract with consultant to assist in the development with an area pavement management plan.
- Perform intersection study of Hoffman Road and Victory Drive
- Provide staff administration to the MAPO TAC and Policy Board.
- Continued work on GIS base/data for MAPO Urban and Planning Area.
- Upkeep and maintenance of MAPO web-site.
- Assist MnDOT District 7/Central Office in statewide and regional planning efforts.
  Note: the 2019 UPWP requires approval the 2020 UPWP is more conceptual.
- Continued involvement in the Transportation Alternative Program (TAP) by providing review and ranking.
- Work with the Region Nine Development Commission Transportation Committee and serve on their TAC.
- Coordination with ATP and MnDOT in reviewing and recommending projects.
- Continued involvement in the Statewide Health Improvement Plan (SHIP).
- Review and Update the MAPO’s Public Participation Plan.
- Solicit RFP for intersection study
- Project management and coordination with consultant on various studies.

2019 Activities

Main activities for 2018 may include:

- Continued work on ADA Transition Plan
- Continued work on Pavement Management Plan
- Starting process for Long Range Transportation Plan update

MAPO Staff will work with area partners and the MAPO TAC and Policy Board to prioritize future studies.
Chapter 2: Program Support and Administration

100 Program Support and Administration

2018 Staff Hours: 1,500  2018 Budget: $73,615
2019 Staff Hours: 1,350  2019 Budget: $75,467

Introduction

Program Support and Administration activities include the coordination of technical committee and policy board meetings, staff training and travel, preparing the work program and quarterly accounting, vacation and holiday time, etc. and the maintenance of the MAPO website and social media outlets.

- Program Support
  Program support activities keep the policy board and technical committees informed and meeting on a regular basis. Actions include maintaining committee membership lists and bylaws, writing agendas and minutes.
  - Prepare agendas and minutes for MAPO meetings.
  - Prepare agendas, minutes and meeting notices for TAC meetings and Policy Board Meetings.
  - Attend trainings, meetings and conferences.
  - Project task administration and communication between the MAPO and its advisory committee.
  - Review and Update Public Participation Plan.
  - Prepare local jurisdictions for billing.
  - Attend and present information on the LRTP and MAPO updates to the Blue Earth and Nicolet County Board meeting as requested.
  - Attend and present information on the LRTP and other MAPO updates to the City Councils of Mankato, North Mankato, and Eagle Lake as requested.

- Planning Work Program
  The planning work program is updated annually in consultation with the MnDOT, FTA, FHWA, and transit providers, technical committees and the policy board. Quarterly reports and reimbursement forms are prepared and the office accounting is maintained. The annual dues are calculated and billed, and the budget is coordinated with the City of Mankato.
  - Prepare draft 2019-2020 UPWP.
  - Annual and midyear review with MnDOT and FHWA.
  - Prepare budgets and quarterly progress reports for MnDOT and FHWA
  - Review 2019 UPWP with TAC, MnDOT and FHWA for work items to carry forward into 2019-2020 UPWP.
  - Receive input from local TAC, MnDOT and FHWA on work items to include in 2019- 2020 UPWP.
  - Write draft 2019-2020 UPWP.
• Training and Travel
  Travel to MPO Directors’ meetings, training, and other activities are included.
  MnDOT requires that $3,000 of planning funds are used to provide for the MPO’s participation in meeting and workshops for the Minnesota MPO Directors and other professional development and training of the MPO staff. (Hard cost of these items are listed as a line items in the budget)
  - Travel to MPO Directors Meetings
  - Travel to training opportunities (APA, FHWA, MnDOT)
  - Attend Conference
  - Attend various statewide and district functions or workshops relevant to the MAPO

• Information Technology
  - Post meeting packets, minutes and other materials to MAPO web-site.
  - Continue work with the City of Mankato’s Information Technology and Public Information Departments to build and expand the MAPO web-site.
  - Work with Mankato, North Mankato, Blue Earth County and Nicollet county to continuing development of GIS information for MAPO Area.

• Program Expenses
  Program expenses are the costs included staff vacation, sick and holiday time.

Process and Timeline to Completion:
• The 2018-2020 unified planning work program will be drafted during 2018 and adopted by September of 2018.
• Ongoing maintenance and coordination with City of Mankato Information Technology Department.
• The activities in this section will generally be completed in the 2017 Calendar year.
Chapter 3: Long-Range Transportation Planning

200 Long-Range Transportation Planning

2018 Staff Hours: 155  2018 Budget: $9,031
2019 Staff Hours: 150  2019 Budget: $8,725

Introduction

The Mankato Transit Authority is in development of their Transit Development Plan. The TDP will represent a strategic vision for the Mankato Transit Authority to promote the operation of an efficient, responsive and financially sustainable transit system. Major components of the Transit Development Plan include: annual performance, service operations, capital programs and funding.

