Mankato/North Mankato Area Planning Organization
Technical Advisory Committee
Thursday, August 16, 2018 – 1:30PM
Intergovernmental Center,
Minnesota River Room
10 Civic Center Plaza, Mankato, MN 56001

I. Call to Order

II. Introductions

III. Approval of Agenda

IV. Approval of Minutes – July 19, 2018

V. New Business
   1. Approval of 2019 Unified Planning Work Program (UPWP)
   2. Re-Adoption of 2019-2022 Transportation Improvement Program (TIP)
   3. MAPO Public Participation Plan Update

VI. Other Business, Discussion & Updates
   1. Travel Time Reliability Presentation
   2. Update: Trunk Highway 22 Corridor Study
   3. Update: ADA Transition Plan

VII. TAC Comments

VIII. Opportunity for Public Comment

IX. August 2, 2018 Policy Board meeting minutes (informational)

X. Adjournment
I. Call to Order

Mr. Thilges called the meeting to order at 1:00 p.m.

II. Introductions

Introductions were made.

III. Approval of Agenda

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

IV. Approval of Minutes – May 17, 2018

Ms. Bigham made a motion to accept the minutes with the amendment that the last sentence of item 6.3, Update: Trunk Highway 22 Corridor Study, be updated to state “The project’s Final Report is anticipated to be complete late fall 2018.” Mr. Friedrichs seconded. With all voting in favor, the minutes were approved.

V. New Business

5.1 Review of Suggested Projects for 2019 Unified Planning Work Program (UPWP)

Staff reported that the MAPO’s 2019 UPWP is scheduled for adoption in September 2018. Input on suggested projects was solicited through the 2019 UPWP project application. Applications were accepted through June 29, 2018. Three projects were collected through the solicitation.

Staff summarized the applications. Application 1 suggested a joint MAPO/MnDOT study of completion of the Highway 14 and 169 interchange to a full interchange. The cost of this project is dependent on a variety of factors but was estimated by MnDOT’s Area Transportation Partnership (ATP) to tentatively cost approximately $100,000. Application 2 suggested MAPO participation in cost sharing of aerial photography for use in MAPO map products, graphical elements, and public education materials. The cost of this project was estimated at $3,000. Application 3 suggested a Warren Street Corridor Study. The project included a traffic
study of Warren Street from Riverfront Drive to Balcerzak Drive in Mankato with associated Intersection Control Evaluations. The project was estimated to cost approximately $70,000.

Mr. McCarty reported a brief description of the project suggested in Application 3.

Staff recommended the MAPO TAC discuss each solicited project and provide a recommendation to the MAPO Policy Board of which projects to include in the 2019 UPWP.

Mr. Thilges inquired if North Mankato would offer input regarding the project suggested in Application 1.

Mr. Sarff requested clarification that the project suggested would include the Highway 169 and Highway 14 interchange and include Lind Street, and would be confined to geography within the City of Mankato.

Mr. Vogel confirmed that the geography outlined in the application was described as Lake Street Northwest and North River Lane in the vicinity of Kwik Trip. Mr. Vogel stated that as the project application was written, the geography appeared to be confined those areas within the City of Mankato. Mr. Vogel stated that in addition to the scope outlined in the application, the project presented an opportunity to include consideration for the new trail that comes from Upper North Mankato and the trail’s access to the Minnesota River trail and connection across the river.

Mr. Sarff reported that preservation of access at Webster Avenue has been and will continue to be an item of consideration. Mr. Sarff stated that it was the City of North Mankato’s position that any study on the corridor would not impact and would not include Webster Avenue or any alternatives that would restrict access at Webster.

Ms. Bigham stated that MnDOT would be willing to participate in a study of the corridor. Construction of a new interchange or a new bridge are not currently in MnDOT’s 10-Year Plan. Consideration to bridge reconstruction would be a significant factor in any new infrastructure planning for the indicated study area.

Mr. Sarff asked Ms. Bigham for an estimate on when a new bridge would be constructed. Ms. Bigham estimated new construction in 2029.

Mr. Vogel stated that the study area will undergo redevelopment, land use, and land ownership changes within the next five years, and it would be useful if a guiding document for the area were established.

Mr. Sarff stated that if the plan can be developed without having an impact on Webster Avenue, he would not have objection. Mr. Sarff requested that this language be clearly stated in the 2019 UPWP.

Ms. Bigham stated that MnDOT would follow the directive of the MAPO TAC, but would prefer to have the City of North Mankato’s participation.

Mr. Fischer inquired if the City of Mankato had passed a resolution in support of the study which was contingent on other municipalities not putting conditions on the outcome of the study. Mr. Vogel clarified that the resolution was passed under condition that North Mankato pass a similar resolution. Mr. Fischer reported that North Mankato passing a similar resolution was not possible at this time. Mr. Vogel speculated that these conditions were why the project application was limited to geography within the City of Mankato.
Mr. Thilges inquired if a contingency should be built into the project description and scope to provide for the possibility that, at a future date, North Mankato might wish to include Webster Avenue within the project scope.

Mr. Sarff clarified that at this point, the limitation should be included and future amendments should be dealt with as they arise.

Mr. Thilges inquired if discussion should move on to Application 2. Mr. Vogel reported that the aerial photography purchase process, like 2016, did not follow federal procurement guidelines, and would be purchased with local funds. The $3,000 cost would be split between the MAPO member agencies.

With no further questions, Mr. Thilges inquired if there were questions regarding Application 3.

Mr. Cowan inquired if there would be a future opportunity to study the intersection of Stadium and Warren. Mr. McCarty stated this intersection needed to be studied on its own because there are geometric configurations that need to be evaluated. Mr. Cowan stated that the intersection presents concerns related to bus traffic and pedestrian foot traffic, and suggested consideration of addition of an extra lane. Mr. McCarty stated that there are right-of-way concerns that must be addressed with the State of Minnesota.

Mr. Thilges inquired if an Intersection Control Evaluation study may be required at Stadium and Warren. Mr. McCarty confirmed that an ICE study may be required, with special pedestrian considerations.

Mr. Thilges inquired as to the intersections would be selected for ICE studies in the scope of Application 3. Mr. McCarty reported that studied intersections would include Glenwood, Broad, Second, and Front. The corridor’s relationship to Cherry Street would also be considered.

Mr. Friedrichs inquired if the project described in Application 3 would consider making Cherry Street a four lane. Mr. McCarty stated that the City of Mankato was conducting its own study on Cherry Street.

Staff reported that the draft 2019 UPWP included consultant fees and staff time for all three projects. Staff reiterated that the 2019 UPWP document presented to the TAC was in draft form.

Mr. Cowan moved and Mr. Parker seconded to approve all three 2019 UPWP project applications and recommend approval to the MAPO Policy Board. Motion carried.

5.2 Review of Intersection Control Evaluation Respondents: Hoffman Road and South Victory Drive

Staff reported that the MAPO released a request for proposal (RFP) on 6/15/18 with responses due 7/9/18. Two responses were received. The MAPO TAC’s response review subcommittee met on 7/11/18. The subcommittee assigned scores using four categories: Technical Approach (40 points), Cost (30 points), Organization, personnel and expertise (20 points), and General quality of response and responsiveness to terms and conditions (10 points).

Staff explained that it was the recommendation of the response review subcommittee that SRF Consulting Group be awarded the contract for the ICE study of Hoffman Road at South Victory Drive. Staff recommended the MAPO TAC make a motion to recommend to the MAPO Policy Board contract award to SRF.

Mr. Hogen made a motion to approve and Mr. Pankratz seconded. Motion carried.
5.3 Resolution Supporting MnDOT Pavement and Bridge Condition Performance Measure Targets (PM2)

Staff reported that federal regulation outlined transportation performance measurement requirements for state Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs). State DOTs and MPOs are required to establish targets for each performance measure. As the region’s designated MPO, the MAPO is required to either agree to support MnDOT’s targets or establish targets specific to the MAPO planning area. Staff recommended that the MAPO support the state standards. Targets would be reported annually and performance data would be reported as a component of the Long Range Transportation Plan (LRTP). MAPO’s duties consist of: 1) for each respective Performance Measure (PM1, PM2, and PM3) adopt a resolution that supports the state targets or establishes its own, 2) report the targets to MnDOT annually. An annual resolution will serve as the MAPO’s documentation, 3) report MAPO progress toward achieving targets in the system performance report component of the LRTP. This can be accomplished as part of the normal plan update cycle, 4) incorporate the targets into the Transportation Improvement Program (TIP).

Staff reported that by passing the resolution, the MAPO would communicate that the MAPO will plan and program projects so that the projects contribute to the accomplishment of MnDOT’s calendar year 2018 4-year NHS pavement and bridge condition targets of:

- 50% target for pavements of the non-Interstate NHS in good condition,
- 4% target for non-Interstate NHS pavements in poor condition,
- 50% target for NHS bridges classified as in good condition, and
- 4% target for NHS bridges as in poor classified

Mr. Vogel inquired as to what NHS referred to. Mr. Thilges clarified that this was the National Highway System. Ms. Bigham clarified that Highway 169, Highway 14, and Highway 60 to Mankato were all part of the National Highway System.

Mr. Parker motioned and Mr. McCarty seconded a motion to approve. Motion carried.

5.4 Resolution Supporting MnDOT Freight and Reliability Performance Measures (PM3)

Staff reported that that this item was the next component of the federal requirements as outlined in Agenda Item 5.3. The resolution would communicate that the MAPO will plan and program projects so that the projects contribute to the accomplishment of MnDOT’s target of 75 percent of person-miles traveled on the non-Interstate NHS that are reliable (Non-Interstate Travel Time Reliability).

Mr. Vogel inquired as to where performance data was obtained. Ms. Bingham explained that the data was obtained from the Federal Highway Administration (FHWA). The metrics and calculations used to equate and report travel time reliability are somewhat advanced, but they are released by the FHWA and MPOs for their use.

Mr. Thilges explained that calculations are based on individual travel times as they relate to congestion. Ms. Retzlaff confirmed that the datasets were provided at no charge to state DOTs and MPOs. Ms. Retzlaff stated that a greater level of explanation could be obtained by scheduled an informational presentation at a future TAC meeting.

