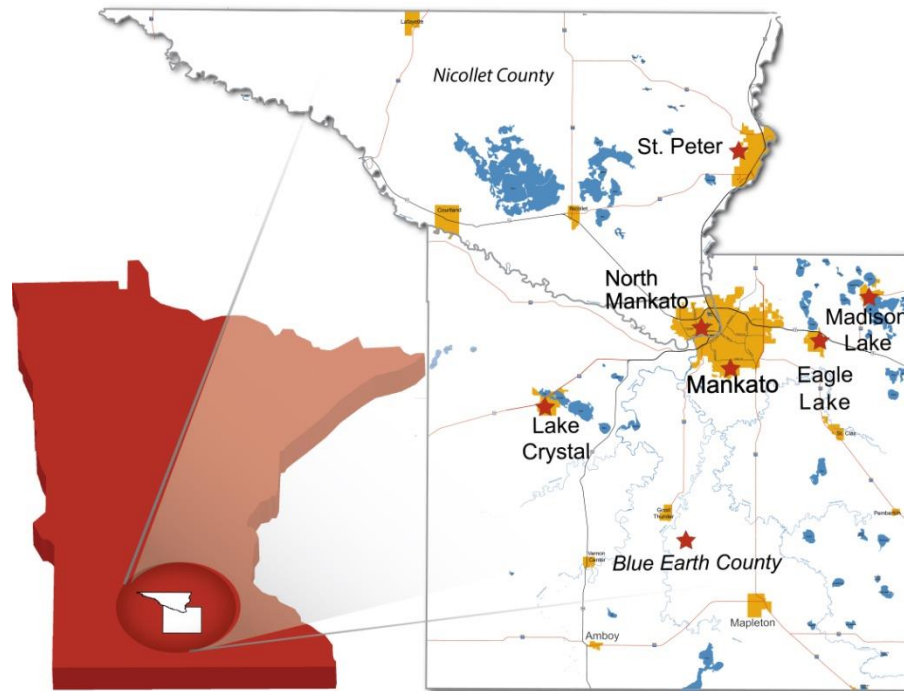


**Mankato/North Mankato
Area Planning Organization (MAPO)
2018 & (2019 Draft) Work Program & Budget**



Technical Advisory Committee: August 17, 2017

Technical Advisory Committee Recommendation for Amendment January 11, 2018

Policy Board: September 7, 2017

Policy Board Amendment February 1, 2018

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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 assist 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.
- 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.
- Complete 2019 & 2020 Unified Planning Work Program.
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
- Draft Request for Proposal and distribute with goal of retaining consultant for 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: \$251,056

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.
 - 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 \$113,205
 - Anticipated Completion Quarter 1 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.

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

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

Appendix A: 2018 UPWP Budget and Details

2018 Program Activity Detail			
	100 Program Support and Administration	Budget	Staff Hours
Program Support 100.1	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and Update Public Participation Plan		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	38,280	800
Planning Work Program 100.2	1. Prepare draft 2019-2020 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	7,901	150
Training and Travel 100.3	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	7,901	150
Information Tech & Website 100.4	1. Maintenance of Website - Post minutes, agendas, meeting materials, information		
	Total Staff Expenses	4,936	100
	Total Website Expenses	4,936	
Program Expenses 100.5	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	14,597	300
Total Expenses - Program Support and Administration		73,615	1500
200 Long-Range Planning		Budget \$	
Transit Development Plan 200.1	1. Coordinate & participation Mankato Transit Development Plan		
	Total Staff Costs - Transit Development Plan	9,031	155
	Total Expenses - Transit Development	9,031	
Total Expenses - Long-Range Planning		9,031	155
300 Short-Range Planning		Budget \$	
Local Planning Efforts 300.1	1. Continued Trunk Highway 22 Corridor Contract From 2017 Contract with SRF	85,000	
	2. Continued Work on ADA Transition Plan (*\$40,845 from unspent 2015 Appropriations)	113,205	
	4. Intersection Study at Hoffman Road and Victory Drive	10,000	
	4. Assist local partners with localized transportation planning efforts as needed		
	5. Coordination and working with local Statewide Health Improvement Program and Active Transportation Groups		
	6. Distribute and share relevant transportation materials & information with area partners		
	Staff Expenses	31,930	625
	Total Expenses - Short Range Planning - Local	240,135	
State Planning Efforts 300.2	1. Participation in Statewide and District Planning Efforts		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	10,921	175
	Total Expenses - Short Range Planning - Interagency	10,921	
Total Expenses - Short-Range Planning		251,056	800