Mankato Transit Authority TDP:

- Coordination and participation in the Mankato Transit Development Plan.
- Plan development through 2017 and 2018 (adoption anticipated in spring of 2018)

LRTP Development 2019

- Start LRTP update process including writing RFP
Chapter 4: Short-Range Transportation Planning

300 Short-Range Transportation Planning

2018 Staff Hours: 800  2018 Budget: $287,851
2019 Staff Hours: 675  2019 Budget: $223,296

Introduction

The Short-Range Transportation Planning includes activities that provide necessary planning support and implementation for transportation planning in the MAPO planning area. Short-Range transportation planning activities are typically planning for the next 5 years.

Activities

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

- **Local Planning Assistance**
  - Work with area partners on identified intersections to perform Intersection Control Evaluation (ICE) study.
  - Work with consultant on developing Pavement Management Plan.
  - Continued work with consultant and area partners on the Trunk Highway 22 Corridor Study.
  - Continued work with consultant and area partners on ADA Transition Plan for the area.
  - Assist local partners with localized transportation planning efforts as needed.
  - Work with partners on future local planning studies as identified by the TAC and Policy Board.
  - Provide communication to Mankato, North Mankato and Eagle Lake on Safe Routes to School and other programs or grant opportunities and solicitations.
  - Assist on general transportation topics that arise.
  - Continued work with the Blue Earth County and Nicollet County Statewide Health Improvement Program (SHIP).

- **State Planning Assistance**
  - Assist MnDOT District 7/Central Office in statewide and regional planning efforts, including review and commenting on statewide and district plans or projects. Assist as needed in open houses, outreach or other communication.
  - Review requests and present functional classifications changes to TAC and Policy Board
  - Provide reporting and follow up with MnDOT regarding changes or updates to functional classification changes.
- Work with the Region Nine Development Commission Transportation Committee and serve on their TAC.
- Coordinate with MnDOT District 7, area partners and consultant on the future 169 corridor study.
- Continued involvement in meetings related to MPO functions for local advocacy groups and transportation partnerships.

**Process and Timeline to Completion:**
- The above referenced planning efforts and activities are anticipated to occur within over the 2018 & 2019 calendar years.

**Consultant Studies:**

- **Trunk Highway Corridor Study**
  - Total Contact Amount $137,571
  - Amount Anticipated in 2018 $85,000
  - Anticipated Completion Quarter 4 of 2018

- **ADA transition Plan**
  - Total Contact Amount $175,316
  - Amount Anticipated in 2018 $130,000
  - Anticipated Completion Quarter 1 of 2019

- **Pavement Management Plan**
  - Budget Amount $100,000 ($20,000 in 2018 and $80,000 in 2019
  - Anticipated Completion Q4 of 2019

- **One Intersection Control Evaluation Studies**
  - Budget Amount $10,000
  - Anticipated Completion Q4 of 2018

- **Highway 169 / Highway 14 Area Study**
  - Budget amount $80,000 in 2019
Chapter 5: Program Development
400 Program Development & TIP Development

2018 Staff Hours: 575  2018 Budget: $31,479
2019 Staff Hours: 575  2019 Budget: $32,899

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

Activities

- Transportation Improvement Program (TIP)
  To develop the MAPO’s area 2019-2022 TIP for submission to federal and state sources. The MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.
  - Ensure that federal investments are tied to planning, priorities and policies as defined in the MAPO’s LRTP.
  - Solicit and prioritize candidate project and assist MnDOT with ATP as a member of the steering committee.
  - Conduct consultation with the Mankato Transit Authority.
  - Prepare a fiscally constrained TIP document.
  - Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning process as shown in the MAPO’s Public Participation Plan.
  - Send approved TIP to federal and state agencies.
  - Amend TIP as necessary in response to changes in project schedules and/or scopes.

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

Process and Timeline to Completion:
- The above referenced items are yearly planning activities that coincide with District 7 ATP’s dates and timelines within the calendar year.

Chapter 6: Strategic Plan
Introduction

What follows is a summary of MAPO overall Strategic Plan as it relates to maintenance of the Long Range Transportation Plan (LRTP) for the Years 2017-2020.

<table>
<thead>
<tr>
<th>Major Program Actives</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgrade Ave Corridor Study</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riverfront Drive Corridor Study</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit Development Plan</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three ICE Studies</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highway 22 Corridor Study</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA Transition Plan</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pavement Management Plan</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Highway 169 / Highway 14 Area Study</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Intelligent Trans Plan</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MAPO Transportation Modeling</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Long Range Transportation Plan Update</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Warren Street Corridor Study</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bike &amp; Pedestrian Plan</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

MAPO staff, TAC and Policy Board will annually review the MAPO Strategic Plan and reevaluate planning studies for inclusion in future work programs.
## Appendix A: 2018 UPWP Budget and Details

### 100 Program Support and Administration

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$38,280</td>
<td>800</td>
</tr>
</tbody>
</table>

#### Program Support 100.1

1. Prepare agendas and minutes for MAPO Meetings
2. Attending MnDOT and local agency meetings
3. Prepare agendas and minutes for TAC meetings
4. Attend training, meetings, and conferences
5. Review and Update Public Participation Plan
6. Prepare billing for local jurisdiction assessment

**Total Expense - Program Support**

#### Planning Work Program 100.2

1. Prepare draft 2019-2020 UPWP and budget
2. Review with MnDOT and FHWA
3. Reporting to MnDOT & FHWA

**Total Expense - Planning Work Program**

#### Training and Travel 100.3

1. Travel to MPO Directors meetings MN MPO workshop
2. Travel to workshops
3. Attend other meeting related to transportation