Mr. Friedrichs motioned and Mr. Greenwood seconded a motion to approve. Motion carried.
5.5 Resolution of Adoption: Mankato Transit System Transit Asset Management Targets (TAM)
Staff reported that the Fixing America’s Surface Transportation (FAST) Act requires transit systems to establish Federal Performance Targets as detailed in 49 CFR 625. Under this instruction, the Mankato Transit system has established these targets within the system’s adopted Transit Asset Management (TAM) plan. Metropolitan planning organizations (MPOs) must either support their respective transit operator’s targets or adopt their own.

Staff recommended that the MAPO agree to support the Mankato Transit System’s Transit Asset Management plan.

Mr. McCarty motioned and Mr. Sarff seconded a motion to approve. Motion carried.

6 Other Business, Discussion & Updates

6.1 Update: Trunk Highway 22
Staff reported that the MAPO, in partnership with the Minnesota Department of Transportation (MnDOT) wrapped up the project’s second round of public engagement in June. The study team is currently reviewing scenario alternatives and analyzing public input and survey responses, including responses on highway build scenarios, travel preferences, and preferences regarding location and type of pedestrian crossings.

Mr. Vogel and Ms. Bigham stated that the pop-up event at Songs on the Lawn, held June 14, was particularly well-attended. Ms. Bigham reported that a survey developed by the project team had allowed a greater understanding of stakeholder preferences for road configuration and trail placement.

6.2 Update: ADA Transition Plan
Staff reported the project management team has begun review of collected data and drafts of member agency plans. This includes map and graphical elements of inventoried areas within the MAPO, as well as draft sections to be included in the finalized plans. These include MAPO member agency requirements, project purpose, and individualized Transition Plan and Inventories for each member.

Staff stated initial drafts would be sent to the TAC for review.

7 TAC Comments

Mr. Thilges inquired if there were additional TAC comments.

Mr. Cowan inquired as to the progress on the intersection of Pohl Road and Stadium. Mr. Thilges explained that Blue Earth County has the project scheduled for 2020. Mr. McCarty stated that the City of Mankato also has the project scheduled for the same year.

Ms. Bigham stated that she has accepted a different position with MnDOT and, depending on scheduling, this may be the final MAPO TAC meeting with her attendance.

8 Opportunity for Public Comment

Mr. Thilges opened the floor for Public Comment. There were none.
At approximately 2:15 Mr. Vogel moved and Mr. Sarff seconded a motion to adjourn. With all voting in favor, the motion carried.

Chair, Mr. Thilges
AGENDA RECOMMENDATION

Agenda Heading: Approval of 2019 Unified Planning Work Program (UPWP)
No: 5.1

Agenda Item: Approval of 2019 Unified Planning Work Program (UPWP)

Recommendation Action(s): Recommendation to MAPO Policy Board to Adopt 2019 Unified Planning Work Program (UPWP)

Summary:

The MAPO has developed its 2019 UPWP. Development of the 2019 work program was informed by the 2018 UPWP and input from MAPO stakeholders.

The 2019 work program includes initiation of the MAPO’s Long Range Transportation Plan update, a Highway 169 Corridor Study, MAPO participation in cost sharing of aerial photography for use in MAPO map products, and a Warren Street Corridor Study. Potential activities in the draft 2020 work program include continued work on 2019 projects, initiation of a MAPO Active Transportation Plan and/or Minnesota River Trail Master Planning through the MAPO area.

The TAC may note that the MAPO Policy Board has adjusted the original scope of the Highway 169 Corridor Study to allow for the potential expansion of the project beyond the scope identified in the application. The project description within the UPWP reads:

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

Staff recommends the MAPO Technical Advisory Committee make a motion to recommend to the MAPO Policy Board adoption of the 2019 UPWP.

Attachments:
Draft 2019 Unified Planning Work Program
Mankato/North Mankato Area Planning Organization (MAPO)

2019 & (2020 Draft) Unified Planning Work Program

Recommended for Adoption by MAPO Technical Advisory Committee
August 16, 2018

Adopted by MAPO Policy Board
September 6, 2018

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

MAPO Representation
The MAPO is represented by the following units of government:

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<tr>
<th>City of Mankato</th>
<th>Blue Earth County</th>
<th>South Bend Township</th>
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<tr>
<td>City of North Mankato</td>
<td>Nicollet County</td>
<td>LeRay Township</td>
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<td>City of Eagle Lake</td>
<td>Belgrade Township</td>
<td>Mankato Township</td>
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<td>City of Skyline</td>
<td>Lime Township</td>
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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 (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP), and other plans and studies prepared by the MAPO.
## Policy Board, Technical Advisory Committee, and Staff

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<thead>
<tr>
<th>Policy Board</th>
<th>Technical Advisory Committee</th>
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<tr>
<td>Tim Auringer – City of Eagle Lake</td>
<td>Sheri Allen – Mankato Area Public Schools (District 77)</td>
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<tr>
<td>Bob Freyberg – City of North Mankato</td>
<td>Lisa Bigham – MnDOT (District 7)</td>
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<tr>
<td>Jack Kolars – Nicollet County</td>
<td>Jennifer Bromeland – City of Eagle Lake</td>
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<tr>
<td>Mike Laven – City of Mankato</td>
<td>Paul Corcoran – Minnesota State University, Mankato</td>
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<tr>
<td>Mark Piepho – Blue Earth County (chair)</td>
<td>Scott Fichtner – Blue Earth County</td>
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<td>Dan Rotchadl – Mankato Township</td>
<td>Karl Friedrichs – Lime Township</td>
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<td>Michael Fischer – City of North Mankato (chair)</td>
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<td><strong>Staff</strong></td>
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<tr>
<td>Paul Vogel, Executive Director</td>
<td>Scott Hogen – Mankato Area Public Schools (District 77)</td>
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<td>Charles Androsky, Transportation Planner</td>
<td>Jeff Johnson – City of Mankato</td>
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<td>Curt Kloss – Leray Township</td>
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<td>Mandy Landkamer – Nicollet County</td>
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<td>Loren Lindsey – Belgrade Township</td>
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<td>Open – South Bend Township</td>
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<td>Ed Pankratz – Mankato Township</td>
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<td>Sam Parker – Region Nine Development Commission</td>
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<td>Craig Rempp – City of Mankato</td>
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<td>Dan Sarff – City of North Mankato</td>
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<td>Ryan Thilges – Blue Earth County</td>
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<td>Paul Vogel – City of Mankato</td>
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Introduction and Vision Statement
The 2019 Unified Planning Work Program (UPWP) for the MAPO outlines work activities that the MAPO will undertake as the designated Metropolitan Planning Organization (MPO) for the Mankato/North Mankato Metropolitan Planning Area. Projects programmed in the UPWP must be informed by and in congruence with the MAPO’s adopted Long Range Transportation Plan (LRTP).

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 (3C) 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 Unified Planning 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 2019.

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

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

Metropolitan Planning Factors
Federal planning statutes identify planning factors that specify the scope of the planning process to be followed by the MAPO (23 CFR 450.306). According to federal planning statutes, the planning process shall provide for consideration and implementation of projects and strategies and services that will address ten identified planning factors.

Each factor is listed below. After each factor is a brief description of how the work activities contained in this UPWP support the metropolitan planning factors:
1. **Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.**
   - Promote and use the adopted LRTP to ensure that transportation projects and work products are planned in a continuing, cooperative, and comprehensive manner.
   - Continue to monitor travel forecasting with development to reliably and accurately predict future traffic on the major street and highway system.

2. **Increase the safety of the transportation system for motorized and non-motorized users.**
   - Continue to program transportation projects in coordination with the adopted LRTP and State and Federal safety requirements.

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

4. **Increase the accessibility and mobility of people and for freight.**
   - Work with partners to implement the recommendations of local ADA transition plans
   - Continued development and identification of needs through the Long Range Transportation Plan Update and ADA Transition Plan.
   - Work with other agencies on cooperative development of a Regional Transit Coordinating Council (RTCC) to increase accessibility and mobility of persons within and throughout the MAPO planning area.
   - Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts.

5. **Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.**
   - MAPO staff will assist in implementation of Mankato’s and North Mankato’s Complete Streets Plan to promote non-motorized usage and promotes the health initiatives of the Minnesota Statewide Health Improvement Program (SHIP).
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
   - Work with other agencies on cooperative development of a Regional Transit Coordinating Council (RTCC) to promote efficiencies and cooperation, as well as reduce redundancies of public, private, and non-profit transit service within and throughout the MAPO planning area.

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

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

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
   - Continue to program transportation projects in coordination with the adopted LRTP and local, State, and Federal stormwater requirements.

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

Resolution & Agreements
The signed resolution adopting the annual work program is included as Appendix C.

The following agreements governing the operation of 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.
Memorandum of Understanding between the Minnesota Department of Transportation, the Mankato/North Mankato Area Planning Organization, and the Public Transportation Operator.

Document Organization
The 2019 Planning Work Program for the Mankato/North Mankato Area Planning Organization is organized into six chapters:

Chapter 1 is the Summary List of 2019 & 2020 Activities for the MAPO.