2018 Program Activity Details Continued

	400 Program Development	Budget \$	
Inter Agency - State 400.1	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	9,976	175
Inter Agency Local 400.2	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. Begin TIP environmental justice analysis		
	4. Conduct consultation with the Greater Mankato Transit		
	5. TIP Development & Documentation		
	6. Coordination with District 7 ATP		
	7. Work with Region 9 RDC & Serve on their Transportation Committee TAC		
	Total Staffing Costs - Inter Agency Local	21,503	400
Total Expenses - Program Development - Interagency	21,503		
Total Expenses - Program Development	31,479	575	
	Other Services & Commodities		
	3040 Legal & Advertising	1,000	
	7208 GIS Services (transfer)	5,000	
	3210 Telephone & Postage	500	
	3300 Training, Travel & Conferences	3,000	
	3410 Printing & Publishing	3,000	
	2010 Office Supplies (including software)	750	
	4330 Subscriptions & Memberships	500	
	Total Commodities & Other Services	13,750	
	Total Expenses and Staffing Hours for 2018	378,931	3030
	* \$40,845 from unspent 2015 Appropriations		

2018 Unified Planning Work Program Budget – Federal Funds and Local Match

MAPO FY 2018 Unified Planning Work Program Budget - Federal Funds and Local Match				
UPWP Category	Project Title	Federal Funding Amount	Local Funding Amount	Total Funding Amount
100	Program Support	55,874	17,740.66	73,615
200	Long Range Planning	6,855	2,176.40	9,031
300	Short Range Planning	190,553	60,502.59	251,056
400	Program Development	23,893	7,586.20	31,479
	Other Service & Commodities	10,436	3,313.65	13,750
	Funding Totals	287,611	91,319	378,931
Source of Local Funds:				
	Minnesota State Funds		32,698	
	Local Funds		58,622	
	Funding Totals		91,320	

2018 Local Share Amount

2018 LOCAL SHARE AMOUNT	
UNIT OF GOVERNMENT	LOCAL SHARE
Blue Earth County	\$ 15,436
Nicollet County	\$ 4,875
City of Mankato	\$ 15,030
City of North Mankato	\$ 5,281
Local Carry Over Assessments	\$ 18,000
TOTAL - MAPO	\$ 58,622

Local Share Amount by Year

	2013	2014	2015	2016	2017	2018
Blue Earth County		\$17,316	\$8,443	\$11,983	\$11,196	\$15,436
Mankato		\$16,824	\$8,207	\$11,668	\$10,901	\$15,030
North Mankato		\$5,715	\$2,787	\$4,098	\$3,830	\$5,281
Nicollet County		\$5,223	\$2,545	\$3,783	\$3,535	\$4,875