**Total Expense - Training & Travel**

#### Information Tech & Website 100.4

1. Maintenance of Website - Post minutes, agendas, meeting materials, information

**Total Staff Expenses**

**Total Website Expenses**

**Total Staff Expenses**

**Total Website Expenses**

#### Program Expenses 100.5

1. Vacation, Sick and Holidays

**Total Expense - Program Expenses**

**Total Expenses - Program Support and Administration**

#### 200 Long-Range Planning

<table>
<thead>
<tr>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$85,000</td>
</tr>
</tbody>
</table>

#### Transit Development Plan 200.1

1. Coordinate & participation Mankato Transit Development Plan

**Total Staff Costs - Transit Development Plan**

**Total Expenses - Transit Development**

**Total Expenses - Long-Range Planning**

#### 300 Short-Range Planning

<table>
<thead>
<tr>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,921</td>
</tr>
</tbody>
</table>

#### Local Planning Efforts 300.1

1. Continued Trunk Highway 22 Corridor Contract From 2017 Contract with SRF
2. Continued Work on ADA Transition Plan (*$40,845 from unspent 2015 Appropriations*)
3. Pavement Management Plan (continued into 2019 with an additional $80,000 in 2019)
4. Intersection Study at Hoffman Road and Victory Drive
5. Assist local partners with localized transportation planning efforts as needed
6. Coordination and working with local Statewide Health Improvement Program and Active Transportation Groups
7. Distribute and share relevant transportation materials & information with area partners

**Staff Expenses**

**Total Expenses - Short Range Planning - Local**

**Total Expenses - Short Range Planning - Interagency**

**Total Expenses - Short-Range Planning**

1. Participation in Statewide and District Planning Efforts
2. Coordination with MnDOT and local partners for transportation related activities

**Total Staffing Costs - Short Term Planning - Interagency**

**Total Expenses - Short-Range Planning**

**Total Expenses - Program Support and Administration**

**Total Expenses - Long-Range Planning**

**Total Expenses - Short-Range Planning**

**Total Expenses - Program Support and Administration**

**Total Expenses - Long-Range Planning**

**Total Expenses - Short-Range Planning**
## 2018 Program Activity Details Continued

<table>
<thead>
<tr>
<th>400 Program Development</th>
<th>Budget $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inter Agency - State 400.1</strong></td>
<td></td>
</tr>
<tr>
<td>- 1. TAP LOI Review</td>
<td></td>
</tr>
<tr>
<td>- 2. Coordination and review with MnDOT and Transit for STIP</td>
<td></td>
</tr>
<tr>
<td>Total Staffing Costs - Program Development Interagency</td>
<td>9,976</td>
</tr>
<tr>
<td><strong>Total Expenses - Program Development - Interagency</strong></td>
<td>175</td>
</tr>
<tr>
<td><strong>Total Expenses - Program Development</strong></td>
<td>9,976</td>
</tr>
</tbody>
</table>

| **Inter Agency - Local 400.2** | |
| - 1. Public notice of Transportation Improvement Plan (TIP) preparation | |
| - 2. Solicit projects from local partners | |
| - 3. Begin TIP environmental justice analysis | |
| - 4. Conduct consultation with the Greater Mankato Transit | |
| - 5. TIP Development & Documentation | |
| - 6. Coordination with District 7 ATP | |
| - 7. Work with Region 9 RDC & Serve on their Transportation Committee TAC | |
| Total Staffing Costs - Inter Agency Local | 21,503 |
| **Total Expenses - Program Development - Interagency** | 400 |
| **Total Expenses - Program Development** | 31,479 |

### Other Services & Commodities

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget $</th>
</tr>
</thead>
<tbody>
<tr>
<td>3040 Legal &amp; Advertising</td>
<td>1,000</td>
</tr>
<tr>
<td>7208 GIS Services (transfer)</td>
<td>5,000</td>
</tr>
<tr>
<td>3210 Telephone &amp; Postage</td>
<td>500</td>
</tr>
<tr>
<td>3300 Training, Travel &amp; Conferences</td>
<td>3,000</td>
</tr>
<tr>
<td>3410 Printing &amp; Publishing</td>
<td>3,000</td>
</tr>
<tr>
<td>2010 Office Supplies (including software)</td>
<td>750</td>
</tr>
<tr>
<td>4330 Subscriptions &amp; Memberships</td>
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</tbody>
</table>

**Total Commodities & Other Services**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Commodities &amp; Other Services</strong></td>
<td>13,750</td>
</tr>
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</table>

**Total Expenses and Staffing Hours for 2018**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget $</th>
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<tbody>
<tr>
<td><strong>Total Expenses and Staffing Hours for 2018</strong></td>
<td>415,726</td>
</tr>
<tr>
<td><strong>Staffing Hours</strong></td>
<td>3030</td>
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## 2018 Unified Planning Work Program Budget – Federal Funds and Local Match