Chapters 2-5 detail the work activities that will be undertaken in 2019 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 2019 and 2020 Activities

2019 Activities

The primary work activities for 2019 are:

- Development of Transportation Improvement Program (TIP)
- Initiation and development of the Long Range Transportation Plan (LRTP) Update
- Continued work on the MAPO ADA Transition Plan
- Initiate Highway 169 Corridor Study. This includes coordination between local and regional stakeholders.
- Initiate Warren Street Corridor Study
- Provide staff administration to the MAPO TAC and Policy Board
- Continued work on GIS base data for MAPO Urban and Planning Area, including coordination with GIS on 2019 aerial pictometry flyover
- Upkeep and maintenance of MAPO website
- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts
- Complete 2020 & 2021 Unified Planning Work Program
  - Note: the 2020 UPWP requires approval. The 2021 UPWP is more a conceptual document
- Continued involvement in the Transportation Alternative (TA) and Safe Routes to School (SRTS) programs by providing assistance to MAPO member jurisdictions, review and ranking
- Work with other agencies in cooperative development of a Regional Transit Coordinating Council (RTCC)
- 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)
- Serve on the VINE True Transit TAC
- Review and update the MAPO's Public Participation Plan
- Project management and coordination with consultants on various studies

2020 Activities

Main activities for 2020 may include:

- Continued work on Long Range Transportation Plan Update
- Continued work on Warren Street Corridor Study
- Continued work on Highway 169 Corridor Study
- Initiation of MAPO Active Transportation Plan
- Initiation of Intelligent Transportation Plan
- MAPO Transportation Modeling
- Work on Pavement Management Plan
- Minnesota River Trail Master Planning (corridor through MAPO area)

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

2019 Staff Hours: 1,500  2019 Budget: $ 84,014
2020 Staff Hours: 1,500  2020 Budget: $ 86,534

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 (800 staff hours)
  Program support activities keep the Policy Board, Technical Advisory Committee, and sub-committees informed and meeting on a regular basis. Actions include administering meetings, maintaining committee membership lists and bylaws, writing agendas and minutes, and special assignments.
  - Prepare agendas and minutes for MAPO meetings.
  - Prepare agendas, minutes and meeting notices for TAC meetings and Policy Board Meetings.
  - Attend trainings, meetings, and conferences.
  - Project task administration and communication between the MAPO and its advisory committee.
  - Review and update Public Participation Plan and other administrative Plans as needed (Procurement Plan, etc.)
  - Prepare local jurisdictions for billing.
  - Attend and present information on the LRTP and MAPO updates to the Blue Earth and Nicollet County Board meetings as requested.
  - Attend and present MAPO updates to the Region Nine Development Commission Transportation Advisory Committee TAC at their regularly-scheduled meetings.
  - Attend and present information on the LRTP and other MAPO updates to the City Councils of Mankato, North Mankato, and Eagle Lake as requested.

- Unified Planning Work Program (UPWP) (150 staff hours)
  The unified 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 2020-2021 UPWP.
- Midyear review with MnDOT, FHWA and FTA.
- Prepare budgets and quarterly progress reports for MnDOT and FHWA.
- Review 2020 UPWP with TAC, MnDOT and FHWA for work items to carry forward into 2020-2021 UPWP.
- Receive input from local TAC, MnDOT and FHWA on work items to include in 2020-2021 UPWP.
- Write 2020-2021 UPWP.

- Training and Travel (150 staff hours)
  Travel to MPO Directors meetings, training, and other activities are included. MnDOT requires that $3,000 of planning funds are used to provide for the MPO’s participation in meeting and workshops for the Minnesota MPO Directors and other professional development and training of the MPO staff. (Hard cost of these items are listed as a line items in the budget)
  - Travel to MPO Directors Meetings
  - Travel to training opportunities (e.g., APA, FHWA, MnDOT, NTI)
  - Attend Conference(s)
  - Attend various statewide and district functions or workshops relevant to the MAPO

- Information Technology the City of Mankato.
  - Post meeting packets, minutes and other materials to MAPO website.
  - Continue work with the City of Mankato’s Information Technology and Public Information Departments to build and expand the MAPO website.
  - Work with Mankato, North Mankato, Blue Earth County and Nicollet County to continuing development of GIS information for MAPO Area.
  - Explore and implement new social media technologies to enhance public participation and engagement in the MAPO.

- Program Expenses (300 staff hours)
  Program expenses are the costs associated with organizational upkeep and administration, including staff vacation, sick and holiday time.

**Process and Timeline to Completion:**
- *Ongoing maintenance and coordination with City of Mankato Information Technology Department.*
- *The activities in this section will generally be completed in the 2019 Calendar year.*
Chapter 3: Long-Range Transportation Planning

200 Long-Range Transportation Planning

2019 Staff Hours: 255  
2019 Budget: $89,077 (staff hours and consultant costs)

2020 Staff Hours: 270  
2020 Budget: $119,605 (staff hours and consultant costs)

Introduction

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

Long Range Transportation Plan Update

As the region’s designated Metropolitan Planning Organization (MPO), the MAPO must maintain and periodically update a Long Range Transportation Plan (LRTP). The MAPO’s first LRTP, “MAPO 2045” was adopted December, 2015. The LRTP update must be adopted by December, 2020. Over the year 2019, work on the LRTP update shall include:

- Start LRTP update process including completing and releasing RFP
- Selecting consultant for award
- Initiating LRTP Update

Consultant Studies:

- Long Range Transportation Plan Update
  - Total Contract Amount $180,477
  - Amount Anticipated in 2019 (est.) $75,800
  - Anticipated Completion: Quarter 4 of 2020
Chapter 4: Short-Range Transportation Planning

300 Short-Range Transportation Planning

2019 Staff Hours: 700  2019 Budget: $149,564
2020 Staff Hours: 700  2020 Budget: $117,751

Introduction

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

Activities

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

Local Planning Assistance (550 staff hours)

- Continued work with consultant and area partners on ADA Transition Plan for the area.
- Work on Warren Street Corridor Study
- Assist local partners with localized transportation planning efforts as needed.
- Assist MAPO member jurisdictions with Transportation Alternatives Program (TA) and Safe Routes to School (SRTS) guidance 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 Mankato Transit with various projects, plans, and initiatives as needed.
- Assist on general transportation topics that arise.
- Continued work with the Blue Earth County and Nicollet County. Includes technical assistance/support, presentations/outreach for MAPO projects and programming.
- Continued work with Statewide Health Improvement Program (SHIP). Includes serving on the SHIP Community Leadership Team.

State Planning Assistance (150 staff hours)

- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts, including review and commenting on statewide and district plans or projects. Assist as needed in open houses, outreach or other communication.
- Review requests and present functional classifications changes to TAC and Policy Board
- Provide reporting and follow up with MnDOT regarding changes or updates to functional classification changes.
- Work with Region Nine Development Commission Transportation Committee and serve on their TAC. Provide technical assistance/support, present information on MAPO projects/programming, serve as liaison between agencies.
- Coordinate with MnDOT District 7, area partners, and consultant on Highway 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 the 2019 & 2020 calendar years.

Consultant Studies:
- ADA Transition Plan
  Initiated in fall 2017, the Americans with Disabilities Act (ADA) Transition Plan continued through 2018 and will continue into 2019. This project is referenced in the LRTP on pages 6-38 and 6-39.
    - Total Contract Amount $175,316
    - Amount Anticipated in 2019 (est.) $4,000
    - Anticipated Completion: Quarter 1 of 2019
- Warren Street Corridor Study
  The Warren Street Corridor Study will include a traffic study of Warren Street from Riverfront Drive to Balcerzak Drive in Mankato. The study will evaluate alternatives for management of existing and future traffic, alternate intersection designs, and pedestrian connectivity. This study is referenced in the LRTP on pages 12-2 and 12-3.
    - Total Project Cost (est.): 70,000
    - 2019 Cost (est.): $43,000
    - Anticipated Completion: 2020
- Aerial Pictometry Flyover
  The MAPO requires current aerial imagery for the development of updated maps, plans, graphical elements, and public communications materials.
    - Total Project Cost (est.): $3,000
    - 2019 Cost (est.): $3,000
    - Anticipated Completion: Q4 of 2019
- Highway 169 Corridor Study
  A Highway 169 Corridor study to be undertaken within the MAPO Planning Area, the final scope to be determined and coordinated with the partner jurisdictions (Mankato, North Mankato, Blue Earth County) in cooperation with MnDOT. Justification: In the
District 7 CHIP, several pavement and bridge projects are contemplated along the corridor within the next 10 years. In addition, land use transitions abutting the corridor are also likely. Since a study has not been conducted for the corridor within the last 20 years, the Partners believe a coordinated examination of the corridor is warranted considering possible land use transitions, future MnDOT improvements, and ongoing concerns regarding access, safety, and the context of the corridor through the urbanized area.

The need for this study is referenced in the LRTP on numerous pages including 6-21 and 9-21, which identifies that “further study [is] warranted” along the corridor.

- Total project cost (est.): $100,000
- 2019 Cost (est.): $60,000
- Anticipated Completion: 2020

Chapter 5: Program Development

400 Program Development & TIP Development

2019 Staff Hours: 575  2019 Budget: $32,926
2020 Staff Hours: 575  2020 Budget: $33,914

Introduction

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

Activities

Transportation Improvement Program (TIP)

To develop the MAPO’s area 2020-2023 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 System.
- 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 (TA).
- Coordinate and interview applicants for submitted TA projects in MAPO planning area.
- Provide staff recommendation and input for submitted projects.
- Participate in regional reviewing and ranking of District 7 Surface Transportation (STP) projects.
- Coordinate with ATP and MnDOT in reviewing and recommending projects, including transit, for inclusion in the Area Transportation Improvement Program and 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.

Regional Transit Coordinating Committee (RTCC) Development
The MAPO, in cooperation with MnDOT’s office of Transit and Active Transportation, will continue work on initiation of a Regional Transit Coordination Council (RTCC). The RTCC will be tasked with increasing coordination between transportation providers and service agencies to achieve efficiencies and fill transportation gaps within and throughout the MAPO area.
- Work with other agencies on cooperative development of a Regional Transit Coordinating Council (RTCC) to increase accessibility and mobility of persons within and throughout the MAPO planning area.
- Building and strengthening partnerships with and between regional human service organizations and private, public, and non-profit providers.
- Coordinate with MnDOT to obtain and administer funding for creation of a regional RTCC Plan.
- Select consultant for award
- Manage consultant throughout Plan development process

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 2018-2021.