2018 Program Activity Details

2018 Planning Work Program Budget						
Account	Funding Source	Funds	Allocation of Funds			
			100	200	300	400
			Program Support	Long Range Planning	Short Range Planning	Program Development
MAPO Revenue						
	Minnesota Federal Funds	\$ 287,611	55,874	6,855	190,533	23,893
		75.9%				
	Local Match - Minnesota Federal Funds	\$ 50,447	9,800	1,202	33,423	4,191
		13.3%				
	Minnesota State Funds	\$ 32,698	6,352	779	21,664	2,716
		8.6%				
	Local Match - Minnesota State Funds	\$ 8,175	1,588	195	5,416	679
		2.2%				
Total Revenue		\$ 378,931	\$ 73,615	\$ 9,031	\$ 251,056	\$ 31,479
MAPO Expenses						
	Program Support And Administration	\$ 73,615	\$ 73,615			
	Long Range Planning	\$ 9,031		\$ 9,031		
	Short Range Planning	\$ 42,851			\$ 42,851	
	Program Development	\$ 31,479				\$ 31,479
	Total Staff Salaries & Benefits	\$ 156,976				
Commodities & Other Services						
	Legal and Publication	\$ 1,000	\$ 1,000			
	GIS Services (Transfer)	\$ 5,000	\$ 5,000			
	Telephone & Postage	\$ 500	\$ 500			
	Training, Travel & Conferences	\$ 3,000	\$ 3,000			
	Printing & Publishing	\$ 3,000	\$ 3,000			
	Office Supplies (Including Software)	\$ 750	\$ 750			
	Subscriptions and Memberships	\$ 500	\$ 500			
	Consultant Services	\$ 208,205			\$ 208,205	
Total Expenses		\$ 378,931	\$ 87,365	\$ 9,031	\$ 251,056	\$ 31,479
% of Total Program			23%	2%	66%	8%

Draft 2019 Program Activity Details & Budget

Draft 2019 Program Activity Detail			
		Budget	Staff Hours
100 Program Support and Administration			
Program Support 100.1	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and Update Public Participation Plan		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	34,898	600
Planning Work Program 100.2	1. Prepare UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	8,725	150
Training and Travel 100.3	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	8,725	150
Information Tech & Website 100.4	1. Maintenance of Website - Post minutes, agendas, meeting materials, information		
	Total Staff Expenses	6,325	125
	Total Website Expenses	6,325	
Program Expenses 100.5	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	16,795	325
Total Expenses - Program Support and Administration		75,467	1350
200 Long-Range Planning		Budget \$	
LRTP Development 200.1	1. Start LRTP process update including RFP		
	Total Expenses - LRTP Development	8,725	150
		8,725	
Total Expenses - Long-Range Planning		8,725	150
300 Short-Range Planning		Budget \$	
	1. Pavement Management Plan	100,000	
	2. Continued ADA Transition Plan	20,000	
	3. Highway 169 / Highway 14 Area Study	80,000	
	4. Coordination and working with local Statewide Health Improvement Program		
	5. Distribute and share relevant transportation materials & information with area partners		
	Staff Expenses	33,626	500
	Total Expenses - Short Range Planning - Local	233,626	
State Planning Efforts 300.2	1. Participation in Statewide and District Planning Efforts		
	2. Coordination with MnDOT and local partners		
	Total Staffing Costs - Short Term Planning - Interagency	9,670	175
	Total Expenses - Short Range Planning - Interagency	9,670	
Total Expenses - Short-Range Planning		243,296	675
400 Program Development		Budget \$	
Inter Agency - State 400.1	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	8,725	150
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	24,174	425
Total Expenses - Program Development - Interagency	24,174		
Total Expenses - Program Development		32,899	575
Other Services & Commodities			
	3040 Legal & Advertising	1,000	
	7208 GIS Services (transfer)	5,000	
	3210 Telephone & Postage	500	
	3300 Training, Travel & Conferences	3,000	
	3410 Printing & Publishing	2,000	
	2010 Office Supplies (including software)	750	
	4330 Subscriptions & Memberships	500	
Total Commodities & Other Services		12,750	
Total Expenses and Staffing Hours for 2019		373,137	2750

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 2018 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 7th day of Sept, as shown by the minutes of said meeting in my possession.

Mark Reiter 9/7/17

Chair Date

[Signature] 9/7/17

Executive Director Date