<table>
<thead>
<tr>
<th>UPWP Category</th>
<th>Project Title</th>
<th>Federal Funding Amount</th>
<th>Local Funding Amount</th>
<th>Total Funding Amount</th>
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<td>Program Support</td>
<td>57,445</td>
<td>16,170.47</td>
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<td>Long Range Planning</td>
<td>7,047</td>
<td>1,983.77</td>
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<td>300</td>
<td>Short Range Planning</td>
<td>224,621</td>
<td>63,230.13</td>
<td>287,851</td>
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<td>400</td>
<td>Program Development</td>
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<td></td>
<td>Other Service &amp; Commodies</td>
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<td>3,020.36</td>
<td>13,750</td>
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<tr>
<td></td>
<td><strong>Source of Local Funds:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minnesota State Funds</td>
<td></td>
<td>32,698</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local Funds</td>
<td></td>
<td>58,622</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Funding Totals</strong></td>
<td>324,407</td>
<td>91,320</td>
<td>415,726</td>
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### 2018 Local Share Amount

<table>
<thead>
<tr>
<th>UNIT OF GOVERNMENT</th>
<th>LOCAL SHARE</th>
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<tbody>
<tr>
<td>Blue Earth County</td>
<td>$15,436</td>
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<tr>
<td>Nicollet County</td>
<td>$4,875</td>
</tr>
<tr>
<td>City of Mankato</td>
<td>$15,030</td>
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<tr>
<td>City of North Mankato</td>
<td>$5,281</td>
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<tr>
<td>Local Carry Over Assessments</td>
<td>$18,000</td>
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<td><strong>TOTAL - MAPO</strong></td>
<td><strong>$58,622</strong></td>
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### Local Share Amount by Year

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<thead>
<tr>
<th>UNIT OF GOVERNMENT</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<tr>
<td>Blue Earth County</td>
<td>$17,316</td>
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<td>$11,983</td>
<td>$11,196</td>
<td>$15,436</td>
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<tr>
<td>Mankato</td>
<td>$16,824</td>
<td>$8,207</td>
<td>$11,668</td>
<td>$10,901</td>
<td>$15,030</td>
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<tr>
<td>North Mankato</td>
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<td>$3,830</td>
<td>$5,281</td>
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<tr>
<td>Nicollet County</td>
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<td>$2,545</td>
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<td>$3,535</td>
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## 2018 Program Activity Details

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<th>Account</th>
<th>Funding Source</th>
<th>Funds</th>
<th>Allocation of Funds</th>
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<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Program Support</td>
</tr>
<tr>
<td>MAPO Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minnesota Federal Funds</td>
<td>$324,407</td>
<td>57,444</td>
</tr>
<tr>
<td></td>
<td>Local Match - Minnesota Federal Funds</td>
<td>$50,447</td>
<td>8,933</td>
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<tr>
<td></td>
<td>Minnesota State Funds</td>
<td>$32,698</td>
<td>5,790</td>
</tr>
<tr>
<td></td>
<td>Local Match - Minnesota State Funds</td>
<td>$8,175</td>
<td>1,448</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$415,727</td>
<td>$73,615</td>
</tr>
<tr>
<td>MAPO Expenses</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Program Support And Administration</td>
<td>$73,615</td>
<td>$73,615</td>
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<td></td>
<td>Long Range Planning</td>
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<td>Short Range Planning</td>
<td>$42,851</td>
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<tr>
<td></td>
<td>Program Development</td>
<td>$31,479</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Staff Salaries &amp; Benefits</td>
<td>$256,976</td>
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<td>Commodity &amp; Other Services</td>
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</tr>
<tr>
<td></td>
<td>Legal and Publication</td>
<td>$1,000</td>
<td>$1,000</td>
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<tr>
<td></td>
<td>GIS Services (Transfer)</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>Telephone &amp; Postage</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td></td>
<td>Training, Travel &amp; Conferences</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td></td>
<td>Printing &amp; Publishing</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td></td>
<td>Office Supplies (Including Software)</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td>Subscriptions and Memberships</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Consultant Services</td>
<td>$245,000</td>
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<tr>
<td>Total Expenses</td>
<td></td>
<td>$415,726</td>
<td>$87,365</td>
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<tr>
<td>% of Total Program</td>
<td></td>
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<td>21%</td>
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</table>
## Draft 2019 Program Activity Details & Budget

### 100 Program Support and Administration

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>34,898</td>
<td>600</td>
</tr>
</tbody>
</table>

1. Prepare agendas and minutes for MAPO Meetings
2. Attending MN DOT and local agency meetings
3. Prepare and agendas and minutes for TAC meetings
4. Attend training, meetings, and conferences
5. Review and updating Public Participation Plan
6. Prepare billing for local jurisdiction assessment

### 200 Long-Range Planning

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,725</td>
<td>150</td>
</tr>
</tbody>
</table>

1. Start LRTP process update including RFP

### 300 Short-Range Planning

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,725</td>
<td>150</td>
</tr>
</tbody>
</table>

1. Continued Pavement Management Plan
2. Continued ADA Transition Plan
3. Highway 169 / Highway 34 Area Study
4. Coordination and working with local Statewide Health Improvement Program
5. Distribute and share relevant transportation materials & information with area partners