<table>
<thead>
<tr>
<th>Major Program Activities</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Development Plan</td>
<td>X</td>
<td></td>
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<tr>
<td>Trunk Highway 22 Corridor Study</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICE Report: Hoffman Rd. at S. Victory Dr.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA Transition Plan</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Aerial Photography</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highway 169 Corridor Study</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Warren Street Corridor Study</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Long Range Transportation Plan Update</td>
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<td>X</td>
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<tr>
<td>Active Transportation Plan</td>
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<td>X</td>
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<tr>
<td>Intelligent Transportation Plan</td>
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<tr>
<td>MAPO Transportation Modeling</td>
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<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: 2019 Program Activity Details & Budget

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

<table>
<thead>
<tr>
<th>100 Program Support and Administration</th>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare agendas and minutes for MAP0 Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Attending MnDOT and local agency meetings</td>
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<td></td>
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<tr>
<td>3. Prepare and agendas and minutes for TAC meetings</td>
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<td></td>
</tr>
<tr>
<td>4. Attend training, meetings, and conferences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Review and Update Title VI Program/Limited English Proficiency Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Review and Update Public Participation Plan</td>
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<td></td>
</tr>
<tr>
<td>7. Prepare billing for local jurisdiction assessment</td>
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<tr>
<td><strong>Total Expense - Program Support</strong></td>
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<td><strong>Planning Work Program</strong></td>
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<tr>
<td>Program 51002</td>
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<td></td>
</tr>
<tr>
<td>1. Prepare draft 2020-2021 UPWP and budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Review with MnDOT and FHWA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Reporting to MnDOT &amp; FHWA</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Expense - Planning Work Program</strong></td>
<td>$8,763</td>
<td>150</td>
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<tr>
<td><strong>Training and Travel Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 51003</td>
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<td></td>
</tr>
<tr>
<td>1. Travel to MPO Directors meetings MN MPO workshop</td>
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<td></td>
</tr>
<tr>
<td>2. Travel to workshops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Attend other meeting related to transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expense - Training &amp; Travel</strong></td>
<td>$8,763</td>
<td>150</td>
</tr>
<tr>
<td><strong>Information Tech &amp; Website Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 51004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Geographic Information System Support</td>
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<tr>
<td><strong>Total Staff Expenses</strong></td>
<td>$6,213</td>
<td>100</td>
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<tr>
<td><strong>Total Website Expenses</strong></td>
<td>$6,213</td>
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<tr>
<td><strong>Program Expenses Program</strong></td>
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<td></td>
</tr>
<tr>
<td>Program 51005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Vacation, Sick and Holidays</td>
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<tr>
<td><strong>Total Expense - Program Expenses</strong></td>
<td>$16,728</td>
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<td><strong>Total Expenses - Program Support and Administration</strong></td>
<td><strong>$84,014</strong></td>
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<td><strong>200 Long-Range Planning</strong></td>
<td></td>
<td></td>
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<tr>
<td>Program 52001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Consultant cost - initiate and coordinate Long Range Transportation Plan Update</td>
<td></td>
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<tr>
<td><strong>Total Staff costs - Long Range Transportation Plan Update</strong></td>
<td>$13,277</td>
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<tr>
<td><strong>Total Expenses - Long Range Transportation Plan Update</strong></td>
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<td><strong>Total Expenses - Long Range Planning</strong></td>
<td><strong>$89,077</strong></td>
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<tr>
<td><strong>300 Short-Range Planning</strong></td>
<td></td>
<td></td>
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<tr>
<td>Program 53002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Consultant cost - continued work on ADA Transition Plan</td>
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</tr>
<tr>
<td>2. Consultant cost - Warren Street Corridor Study</td>
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<td></td>
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<tr>
<td>3. *Consultant cost - GIS Aerial Pictometry Flyover</td>
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<td></td>
</tr>
<tr>
<td>4. Consultant cost - Highway 169 Corridor Study</td>
<td></td>
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</tr>
<tr>
<td>5. Assist MAP0 partners with local transportation planning efforts as needed</td>
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<td></td>
</tr>
<tr>
<td>6. Coordination and working with local Statewide Health Improvement Program/Active Transportation</td>
<td></td>
<td></td>
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<tr>
<td>7. Distribute and share relevant transportation materials &amp; information/LRTP Outreach (52002 staff coding)</td>
<td></td>
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<tr>
<td>8. Coordination with agency partners on Regional Transit Coordinating Council</td>
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<tr>
<td><strong>Staff Expenses</strong></td>
<td>$30,802</td>
<td>550</td>
</tr>
<tr>
<td><strong>Total Expenses - Short Range Planning - Local</strong></td>
<td>$140,802</td>
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<tr>
<td><strong>State Planning Efforts</strong></td>
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<td></td>
</tr>
<tr>
<td>Program 53002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Participation in Statewide and District Planning Efforts</td>
<td></td>
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</tr>
<tr>
<td>2. Coordination with MnDOT and local partners for transportation related activities</td>
<td></td>
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<tr>
<td><strong>Total Staffing Costs - Short Term Planning - Interagency</strong></td>
<td>$8,763</td>
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<tr>
<td><strong>Total Expenses - Short Range Planning - Interagency</strong></td>
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<tr>
<td><strong>Staff Expenses - Short Range Planning</strong></td>
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<td><strong>Expenses before $3,000 local project for GIS Aerial Pictometry Flyover</strong></td>
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<td><strong>Total Expenses - Short-Range Planning</strong></td>
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</tbody>
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*$3,000 of local funding to be utilized for locally funded project (GIS Aerial Pictometry Flyover)
### 2019 Program Activity Details & Budget Continued

#### Inter Agency - State $4002
1. TAP LOI Review
2. Coordination and review with MnDOT and Transit for STIP

Total Staffing Costs - Program Development

<table>
<thead>
<tr>
<th>Budget</th>
<th>Staff Hours</th>
</tr>
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<tr>
<td>$10,620</td>
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Total Expenses - Program Development - Interagency

<table>
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</thead>
<tbody>
<tr>
<td>$10,887</td>
<td>175</td>
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</tbody>
</table>

### Inter Agency Local $4003
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 2 ATP
7. Work with Region 9 RDC & Serve on their Transportation Committee TAC

Total Staffing Costs - Inter Agency Local

<table>
<thead>
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<th>Budget</th>
<th>Staff Hours</th>
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<td>$22,039</td>
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Total Expenses - Program Development - Interagency

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</table>

### Other Services & Commodities

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Title</th>
<th>Federal Funding Amount</th>
<th>Local Funding Amount (State and Local)</th>
<th>Total Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3040 Legal, Publication, &amp; Advertising</td>
<td>$1,200</td>
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<tr>
<td>7208 GIS Services (transfer)</td>
<td>$5,000</td>
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<tr>
<td>3210 Telephone &amp; Postage</td>
<td>$499</td>
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</tr>
<tr>
<td>3300 Training, Travel &amp; Conferences</td>
<td>$3,000</td>
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<tr>
<td>3410 Printing &amp; Publishing</td>
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<tr>
<td>2010 Office Supplies (including software)</td>
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<tr>
<td>4130 Subscriptions &amp; Memberships</td>
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Total Commodities & Other Services

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<th>Budget</th>
<th>Staff Hours</th>
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<td>$14,009</td>
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Total Expenses and Staffing Hours for 2019

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<tr>
<th>Budget</th>
<th>Staff Hours</th>
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<tbody>
<tr>
<td>$369,589</td>
<td>3,030</td>
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</table>

#### 2019 Unified Planning Work Program Budget – Federal Funds and Local Match

**MAPO FY 2019 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 (State and Local)</th>
<th>Total Funding Amount</th>
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<td>100</td>
<td>Program Support</td>
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<td>Short Range Planning</td>
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<td>Program Development</td>
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<td>Other Service &amp; Commodities</td>
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<td></td>
<td><strong>Funding Totals</strong></td>
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<td><strong>$79,858</strong></td>
<td><strong>$366,589</strong></td>
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</tbody>
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**Source of Local Funds:**

- Minnesota State Funds: $32,698
- Local Funds: $47,160

**Funding Totals:** $79,858

*Note, $3,000 of local funding not included. Will be utilized for locally funded project (GIS Aerial Pictometry Flyover)*
### 2019 Local Share Amount

<table>
<thead>
<tr>
<th>UNIT OF GOVERNMENT</th>
<th>LOCAL SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Earth County</td>
<td>$16,021</td>
</tr>
<tr>
<td>City of Mankato</td>
<td>$15,599</td>
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<tr>
<td>Nicollet County</td>
<td>$5,059</td>
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<tr>
<td>City of North Mankato</td>
<td>$5,481</td>
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<td><strong>TOTAL 2019 Local Payments</strong></td>
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<td>Local Carry Over Assessment</td>
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<td><strong>TOTAL - 2019 Local Share</strong></td>
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### Local Share Amount by Year

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<td>$17,316</td>
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<td>City of Mankato</td>
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<td>Nicollet County</td>
<td>$5,223</td>
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<td>$3,783</td>
<td>$3,535</td>
<td>$4,875</td>
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<td>City of North Mankato</td>
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<td>$4,098</td>
<td>$3,830</td>
<td>$5,281</td>
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<td><strong>Total</strong></td>
<td>$45,078</td>
<td>$21,982</td>
<td>$31,532</td>
<td>$29,762</td>
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# 2019 Program Budget and Detail

## 2019 UPWP Budget and Detail

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<th>300</th>
<th>400</th>
<th>Other Services &amp; Commodities</th>
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<tr>
<td></td>
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<td>Program Support</td>
<td>Long Range Planning</td>
<td>Short Range Planning</td>
<td>Program Development</td>
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<td>MAPO Revenue</td>
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<td>Minnesota Federal Funds</td>
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<td>78.22%</td>
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<tr>
<td>Local Match - Minnesota Federal Funds</td>
<td>$38,985</td>
<td>$8,934</td>
<td>$9,473</td>
<td>$15,586</td>
<td>$3,501</td>
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<td></td>
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<td>10.63%</td>
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<tr>
<td>Minnesota State Funds</td>
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<td>$7,945</td>
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<td>Local Match - Minnesota State Funds</td>
<td>$8,175</td>
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<td>$1,986</td>
<td>$3,268</td>
<td>$734</td>
<td>$312</td>
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<td></td>
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<td>2.23%</td>
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<td>Federal, State, &amp; Local Match</td>
<td>$366,589</td>
<td>$84,014 $84,014</td>
<td>$89,077 $89,077</td>
<td>$146,564 $146,564</td>
<td>$32,926 $32,926</td>
<td>$14,009 $14,009</td>
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<tr>
<td>Local Funds for Local Project</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
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</tr>
<tr>
<td>Total Revenue</td>
<td>$369,589</td>
<td>$84,014 $84,014</td>
<td>$89,077 $89,077</td>
<td>$149,564 $149,564</td>
<td>$32,926 $32,926</td>
<td>$14,009 $14,009</td>
<td></td>
</tr>
</tbody>
</table>

## MAPO Staff Expenses

| Program Support And Administration | $84,014 | $84,014 |
| Long Range Planning                | $13,277 | $13,277 |
| Short Range Planning               | $39,564 | $39,564 |
| Program Development                | $32,926 | $32,926 |
| Total Staff Salaries & Benefits    | $169,780 | $169,780 |