### 400 Program Development

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,725</td>
<td>150</td>
</tr>
</tbody>
</table>

1. TAP LOI Review
2. Coordination and review with MnDOT and Transit for STIP

### State Planning Efforts

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9,670</td>
<td>175</td>
</tr>
</tbody>
</table>

1. Participation in Statewide and District Planning Efforts
2. Coordination with MnDOT and local partners

### Inter Agency - Local

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>24,174</td>
<td>425</td>
</tr>
</tbody>
</table>

1. Public notice of Transportation Improvement Plan (TIP) preparation
2. Solicit projects from local partners
3. Begin TIP environmental justice analysis
4. Conduct consultation with the Greater Mankato Transit
5. TIP Development & Documentation
6. Coordination with District 7 ATP
7. Work with Region 9 ROC & Serve on their Transportation Committee TAC

### Other Services & Commodities

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>32,899</td>
<td>575</td>
</tr>
</tbody>
</table>

- 3040 Legal & Advertising
- 7208 GIS Services (transfer)
- 3210 Telephone & Postage
- 3330 Training, Travel & Conferences
- 3410 Printing & Publishing
- 4310 Office Supplies (including software)
- 4330 Subscriptions & Memberships

### Total Commodities & Other Services

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,750</td>
<td>2450</td>
</tr>
</tbody>
</table>

### Total Expenses and Staffing Hours for 2019

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>Staffing Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>353,137</td>
<td>2750</td>
</tr>
</tbody>
</table>
Appendix B: MAPO Meeting Locations, Times & Contact information

MAPO Meeting Locations and Times

- The 2017 MAPO Policy Board meetings are typically held every other month on the 1st Thursday of the month unless notified otherwise. Board meeting will be held in the Minnesota River Room, 1st Floor of the Intergovernmental Center at 6:00 pm, 10 Civic Center Plaza, Mankato, MN 56001.

- The MAPO Technical Advisory Committee meetings are typically held every other month on the 3rd Thursday of every month unless notified otherwise. TAC meeting will be held in the Minnesota River Room at 1:30 pm, 1st Floor of the Intergovernmental Center Mankato, Mankato, MN 56001.

MAPO Contact information

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

Website: www.mnmapo.org
Fax: 507-388-7530

Executive Director: Paul Vogel
Direct: 507-387-8613
pvogel@mankatomn.gov
Appendix C: Adopting Resolution

Resolution Adopting 2018 Unified Planning Work Program for the Mankato/North Mankato Area Planning Organization

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

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

WHEREAS, the 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 20 percent local match for the federal and state funds.

NOW, THEREFORE, BE IT RESOLVED: that the Policy Board of the MAPO adopts the 2017 Unified Planning Work Program with potential minor amendments or amendments pending Mn/DOT and FHWA comments; and

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

CERTIFICATION

State of Minnesota

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

____________________________________
Chair 
Date

____________________________________
Executive Director 
Date
AGENDA RECOMMENDATION

Agenda Heading: Resolution Adopting the Performance Targets Memo of Understanding between the Minnesota Department of Transportation, MAPO and the City of Mankato Mass Transit No: 4.4

**Agenda Item**: Resolution Adopting the Performance Targets Memo of Understanding between the Minnesota Department of Transportation, MAPO and the City of Mankato Mass Transit

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

**Summary**: Federal law and regulations (23 USC 134(g)(2)(B), 23 USC 135((d)(2)(B), 23 CFR 450.314(h)) direct the State DOT, MPOs and public transportation providers to jointly agree upon and develop specific written provisions for cooperatively:

- Developing and sharing information related to transportation performance data
- Selecting performance targets
- Reporting performance targets
- Reporting performance used in tracking process toward attainment of critical outcomes for the MPO region
- Collecting data for the State asset management plan for the National Highway System.

This attached document details the procedures the State DOT, MPOs and public transportation providers will use related to performance planning. The document is divided into separate sections related to each performance planning area:

- National Performance Management Measures for the Highway Safety Improvement Program (23 CFR 490, Subpart B)
- Transit Asset Management (49 CFR 625)
- State asset management Plan (23 CFR 515)

**Attachments**:
1. Performance Target Procedures
2. Performance Targets Resolution
3. Resolution
Performance Planning Target Setting Procedures

Version: 1.0  
Effective Date: When MOU fully executed  
Contact: Bobbi Retzlaff, Office of Transportation System Management, MPO Coordinator; bobbi.retzlaff@state.mn.us; 651-366-3793

Overview

History

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<tr>
<td>1.0</td>
<td>Initial document describing the procedures for performance planning related to Highway Safety Improvement Program, Transit Asset Management, and State Asset Management Plan.</td>
<td>When MOU fully executed, 2017</td>
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Purpose Statement

Federal law and regulations (23 USC 134(g)(2)(B), 23 USC 135(d)(2)(B), 23 CFR 450.314(h)) direct the State DOT, MPOs and public transportation providers to jointly agree upon and develop specific written provisions for cooperatively:

- Developing and sharing information related to transportation performance data
- Selecting performance targets
- Reporting performance targets
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- Collecting data for the State asset management plan for the National Highway System.

This document details the procedures the State DOT, MPOs and public transportation providers will use related to performance planning. The document is divided into separate sections related to each performance planning area:

- National Performance Management Measures for the Highway Safety Improvement Program (23 CFR 490, Subpart B)
- Transit Asset Management (49 CFR 625)
- State asset management plan (23 CFR 515)

Each section provides a brief background, identifies to whom the requirement applies, and lists the responsibilities of each affected party.
Additional sections will be added to address:

- National Performance Management Measures for Assessing Pavement Condition (23 CFR 490, Subpart C)
- National Performance Management Measures for Assessing Bridge Condition (23 CFR 490, Subpart D)
- National Performance Management Measures to Assess Performance of the National Highway System (23 CFR 490, Subpart E)
- National Performance Management Measures to Assess Freight Movement on the Interstate System (23 CFR 490, Subpart F)
- National Performance Management Measures for Assessing the Congestion Mitigation and Air Quality Improvement Program – On-Road Mobile Source Emissions (23 CFR 490, Subpart H)
- Transit Safety (to be added once final rules published)

MnDOT, the MPOs and the public transportation providers agree to follow these procedures, regularly review and update the procedures as needed according to their respective Memorandums of Understanding (MnDOT Contract Numbers 1029078 (LAPC), 1029079 (MIC), 1029080 (APO), 1029081 (MAPO), 1029082 (ROCOG), and 1029083 (Council)).

Repository of Procedure

The MnDOT Office of Transportation System Management (OTSM) retains the master copy of the procedures and all previous versions. Electronic copies are provided to the MPOs and public transportation providers after each revision. Additional copies are available upon request.

Highway Safety Improvement Program Performance

Background

There are five performance measures identified in 23 CFR 490.207(a):

- Number of fatalities
- Rate of fatalities
- Number of serious injuries
- Rate of serious injuries
- Number of non-motorized fatalities and non-motorized serious injuries

The measures apply to all public roadways. State DOTs and MPOs must annually establish performance targets for these measures.

Applicability

The requirements of the Highway Safety Improvement Program apply to:
MnDOT

The MnDOT Office of Traffic, Safety & Technology (OTST) is the lead MnDOT office in developing the performance targets. OTST will:

- Develop targets annually in cooperation with the Minnesota Department of Public Safety and the MPOs.
- Coordinate with the MPOs on the establishment of targets to ensure consistency, to the maximum extent practicable. This includes at least one meeting, in the spring, with the MPOs to discuss/gather feedback on the proposed targets for the upcoming reporting year.
- Provide fatality and serious injury data to the MPOs once calendar year data is available.
- Update the MPOs, as needed or requested, on the status of the performance targets.
- Report the targets to FHWA in the State’s HSIP annual report by August 31.
- Provide a copy of the submitted HSIP annual report to the MPOs.

OTSM will assist OTST in working with the MPOs.

MPOs

Each MPO will:

- Develop targets annually in cooperation with MnDOT.
- Coordinate with MnDOT on the establishment of targets to ensure consistency, to the maximum extent practicable.
- Establish a target for each performance measure for all public roadways in their metropolitan planning area within 180 days of August 31 by either:
  - Agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure, or
  - Committing to a quantifiable target for that performance measure.
- Submit the resolution(s) approving the targets to OTSM. The resolution must clearly identify/state each target.
- If the MPO committed to a quantifiable target different from the state target, annually report to OTSM the VMT estimate used for the targets and the methodology used to develop the estimate.

Transit Asset Management

Background

There are four performance measures identified in 49 CFR 625.43:
• Equipment: (non-revenue) service vehicles – percentage of vehicles that have either met or exceed their useful life benchmark
• Rolling stock – percentage of vehicles within a particular asset class that have either met or exceed their useful life benchmark
• Infrastructure: rail fixed-guideway track, signals and systems – percentage of track segments with performance restrictions
• Facilities – percentage of facilities within as asset class, rated below condition 3 on the TERM scale

**Applicability**

The requirements of the Transit Asset Management Program apply to:

• MnDOT
• MPOs
• Public transportation providers

**Responsibilities**

**MnDOT**

The MnDOT Office of Transit is the lead MnDOT office in developing the performance targets. OT will:

• Develop targets annually in cooperation with the MPOs and public transportation providers.
• Make the targets available to the MPOs and public transportation providers.
• Update the MPOs, as needed or requested, on the status of the performance targets.

OTSM will assist the Office of Transit in working with the MPOs.

**MPOs**

Each MPO will:

• Develop targets in cooperation with MnDOT and the public transportation provider.
• Coordinate with MnDOT and public transportation providers on the establishment of targets to ensure consistency, to the maximum extent practicable.
• Establish a target for each performance measure in their metropolitan planning area within 180 days of MnDOT or the public transportation provider setting targets by either:
  o Agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure, or
  o Committing to a quantifiable target for that performance measure.
• Submit the resolution(s) approving the targets to OTSM. The resolution must clearly identify/state each target.
• Revisit the targets when the MPO updates its Transportation Improvement Program and its metropolitan transportation plan.