## Commodity & Other Services

| Legal, Publication, & Advertising | $1,200 | $1,200 |
| GIS Services (Transfer)           | $5,000 | $5,000 |
| Telephone & Postage               | $499   | $499   |
| Training, Travel & Conferences    | $3,000 | $3,000 |
| Printing & Publishing             | $3,000 | $3,000 |
| Office Supplies (Including Software) | $760 | $760 |
| Subscriptions and Memberships     | $550   | $550   |
| Consultant Services               | $185,800 | $75,800 $110,000 |
| Total Expenses                    | $369,589 | $84,014 $89,077 $149,564 $32,926 $14,009 |
| % of Total Program                | 23%    | 24%    | 40%    | 9%     | 4%     |

---

19
## Draft 2020 Program Activity Details & Budget

<table>
<thead>
<tr>
<th>Program Support and Administration</th>
<th>Budget</th>
<th>Staff Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>100 Program Support and Administration</strong></td>
<td></td>
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<tr>
<td>1. Prepare agendas and minutes for MAPO Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Attending MnDOT and local agency meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Prepare and agendas and minutes for TAC meetings</td>
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<td></td>
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<tr>
<td>4. Attend training, meetings, and conferences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Review and Update Title VI Program/Limited English Proficiency Plan</td>
<td></td>
<td></td>
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<tr>
<td>6. Review and Update Public Participation Plan</td>
<td></td>
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<tr>
<td>7. Prepare billing for local jurisdiction assessment</td>
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<tr>
<td><strong>Total Expense - Program Support</strong></td>
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<td>800</td>
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<td><strong>Planning Work Program 51002</strong></td>
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<tr>
<td>1. Prepare draft 2020-2021 UPWP and budget</td>
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<tr>
<td>2. Review with MnDOT and FHWA</td>
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<tr>
<td>3. Reporting to MnDOT &amp; FHWA</td>
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<td>1. Travel to MPO Directors meetings MN MPO workshop</td>
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<td>2. Travel to workshops</td>
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<tr>
<td>3. Attend other meeting related to transportation</td>
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<td><strong>Total Expense - Training &amp; Travel</strong></td>
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<td><strong>Information Tech &amp; Website 51004</strong></td>
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<td>1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content</td>
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<td>2. Geographic Information System Support</td>
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<td><strong>Total Website Expenses</strong></td>
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<td><strong>Program Expenses 51005</strong></td>
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<td>1. Vacation, Sick and Holidays</td>
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<td><strong>Total Expense - Program Expenses</strong></td>
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<td><strong>Total Expenses - Program Support and Administration</strong></td>
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<td><strong>200 Long-Range Planning</strong></td>
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<td>LRTP Update 52001</td>
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<td>1. Continued work on Long Range Transportation Plan Update</td>
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<td><strong>Total Staff Costs - LRTP Update</strong></td>
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<tr>
<td><strong>Total Expenses - Long Range Planning</strong></td>
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<tr>
<td>Short Range Planning - Local</td>
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<tr>
<td>1. Continued work on Warren Street Corridor Study</td>
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<td>2. Continued work on Highway 169 Corridor Study</td>
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<tr>
<td>3. Initiation of Active Transportation Plan</td>
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<tr>
<td>4. Assist MAPO partners with local transportation planning efforts as needed</td>
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<tr>
<td>5. Coordination and working with local Statewide Health Improvement Program/Active Transportation</td>
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<tr>
<td>6. Distribute and share relevant transportation materials &amp; information/LRTP Outreach (52002 staff coding)</td>
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<tr>
<td>7. Coordination with agency partners on Regional Transit Coordinating Council</td>
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<td><strong>Staff Expenses</strong></td>
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<td><strong>Total Expenses - Short Range Planning - Local</strong></td>
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<td><strong>State Planning Efforts 53002</strong></td>
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<tr>
<td>1. Participation in Statewide and District Planning Efforts</td>
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<tr>
<td>2. Coordination with MnDOT and local partners for transportation related activities</td>
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<td><strong>Total Staffing Costs - Short Term Planning - Interagency</strong></td>
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<td><strong>Total Expenses - Short Range Planning - Interagency</strong></td>
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Draft 2020 Program Activity Details & Budget Continued

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<td>2. Solicit projects from local partners</td>
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<tr>
<td></td>
<td>3. Begin TIP environmental justice analysis</td>
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<td></td>
<td>4. Conduct consultation with the Greater Mankato Transit</td>
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<td></td>
<td>5. TIP Development &amp; Documentation</td>
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<td></td>
<td>6. Coordination with District 7 ATP</td>
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<td></td>
<td>7. Work with Region 9 RDC &amp; Serve on their Transportation Committee TAC</td>
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<td>Total Staffing Costs - Inter Agency Local</td>
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<td>3410 Printing &amp; Publishing</td>
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<td>2010 Office Supplies (including software)</td>
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<td>4330 Subscriptions &amp; Memberships</td>
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<td>Total Commodities &amp; Other Services</td>
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<td>Total Expenses and Staffing Hours for 2019</td>
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Appendix B: MAPO Meeting Locations, Times & Contact information

MAPO Meeting Locations and Times

- The 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 6:00pm, 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 1:30pm, 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](http://www.mnmapo.org)
Appendix C: Adopting Resolution

Resolution Adopting 2019 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 2019 Unified Planning Work Program with potential minor amendments or amendments pending MnDOT and FHWA comments; and

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

CERTIFICATION

State of Minnesota

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the 6th day of September, 2018, as shown by the minutes of said meeting in my possession.

______________________________________________  
Chair                                            Date

______________________________________________  
Executive Director                        Date
Agenda Item: Re-Adoption of 2019-2022 Transportation Improvement Program (TIP)

Recommendation Action(s): Recommendation to MAPO Policy Board to Re-Adopt 2019-2022 TIP

Summary:

The MAPO’s 2019-2022 TIP was developed and adopted in conjunction and on schedule with the MnDOT Area Transportation Partnership (ATP) 7 solicitation flowchart. After adoption, a number of updates were made necessary as the State Transportation Improvement Plan (STIP) and Area Transportation Improvement Plan (ATIP) were adjusted.

The updated TIP contains these adjustments, as well as incorporates the PM2, PM3, and TAM resolutions passed by the MAPO Policy Board on August 2, 2018. The 30-day public comment period for the updated TIP will run August 2 – September 3, 2018.

Staff recommends the MAPO TAC make a motion to recommend re-adoption of the updated 2019-2022 to the MAPO Policy Board.

Attachments:
Updated 2019-2022 Transportation Improvement Program (TIP)
MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

2019 - 2022
Transportation Improvement Program (TIP)

DRAFT SUBMITTED FOR PUBLIC COMMENT

The public comment period is scheduled from 8/2/18 – 9/3/18. Comments may be submitted through any of the below venues. Hard copies available at 10 Civic Center Plaza, Mankato, MN 56001

- Website  |  www.mnmapo.org
- Phone    |  (507) 387-8389
- Email    |  candrosky@mankatomin.gov
- Twitter  |  @MinnesotaMAPO
- U.S. Mail |  Charles Androsky, Transportation Planner  
                  10 Civic Center Plaza  
                  Mankato, MN 56001
### MANKATO/NORTH MANKATO PLANNING ORGANIZATION

#### Policy Board, Staff and Advisory Committee Listing

<table>
<thead>
<tr>
<th>Policy Board</th>
<th>Technical Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Auringer – City of Eagle Lake</td>
<td>Sheri Allen – Mankato Area Public Schools (District 77)</td>
</tr>
<tr>
<td>Bob Freyberg – City of North Mankato</td>
<td>Lisa Bigham – MnDOT (District 7)</td>
</tr>
<tr>
<td>Jack Kolars – Nicollet County</td>
<td>Jennifer Bromeland – City of Eagle Lake</td>
</tr>
<tr>
<td>Mike Laven – City of Mankato</td>
<td>Paul Corcoran – Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Mark Piepho – Blue Earth County (chair)</td>
<td>Scott Fichtner – Blue Earth County</td>
</tr>
<tr>
<td>Dan Rotchadl – Mankato Township</td>
<td>Karl Friedrichs – Lime Township</td>
</tr>
<tr>
<td></td>
<td>Michael Fischer – City of North Mankato (chair)</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Paul Vogel, Executive Director</td>
<td>Scott Hogen – Mankato Area Public Schools (District 77)</td>
</tr>
<tr>
<td>Charles Androsky, Transportation Planner</td>
<td>Curt Kloss – Leray Township</td>
</tr>
<tr>
<td></td>
<td>Mandy Landkamer – Nicollet County</td>
</tr>
<tr>
<td></td>
<td>Loren Lindsey – Belgrade Township</td>
</tr>
<tr>
<td></td>
<td>Open – South Bend Township</td>
</tr>
<tr>
<td></td>
<td>Ed Pankratz – Mankato Township</td>
</tr>
<tr>
<td></td>
<td>Sam Parker – Region Nine Development Commission</td>
</tr>
<tr>
<td></td>
<td>Craig Rempp – City of Mankato</td>
</tr>
<tr>
<td></td>
<td>Dan Sarff – City of North Mankato</td>
</tr>
<tr>
<td></td>
<td>Ryan Thilges – Blue Earth County</td>
</tr>
<tr>
<td></td>
<td>Paul Vogel – City of Mankato</td>
</tr>
</tbody>
</table>

To request this document in other languages, please call (507) 387-8389
Para solicitar este documento en otros idiomas, llame al (507) 387-8389
Si aad u codsato dukumintigan luqadaha kale, fadlan wac (507) 387-8389
Disclaimer

The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the State of 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 or policies of the U.S. Department of Transportation. The report does not constitute a standard, specification, or regulation.

Map Disclaimer

The information contained in the following maps is a compilation of data from various federal, state, county, regional, and municipal sources. Geographic information has limitations due to the scale, resolution, date and interpretation of the original source materials. Users should consult available data documentation to determine limitations and the precision to which the data depicts distance, direction, location or other geographic characteristics. These maps and/or data are not legal survey documents to be used for describing land for the purpose of ownership or title.
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Appendix
Decisions about transportation investments require collaboration and cooperation between different levels of government and neighboring jurisdictions. As a document, 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 MAPO TIP document programs project funding for metropolitan area.

Development of both the LRTP and the TIP are facilitated by the Mankato/North Mankato Area Planning Organization (MAPO), the federally designated metropolitan planning organization (MPO).