Public Transportation Providers

Each public transportation provider will:

• Develop targets annually in coordination with MnDOT and the MPO.

• Make the transit asset management plan, any supporting records or documents performance targets, investment strategies, and the annual condition assessment report available to MnDOT and the MPO.

• Report the targets as defined 49 CFR 625.55. Provide this information to the MPO.

State Asset Management Plan

Background

State DOTs are required to develop and implement risk-based asset management plans for the National Highway System (NHS) to improve or preserve the condition of the assets and the performance of the system. State DOTs are required to submit the plans to FHWA and update the plans at least every four years.

At a minimum, the plans must include a summary of NHS pavement and bridge assets, regardless of ownership.

The majority of Minnesota’s NHS is owned by MnDOT. MnDOT collects and analyzes condition and performance for all NHS pavement and bridges, regardless of ownership.

Applicability

The requirements of the State Asset Management Plan apply to MnDOT.

Responsibilities

The MnDOT Office of Transportation System Management is the lead office in preparing the State Asset Management Plan. OTSM will:

• Prepare and implement the state asset management plan.

• Update the state asset management plan at least every four years.

• Gather data on the condition and performance of the NHS, regardless of ownership.

• Share asset-related data, as requested, with the MPOs.

• Regularly share information related to the State Asset Management Plan with the MPOs. This includes plan updates, status updates, etc.
MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT), THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MPO) AND THE CITY OF MANKATO MASS TRANSIT (PUBLIC TRANSPORTATION PROVIDER)

1. PURPOSE AND SCOPE. The purpose of this MOU is to support a performance-based approach to the metropolitan transportation planning and programming process as specified in 23 USC 134(h)(2), 23 USC 135(d)(2), 49 USC 5303(h)(2), 49 USC 5304(d)(2), 23 CFR 450.206(c), 23 CFR 450.314(h), and 49 CFR 613.

2. RESPONSIBILITIES. To the extent practicable, MnDOT, the MPO and the Public Transportation Provider will work cooperatively to:

   2.1. Develop and share information related to transportation performance data.

   2.2. Select performance targets.

   2.3. Promptly report performance targets whenever a target is adopted or changed.

   2.4. Follow the specific procedures identified in the most current version of the Performance Planning Target Setting Procedures document. The document will be maintained by the MPO Coordinator within the MnDOT Office of Transportation System Management.

3. CONTRACTUAL OBLIGATIONS. This MOU is not a legally binding agreement and creates no legally binding obligations for any party. Any party may, upon written notice, amend, or discontinue its role outlined in the MOU. Because of this mutual desire to proceed, each party fully intends to make a good faith effort to achieve the goals described above including working together to comply with federal and state laws.

4. GOVERNMENT DATA. The parties acknowledge that this MOU, as well as any data created, collected, stored, or received under the terms of this MOU, are “Government Data” within the meaning of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13), and that they must comply with the provisions of the Act as it relates to such data.

5. EFFECTIVE DATE. This MOU shall be effective when all appropriate signatures have been obtained by MnDOT, the MPO, and the Public Transportation Provider.

6. MODIFICATION. Any amendments to this MOU must be mutually agreed to in writing.

7. TERMINATION. The terms of this MOU may be terminated by any one of the parties by giving 90 days written notice to each of the other parties. This MOU will remain in effect until terminated as provided in this clause, or until replaced by a new MOU.

The remainder of this page intentionally left blank.
I concur with this Memorandum of Understanding

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MnDOT Contract Management
(as to form)

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City of Mankato Mass Transit
RESOLUTION OF THE MANKATO /NORTH MANKATO AREA PLANNING ORGANIZATION THE MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) AND CITY OF MANKATO MASS TRANSIT (PUBLIC TRANSPORTATION PROVIDER) SUPPORTING THE MEMORANDUM OF UNDERSTANDING (MOU) AGREEMENT # 1029081

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

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

WHEREAS, The purpose of this MOU is to support a performance-based approach to the metropolitan transportation planning and programming process as specified in 23 USC 134(h)(2), 23 USC 135(d)(2), 49 USC 5303(h)(2), 49 USC 5304(d)(2), 23 CFR 450.206(c), 23 CFR 450.314(h), and 49 CFR 613.

WHEREAS, Responsibilities. To the extent practicable, MnDOT, the MPO and the Public Transportation Provider will work cooperatively to:

- Develop and share information related to transportation performance data.
- Select performance targets.
- Promptly report performance targets whenever a target is adopted or changed.
- Follow the specific procedures identified in the most current version of the Performance Planning Target Setting Procedures document. The document will be maintained by the MPO Coordinator within the MnDOT Office of Transportation System Management.

NOW, THEREFORE BE IT RESOLVED; that the Mankato/North Mankato Area Planning Organization Policy Board Approves the Memorandum of Understanding Agreement # 1029081 With the Minnesota Department of Transportation and City of Mankato Transit Provider.

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 7th day of September 2017 as shown by the minutes of said meeting in my possession.

____________________________________
Chair
Date

____________________________________
Executive Director
Date
A meeting of the Technical Advisory Committee (TAC) of the Mankato/North Mankato Area Planning Organization was held on August 17, at 1:30 p.m. in the Minnesota River Room of the Intergovernmental Center. Present, Paul Vogel – MAPO Executive Director, Lisa Bigham – District 7 Minnesota Department of Transportation, Jake Huebsch – MAPO Transportation Planner, Ed Pankratz – Mankato Township, Todd Owens for Mark Anderson – City of Mankato Transit, Mike Fischer – City of North Mankato, Ryan Thilges – Blue Earth County, Mandy Landkamer – Nicollet County, Seth Greenwood – Nicollet County, Jeff Johnson – Public Works Director City of Mankato. Others present: Bobbi Retzlaff – MnDOT, Scott Poska – SRF

Prior to the start of the meeting, Scott Poska with SRF provided an update on 2017 Intersection Control Evaluation (ICE) Studies. The intersections being evaluated include: Lookout Drive / Howard Drive, Lor Ray Drive / Carlson Drive and Pleasant Street / Stoltzman Road.

I. Call to Order

Chair Fischer called the meeting to order at 2:00 p.m.

III. Approval of Agenda

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

IV. Approval of Minutes, June 15, 2017

Mr. Thilges moved and Mr. Greenwood seconded a motion to approve the minutes. With all voting in favor, the minutes were approved.
V. New Business

1. ADA Transition Plan Consultant Recommendation
MAPO staff explained that the ADA planning is required to conduct a self-evaluation and to formulate and carry out an ADA Transition Plan. The ADA Transition Plan will be limited to assuring that the local jurisdictions within the MAPO planning area meet Federal accessibility requirements when providing pedestrian infrastructure and access to transit. Staff explained that the plan consists of identifying intersection corners, pedestrian crossings and on-street transit facilities within the MAPO Planning Area that do not meet current ADA access guidelines and developing a plan and schedule to bring any non-compliant facilities into compliance. MAPO staff received four proposals for the ADA Transition Plan and a five member review committee reviewed and ranked the proposals. The committee’s recommendation was to accept Bolton & Menk’s proposal. The recommendation was presented to the TAC along with the scoring summary.

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<th>Consultant</th>
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<tr>
<td>Stonebrooke</td>
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Mr. Johnson motioned and Mr. Thilges seconded the motion to recommend to the MAPO Policy Board that the MAPO accept Bolton & Menk proposal for the ADA Transition Plan.

2. MAPO Title VI Program
Staff presented MAPO’s Title VI Program and explained MAPO’s first Title VI program/plan was originally adopted in April of 2013 and should be updated every three years. The purpose of the Mankato/North Mankato Area Planning Organization’s (MAPO) Title VI Program is to ensure that no person, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under the control of MAPO. The MAPO will ensure that members of the public within the MAPO planning area are aware of Title VI provisions and the responsibilities associated Title VI of the Civil Rights Act of 1964.

Mr. Vogel motioned and Mr. Greenwood seconded the motion to recommend approval of MAPO’s Title VI Program to the MAPO Policy Board. With all voting in favor, the motion carried unanimously.
3. **2018 Budget**

Staff presented the draft 2018 budget to the TAC. Staff explained two large expenditures for 2018 are ADA Transition Plan and Trunk Highway 22 Corridor Study. Staff explained that those two projects will use up a large part of the MAPO’s consultant services budget. Staff explained there are additional funds if the jurisdictions wanted to pursue additional studies, but they would have to be funded over 2018 and 2019. Mr. Thilges requested we include an intersection study of Hoffman Road and Victory Drive to the 2018 budget. In addition, TAC members wanted to include a Pavement Management Plan that would budgeted and conducted over 2018 and 2019. It was recommended MAPO staff adjust the budget to reflect intersection study and pavement management plan as identified above. Staff explained the 2018 Unified Planning Work Program will be reviewed by the Policy Board at their September 7, 2017 meeting.

Mr. Johnson motioned and Mr. Greenwood seconded the motion to recommend approval of MAPO’s 2018 budget with changes as discussed to the MAPO Policy Board. With all voting in favor, the motion carried unanimously.

VI. **Other Business & Updates**

Mr. Vogel provided a brief update on the Transit Development Plan and reminded the TAC of a transit recent survey that was sent out to decision makers in the area. Mr. Huebsch and Ms. Bigham provided information on the Trunk Highway 22 corridor study. On July 22nd SRF along with stakeholder had their first project management team meeting.

The July 6, 2017 MAPO Policy Board Minutes were included as Informational

VII. **Adjournment**

Mr. Vogel moved and Mr. Johnson seconded a motion to adjourn the meeting. With all voting in favor, the motion carried unanimously.
NOTICE IS HEREBY GIVEN that on the 7th Day of September at 6:00 p.m. the Mankato/North Mankato Area Planning Organization (MAPO) Policy Board will hold their regularly scheduled meeting.

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

Copies of the agenda and materials will be available upon request by September 1, 2017 at the Intergovernmental Center, 10 Civic Center Plaza, Mankato, Minnesota, during regular business hours. To receive electronic copies please visit www.mnmapo.org or call (507) 387-8613 for additional information.

Paul Vogel
Executive Director
Mankato/North Mankato Area Planning Organization