**Mankato/North Mankato Area Planning Organization**

The Mankato/North Mankato Area Planning Organization (MAPO) was established in 2012 in response to the 2010 U.S. Census, which designated the Mankato/North Mankato region as an urbanized area, requiring the formation of a metropolitan planning agency.

Because roads and other transportation systems don’t start and stop at jurisdictional lines, MAPO meets and maintains a “3-C” (comprehensive, cooperative, and continuing) metropolitan transportation planning process to provide maximum service to citizens. In other words, the federal government wishes to see federal transportation funds spent in a manner that has a basis in metropolitan region-wide plans developed through intergovernmental collaboration, rational and performance-based analysis, and consensus-based decision making.

As the federally-designated Metropolitan Planning Organization (MPO), the MAPO provides the comprehensive, cooperative, and continuing planning process for all modes of transportation throughout the MAPO planning area. The geographic boundary of the MAPO area is represented on Map 1 on page 3. MAPO offices are located at 10 Civic Center Plaza in Mankato, Minnesota. The MAPO’s official website is [www.mnmapo.org](http://www.mnmapo.org) and it can be followed on Twitter at the handle @MinnesotaMAPO.
In the transportation planning process, the MAPO’s roles include:

- Maintaining a certified “3-C” transportation planning process: comprehensive, cooperative, and continuing.
- Coordinating the planning and implementation activities of local, regional, and state transportation agencies.
- Ensuring that an effective public participation process, in which meaningful public input is obtained, is part of the decision-making process behind plans and programs.
- Providing leadership both in setting transportation policy and in metropolitan system planning.
- Lending technical support in planning and operations to local governments.
- Planning for an intermodal transportation system that is economically efficient, environmentally sound, provides the foundation to compete in the global economy, and moves people and goods in an efficient manner.
Map 1: Mankato/North Mankato Metropolitan Planning Area
Chapter 1

The federal transportation bill, Fixing America’s Surface Transportation Act (FAST ACT) identifies ten planning factors that must be considered in the transportation planning process. The process used to select projects to be programmed through the Mankato/North Mankato TIP is based on these factors:

1) Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
2) Increase safety of the transportation system for motorized and non-motorized users.
3) Increase security of the transportation system for motorized and non-motorized users.
4) Increase accessibility and mobility of people and freight.
5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6) Enhance integration and connectivity of the transportation system across and between modes, people and freight.
7) Promote efficient system management and operation.
8) Emphasize preservation of the existing transportation system.
9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10) Enhance travel and tourism

The Transportation Improvement Program

The TIP is a federally mandated, annually prepared document that contains pedestrian, highway, transit, and other transportation projects that are recommended for federal funding during the next four years in the metropolitan area. The projects included in each year’s TIP ultimately come from the area’s Long Range Transportation Plan (LRTP), and are aimed at meeting the long-range needs of the transportation system. Implementing agencies, however, propose projects to the MAPO on an annual basis to be coordinated into a comprehensive listing of the area’s federally funded transportation improvements planned for the short range (next 4 years). These listings include information regarding cost, specific funding sources, project timing, etc. Once in the TIP, projects represent a commitment of funding on the part of the implementing
agency.

TIPs are developed in cooperation with the state (MnDOT) and the Greater Mankato Transit System. They must comply with regulations issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), but can be revised or amended at any time during the program year by action of the MPO. The TIP projects programmed for Mankato/North Mankato area must match those included in the Area Transportation Improvement Program (ATIP) and the Minnesota Statewide Transportation Improvement Program (STIP).

The MAPO and its Transportation Advisory Committee (TAC) contribute to the development of the TIP, and the MAPO Policy Board reviews the TIP for approval.

The TIP and its Connection to the Long Range Transportation Plan

As stated above, the projects in the 2019-2022 TIP originate from the Mankato/North Mankato Long Range Transportation Plan (LRTP). The LRTP contains a list of short-, mid-, and long-range transportation projects and focus areas that are planned for the metropolitan area over the next thirty years.

The regional transportation goals and objectives identified in the LRTP set the broad policy framework for planning transportation improvements and the projects entering the TIP are intended to come from the LRTP or support the long-range goals and objectives established in that framework. The Mankato/North Mankato LRTP identifies how each project or program in the TIP will support the MAPO key performance areas which include: access and reliability, economic vitality, safety, preservation and multimodal transportation.

Federal Funding Sources

Projects included in the 2019-2022 MAPO TIP will be funded by one of the following funding categories. Funding sources are identified on pages 6 – 7 by the acronym in parentheses after each funding name listed below. Legislation allows MnDOT to reserve the ability to determine which of these funding categories (and how much of each) will ultimately be used to fund any given project in the TIP. As such, the amounts and types of funding shown in the project tables may be subject to modification.

The primary governing federal transportation bill, the Fixing America’s Surface Transportation Act (FAST, 2015), for the most part continues the structure of the various funding programs of the previous federal transportation bill, the Moving Ahead for Progress in the 21st Century (MAP-21) Act (2012). One notable exception from the
perspective of local jurisdictions that are eligible for federal transportation funds is the conversion of the long-standing Surface Transportation program (STP) to the Surface Transportation Block Grant (STBG) program, which emphasizes flexibility in the types of projects and activities that those funds can be applied to.

**National Highway Performance Program (NHPP):**
NHPP funding is targeted toward projects aimed at achieving national performance goals for improving the infrastructure condition, safety, mobility, and/or freight movement of facilities that are part of the National Highway System (NHS).

**Surface Transportation Block Grant Program (STBG):**
Formally known as the Surface Transportation Program (STP), the Surface Transportation Block Grant (STBG) program delivers funds designed to be flexible in their application. They can be used by States and localities for projects on any highway that is eligible for Federal-Aid funds, on bridge projects on any public road, on non-motorized paths, or on transit capital projects, including bus purchases. States and localities are responsible for a 20% share of project costs funded through this program.

**Highway Safety Improvement Program (HSIP):**
The Highway Safety Improvement Program is aimed at achieving a significant reduction in traffic fatalities and serious injuries on all public roads and is related to addressing conditions identified in a state’s Strategic Highway Safety Plan (SHSP). Funds may be used for a variety of safety improvements on any public road, and publicly owned bicycle and pedestrian pathways or trails are also eligible for HSIP dollars. The federal share is 90% (for certain projects it can be 100%), and up to 10% of a state’s HSIP funds can be used to help fund other activities including education, enforcement and emergency medical services.

**Transportation Alternatives (TA):**
The Transportation Alternatives (TA) program is derived as a set-aside from each state’s annual STBG apportionments. Eligible projects include, but are not limited to, the creation of facilities for pedestrians and bikes, environmental mitigation or habitat protection as related to highway construction or operations, as well as infrastructure and non-infrastructure related Safe Routes to School activities. States and localities are responsible for 20% of TA eligible funds applied to projects.

**Federal Transit Administration (FTA):**
Transit funding authorized by the FAST Act is managed in several ways. The largest amount is distributed to the states by formula; other program funds are discretionary.
FTA transit allocations may be administered by the state or be granted directly to the transit agency. Projects identified as FTA-funded in the 2019-2022 Mankato/North Mankato Area TIP generally represent one of a number of subcategories that represent different funding programs administered by the FTA to provide either capital or operating assistance to public transit providers.

**Other:**
Funding identified as “other” could include funding from State of Federal grants or other funding sources including local funds.
Chapter 2

FY 2019-2022 TIP Projects

The tables that follow on pages 9 - 12 list all the transportation projects scheduled for federal and/or state funding in the Mankato/North Mankato area, as well as projects categorized as “regionally significant” by the MAPO. The map on page 13 depicts the location of each project. The structure of the tables is as follows:

COLUMN TITLE

LRTP Reference – Page reference to where the project can be found in the LRTP.

Route/System – Local jurisdiction responsible for the project and the route number where the project is occurring.

Project Number – Project identifier. Most trunk highway projects state with the control section numbers. Local projects state with either a county number or the city number.

Year – Year the project is programmed.

Agency – The jurisdiction responsible for implementing project or for opening bids.

Project Description – Scope of project, location, length, etc.

Miles – The length of project.

Type – Identifies if project is primarily road, pedestrian/bike, transit-related, etc.

Type of Work – Identifies if project is maintenance, reconstruction, safety improvements, etc.

Proposed Funds – Identifies the federal funding programs intended to be the primary funding sources for the project.

Project Total – Total anticipated cost of the project.

FHWA – The total estimated federal aid highway funding to be used for the project. This includes advance construction conversion funding.

AC – The total estimated amount of future federal funds (AC) being committed to a project, front-ended by local/state funds.

FTA – The total estimated federal aid transit funding to be used for the project.

TH – The total estimated state trunk highway funding to be used for the project.

Bond – The total estimated state bond to be used for the project.

Other – Funding coming from other sources, including local city, county, or transit agency.
Table 1: FY 2019 Federal Funded Transportation Projects

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<tr>
<th>LRTP REFERENCE</th>
<th>ROUTE SYSTEM</th>
<th>PROJECT NUMBER</th>
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<th>AGENCY</th>
<th>PROJECT DESCRIPTION</th>
<th>MILES</th>
<th>PROGRAM</th>
<th>TYPE OF WORK</th>
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**NOTE: Totals will not balance because of the Advanced Construction (AC) Dollars**
### Table 2: FY 2020 Federal Funded Transportation Projects

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<td>2021</td>
<td>NORTH MANKATO</td>
<td>IN NORTH MANKATO ALONG MONROE AVE, GARFIELD AVE, CENTER ST, RANGE ST, AND WHEELER PARK, CONSTRUCT PED/BIKE TRAIL, ADA, CURB EXTENTIONS, STRIPING AND CREATE PICK UP/DROP OFF AREA</td>
<td>0.0</td>
<td>EN</td>
<td>PEDESTRIAN RAMPS (ADA IMPROVEMENTS)</td>
<td>STBGTA</td>
<td>300,400</td>
<td></td>
</tr>
<tr>
<td>9-17 MSAS 119</td>
<td>150-119-003</td>
<td>2021</td>
<td>NORTH MANKATO</td>
<td><strong>AC</strong> MSAS 119, (COMMERCE DR) FROM LOOKOUT DR TO LOR RAY DR, REMOVE AND REPLACE SURFACING, ADA AND LIGHTING (AC PAYBACK IN 2022)</td>
<td>0.7</td>
<td>RD</td>
<td>BITUMINOUS RECLAMATION</td>
<td>STBGP</td>
<td>1,725,400</td>
<td></td>
</tr>
<tr>
<td>9-1 US169</td>
<td>0713-80</td>
<td>2021</td>
<td>MNDOT</td>
<td><strong>ELLA</strong> US 169, AT THE INTERSECTION OF TH 169 AND OWATONNA ST IN THE CITY OF MANKATO, REPLACE SIGNAL SYSTEM</td>
<td>0.0</td>
<td>SC</td>
<td>TRAFFIC SIGNAL REVISION</td>
<td>NHPP</td>
<td>370,000</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,425,800</td>
<td>3,300,428</td>
</tr>
</tbody>
</table>
### Table 4: FY 2022 Federal Funded Transportation Projects

<table>
<thead>
<tr>
<th>LRTP REFERENCE</th>
<th>ROUTE SYSTEM</th>
<th>PROJECT NUMBER</th>
<th>YEAR</th>
<th>AGENCY</th>
<th>PROJECT DESCRIPTION</th>
<th>MILES</th>
<th>PROGRAM</th>
<th>TYPE OF WORK</th>
<th>PROPOSED FUNDS</th>
<th>FY 2019 – FY 2022 STIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRF-0028-22A</td>
<td>2022</td>
<td>MANKATO</td>
<td>SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE</td>
<td>0.0</td>
<td>B9</td>
<td>TRANSIT OPERATIONS</td>
<td>FTA</td>
<td>2,100,000 - 532,000 - 1,568,000</td>
</tr>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRF-0028-22B</td>
<td>2022</td>
<td>MANKATO</td>
<td>SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE</td>
<td>0.0</td>
<td>B9</td>
<td>TRANSIT OPERATIONS</td>
<td>FTA</td>
<td>200,000 - 160,000 - 40,000</td>
</tr>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRS-0028-22T</td>
<td>2022</td>
<td>MANKATO</td>
<td>CITY OF MANKATO PURCHASE ONE (1) BUS -&gt; 3SFT REPLACEMENT BUS (CLASS 700)</td>
<td>0.0</td>
<td>TR</td>
<td>TRANSIT VEHICLE PURCHASE</td>
<td>STBGP</td>
<td>550,000 - 440,000 - 110,000</td>
</tr>
<tr>
<td>9-23</td>
<td>MSAS 140</td>
<td>137-140-001</td>
<td>2022</td>
<td>MANKATO</td>
<td>MSAS 140 JCT OF POHL RD AND STADIUM RD CONSTRUCT ROUNDABOUT INTERSECTION RESURFACE POHL ROAD FROM BALCERZAK DR TO STADIUM RD</td>
<td>0.4</td>
<td>MC</td>
<td>NEW ROUNDABOUT</td>
<td>STBGP</td>
<td>995,000 - 795,814 - 199,186</td>
</tr>
<tr>
<td>9-17</td>
<td>MSAS 119</td>
<td>150-119-003AC</td>
<td>2022</td>
<td>NORTH MANKATO</td>
<td><strong>AC</strong> MSAS 119, (COMMERCE DR) FROM LOOKOUT DR TO LOR RAY DR, REMOVE AND REPLACE SURFACING, ADA AND LIGHTING (AC PAYBACK 1 OF 1)</td>
<td>0.3</td>
<td>RD</td>
<td>BITUMINOUS RECLAMATION</td>
<td>STBGP</td>
<td>251,414 - 251,414 - 38,361</td>
</tr>
<tr>
<td>9-2</td>
<td>MSAS 139</td>
<td>137-139-001</td>
<td>2022</td>
<td>MANKATO</td>
<td>MSAS 139 (THERWOLF DRIVE), FROM THE INTERSECTION OF HERON DR TO 0.2 MI E, CONSTRUCT PEDESTRIAN CROSSING AND HAWK SYSTEM</td>
<td>0.2</td>
<td>BT</td>
<td>PEDESTRIAN RAMPS (ADA IMPROVEMENTS)</td>
<td>STBGP</td>
<td>191,805 - 153,444 - 38,361</td>
</tr>
</tbody>
</table>

**TOTAL**                                                                                                               |       |          |                      |                | 4,288,219 - 1,640,672 - 0 - 692,000 - 0 - 0 - 1,955,547

### Table 5: Regionally Significant Projects

<table>
<thead>
<tr>
<th>LRTP REFERENCE</th>
<th>PROJECT NUMBER</th>
<th>AGENCY</th>
<th>PROJECT DESCRIPTION</th>
<th>MILES</th>
<th>PHASE</th>
<th>TYPE OF WORK</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-17</td>
<td>TBD</td>
<td>MNDOT</td>
<td>TH 14 CORRIDOR EXPANSION</td>
<td>112</td>
<td>N PROGRESS</td>
<td>EXPANSION</td>
<td>TBD</td>
</tr>
<tr>
<td>3-58</td>
<td>TBD</td>
<td>MNDOT</td>
<td>BIKE/PED TRAIL FROM ST. PETER TO MANKATO</td>
<td>13</td>
<td>DESIGN</td>
<td>NEW TRAIL</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Map 2: Location of 2019-2022 TIP Projects
Chapter 3

Project Selection

As the designated MPO for the Mankato/North Mankato area, the MAPO is responsible for developing a list of priority transportation projects for the Mankato metropolitan area for the purpose of programming funding through the FAST Act. It is required to work in cooperation with the Minnesota Department of Transportation, the Greater Mankato Transit System, and local units of government to identify area transportation priorities and produce the annual TIP. The drafting of this document is done in conjunction with the development of a larger regional program carried out with regional partners of the Minnesota Department of Transportation District 7 Area Transportation Partnership (ATP).

As with the previous federal transportation bills the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, 2005) and MAP-21 (2012), the FAST Act continues to call for the prioritization of projects on a statewide basis, which leads to the development of a Statewide Transportation Improvement Program (STIP). The statewide program is informed by those projects developed at the local level. Therefore, the state and local projects programmed in the STIP must be reflected in the local TIPs.

MnDOT District 7 Area Transportation Partnership

The State of Minnesota uses a mechanism called the Area Transportation Partnership (ATP) for distributing federal transportation funds throughout the state. The Mankato/North Mankato Metropolitan Area is served by the MnDOT’s District 7 ATP, which is made up of local elected officials, planners, engineers, modal representatives, and other agencies from MnDOT District 7 that serve the thirteen counties of Blue Earth, Brown, Cottonwood, Faribault, Jackson, Le Sueur, Martin, Nicollet, Nobles, Rock, Sibley, Waseca, and Watonwan counties (Figure 1, page 16). Similar to the MAPO, the purpose of the ATP is to prioritize projects in the larger region for receiving federal funding. This priority list is combined with priority lists from other ATPs around the state that ultimately make up the STIP.

Under the ATP 7, there are ATP subcommittees that represent each of the funding areas that the ATP helps program: TAP, STP-Small Urban, STP-Rural, and Transit. Entities represented on the subcommittees include counties, cities, transit, MnDOT, Region Nine Regional Development Commission (RDC), Southwest RDC, and the MAPO.
Although projects from the thirteen counties and the MAPO are in a sense competing for the limited federal funding that comes to MnDOT District 7, the process used by the ATP aims to provide a degree of equity, but is also based on merit. Proposed local projects are rated for regional significance by the MAPO and the appropriate Regional Development Organization as input to the ATP subcommittees. The subcommittees develop and recommend to the full ATP their ranked list of projects based on funding targets, local priorities, and ATP approved investment guidelines. MnDOT District 7 compiles all local and MnDOT projects into a Draft ATIP based on MnDOT investment guidelines and after ATP review and approval, sends the Draft ATIP to MnDOT Central Office for review and compilation of the Draft STIP. The Draft STIP is again reviewed and potentially revised by the District and reviewed by the ATP. During this review period, the general public has the opportunity to comment on the ATIP. After all reviews and revisions are complete, the ATIP is submitted to MnDOT Central Office for inclusion in the final STIP.

**Eligibility for Roadway and Transit Projects**

Federal funds can be spent on any road functionally classified as a Major Collector and above for rural roadways and Minor Collector and above for urban roadways. The FAST ACT provides funding for roadway projects through Federal Highway Administration (FHWA) funding programs and transit projects through Federal Transit Administration (FTA) funding programs. FHWA-funded projects can be maintenance, expansion, safety, or operations-related, as well non-motorized-related (bike & pedestrian improvements, scenic byways, etc.). Planning, technology and various other intermodal projects may also eligible for FHWA funds. A portion of Surface Transportation Block Grant (STBG) funding can also be “flexed” for transit improvements, which the ATP 7 has agreed to do in recent years in order to assist transit operators in the region to maintain their vehicle fleets.
Project Selection Process
The TIP process should result in projects that reflect the goals, objectives, and priorities of the Mankato/North Mankato area. As such, MAPO staff work with area jurisdictions and stakeholders to ensure that the projects that end up in the TIP are consistent with those goals, objectives, and priorities. In selecting projects for inclusion in the TIP, the MAPO utilized the subcommittees of the ATP to ensure consistency with regional and interjurisdictional transportation goals.

Projects funded through the Surface Transportation Block Grant Program / Transportation Alternatives Program
Similar to STP funds, STBG/TA funds are allocated to the State DOT and then sub-allocated to the local level. MnDOT District 7 ATP has developed an application process and STBG/TA subcommittee made up of elected officials and transportation professionals that is facilitated by MnDOT District 7 Staff. The selected STBG/TA projects are subject to the approval of the MnDOT District 7 ATP, but any funded TA projects that are located within the MAPO area are included in the MAPO’s TIP.

Performance Measures & Targets
The Moving Ahead for Progress in the 21st Century (MAP-21) Act instituted transportation Performance Measurement (PM) for state DOTs and MPOs. MAP-21 directed the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to develop performance measures to assess a range of factors. State DOTs and MPOs are required to establish targets for each performance measure. The performance measures focus on several major areas; PM1 (transportation safety), PM2 (condition of pavement and bridges), and PM3 (freight reliability), as well as transit safety and Transit Asset Management (TAM). TAM targets emphasize improvement of the regional transit system, and MAPO must program projects accordingly. In 2018, the MAPO passed resolutions of support for PM1, PM2, PM3, and TAM.

Target Support
In supporting PMs 1 – 3 targets, the MAPO may decide to adopt its own targets or choose to adopt the state standards. Support of these measures must be documented annually in the TIP document.

In 2018 the MAPO resolved to support MnDOT’s adopted calendar year 2018 PM1 (Safety) targets. MPOs must adopt PM1 targets on an annual basis. Also in 2018, the MAPO resolved to support MnDOT’s targets for PM2 (Pavement and Bridge Condition)
and PM3 (Freight Reliability). Differing from PM1, PM2 and PM3 targets must be adopted to support the MnDOT four-year target. As such, the MAPO must re-adopt PM2 and PM3 targets in 2022. The MAPO is not required to update its TAM targets annually. The MAPO’s adopted PM targets are below:

<table>
<thead>
<tr>
<th>Performance Measure 1: Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>number of fatalities: 375</td>
</tr>
<tr>
<td>rate of fatalities: 0.62/100 million vehicle miles traveled</td>
</tr>
<tr>
<td>number of serious injuries: 1,935</td>
</tr>
<tr>
<td>rate of serious injuries: 3.19/100 million vehicle miles traveled</td>
</tr>
<tr>
<td>number of non-motorized fatalities and non-motorized serious injuries: 348</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Measure 2: Pavement and Bridge Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% target for pavements of the non-Interstate NHS in good condition</td>
</tr>
<tr>
<td>4% target for non-Interstate NHS pavements in poor condition</td>
</tr>
<tr>
<td>50% target for NHS bridges classified as in good condition</td>
</tr>
<tr>
<td>4% target for NHS bridges as in poor classified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Measure 3: Freight Reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of person-miles traveled on the non-Interstate NHS that are reliable (Non-Interstate Travel Time Reliability)</td>
</tr>
</tbody>
</table>

The goals of the MAPO’s 2045 Long Range Transportation Plan (LRTP) support these performance measure areas by prioritizing projects which: increase the safety of all users of the MAPO’s transportation system (4-1), preserve and maintain the existing transportation infrastructure (5-6), and increase access and reliability options for users (5-6). The LRTP also specifically outlines compliance with MAP-21 as a goal of the plan.

**Transit Asset Management**

In 2018 the MAPO resolved to support the Mankato Transit System’s Transit Asset Management plan, as well as to plan and program projects so that the projects contribute to the accomplishment of the Mankato Transit System’s transit asset management targets. For example, the Mankato Transit System’s TAM targets include “Rolling Stock: 20 percent of revenue vehicles meet or exceed useful life.” This target is supported in the TIP by the projects TRF-0028-19T, TRF-0028-20T, TRF-0028-21C, and TRS-0028-22T. Similarly, the TAM targets include “At least 80 percent of all regular fleet available for operations, and “50 percent of facilities (including passenger amenities) adequate or better.” These targets are supported by the TIP by the projects TRF-0028-19ZO, TRF-0028-20B, and TRF-0028-22A, which include preventative maintenance and new service expansion.
Anticipated Effect

The 2019-2022 TIP is anticipated to have a positive effect on the MAPO’s adopted PM1, PM2, PM3, and TAM targets. The projects selected were weighed with a scoring criteria that overlaps and supports PM1, PM2, and PM3 goals. For example, the below table illustrates how the programmed projects within the 2019-2022 TIP support PM and TAM targets.

<table>
<thead>
<tr>
<th>Target</th>
<th>Project Number / Description</th>
<th>Target Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM1</td>
<td>137-139-001 / Timberwolf Drive pedestrian crosswalk</td>
<td>Increases safety of users of the roadway</td>
</tr>
<tr>
<td>PM1</td>
<td>137-080-002AC2 / Construct new road, roundabout, and bike / ped trail (AC payback)</td>
<td>Roundabout construction will lead to decrease in intersection crash severity, bike / ped trail will separate bicyclists and walkers from traffic</td>
</tr>
<tr>
<td>PM2</td>
<td>5211-69 / US 169 reclamation</td>
<td>Improves pavement condition</td>
</tr>
<tr>
<td>PM2</td>
<td>007-641-007 / Bridge replacement</td>
<td>Bridge replacement</td>
</tr>
<tr>
<td>PM3</td>
<td>5211-69 / US 169 reclamation</td>
<td>Improves traffic flow along US 169</td>
</tr>
<tr>
<td>PM3</td>
<td>0713-80 / US 169 signal system replacement</td>
<td>Improves traffic movement and reliability</td>
</tr>
<tr>
<td>TAM</td>
<td>TRF-0028-19T / Bus replacement</td>
<td>Supports upkeep of transit equipment</td>
</tr>
<tr>
<td>TAM</td>
<td>TRF-0028-20T / Bus replacement</td>
<td>Supports upkeep of transit equipment</td>
</tr>
</tbody>
</table>

At this time, it is the MAPO’s intention to continue to support MnDOT’s state standards without modification. As of TIP adoption, combined projected funding levels from federal, state, and local sources are adequate to meet current scheduled projects. Performance Target achievement could potentially be hindered by a variety of factors, such as the availability of state and federal data. Additionally, target achievement could be delayed by the MAPO’s level of influence when taken into consideration with other local, State, and Federal priorities as they arise.

MPO Investment Priorities

The MAPO has long supported the spirit of the federal PMs in its project selection process. The underlying values of safety, efficiency, and fiscal responsibility have historically been firmly integrated into MAPO decision-making. Since receiving guidance from MnDOT and FHWA on PM reporting requirements in 2018, the MAPO has re-emphasized the significance of these target areas. PMs are integrated into the MAPO’s project selection process and play a significant role in staff decision-making, priorities, and recommendations. For example, the MAPO’s LRTP used MAP-21’s
national goals as a guide for its development. The MAPO’s continued Intersection Control Evaluation (ICE) studies, as well as the upcoming Trunk Highway 169/14 Area Study, abide by and support PM1 target area of user safety, as well as PM3 goals of providing reliable transportation of people and goods.

Regional Significance

Due to the multijurisdictional nature of transportation, some projects located outside the MAPO planning area may have significant effect on and within the MAPO area. For example, a substantial expansion or improvement of an interregional corridor passing through the MAPO jurisdiction may have transformative effect on traffic patterns to and from the MAPO area, and thus qualify as regionally significant. It is the intent of the MAPO to show support for projects it classifies as regionally significant. The MAPO will assess whether projects qualify as regionally significant on a case-by-case basis. In some cases these projects are in conceptual stages and thus definitive cost projections are unavailable. Cost estimates included in the “Regionally Significant” Table 5 are illustrative and may be adjusted.

- Trunk Highway 14 Corridor Expansion – Administered by MnDOT, the Trunk Highway 14 Corridor Expansion project is a sum of phased separate smaller projects with the overall goal of uniform four-lane service of Trunk Highway (TH) 14 from New Ulm to Rochester. Phased component projects are in various stages of completion. The West Nicollet to North Mankato project was completed in 2016. The New Ulm Gateway project is under construction. Two proposed component projects have yet to be funded; 1) MN 15 to West Nicollet (estimated $45 million to $85 million), and 2) Owatonna to Dodge Center (estimated $115 million to $150 million). This project is a significant expansion of an interregional corridor and has substantial potential impact on freight and commuter traffic routed through the heart of the MAPO area. In recognition of this impact, the MAPO has designated this project as regionally significant. Trunk Highway 14 is also listed on the National Highway system (NHS) and thus will support MAPO’s PM3 performance targets, once these targets are adopted.

- St. Peter to Mankato Bicycle/Pedestrian Trail – The St. Peter to Mankato Bicycle/Pedestrian Trail is one of six segments outlined in the Minnesota Department of Natural Resources (MnDNR) Minnesota River State Trail Franklin to Le Sueur Master Plan (2015). When completed, the St. Peter to Mankato connection (Segment 4 of the planned trail) will connect the cities of Mankato, Kasota, and St. Peter and comprise approximately 13 miles of the larger
statewide bicycle system. The trail has significant potential impact on tourist, hobbyist, and commuter bicycle traffic to and from the MAPO area. In recognition of this impact, the MAPO has designated the St. Peter to Mankato Bicycle/Pedestrian project as regionally significant.
In 1994, Presidential Executive Order 12898 mandated that every federal agency incorporate environmental justice in its mission by analyzing and addressing the effects of all programs, policies, and activities on minority and low income populations. Drawing from the framework established by Title VI of the Civil Rights Act of 1964, as well as the 1969 National Environmental Policy Act (NEPA), the U.S. Department of Transportation (USDOT) set forth the following three principles to ensure non-discrimination in its federally funded activities:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

Therefore, Environmental Justice/Community Impact Assessment is a public policy goal of ensuring that negative impacts resulting from government activities do not fall disproportionately on minority or low income populations. While it is difficult to make significant improvements to transportation systems without causing impacts of one form or another, the concern is whether proposed projects negatively affect the health or environments of minority or low income populations. A community impact assessment highlights those transportation projects that could potentially have a negative impact on disenfranchised neighborhoods. Maps 3 and 4 on the following pages identifies the high-concentration areas of minority and low-income populations in the Mankato/North Mankato planning area and shows their location relative to the projects that are listed in this TIP.

The 2022 TIP schedule contains three projects which represent investment in infrastructure. These projects are comprised of 1) roundabout construction on MSAS 140 at the junction of Pohl Road and Stadium Road and resurfacing of Pohl Road from Balcerzak Drive to Stadium Road in Mankato (137-140-001); 2) Advanced Construction funding for urban reconstruction on along Commerce Drive from Lookout Drive to Lor Ray Drive in North Mankato (150-119-003AC); and 3) installation of a lighted crosswalk on MSAS 139 (Timberwolf Drive) and pedestrian infrastructure at the intersection of Timberwolf Drive and Heron Street in Mankato (137-139-001). All projects are expected to benefit, rather than hinder, low-income individuals and minorities living in the area.
Map 3: Project Locations and Concentrations of Minority Populations
Map 4: Project Locations and Low-Income Populations
As the federally designated MPO for the Mankato/North Mankato area, the MAPO must demonstrate fiscal constraint when programming funding for projects in the TIP. Under 23 CFR § 450.326(j), the MAPO is required to include a financial plan for the projects being programmed in the TIP, as well as demonstrate the ability of its jurisdictions to fund these projects while continuing to also fund the necessary operations and maintenance (O&M) of the existing transportation system. To comply with these requirements, the MAPO has examined past trends regarding federal, state, and local revenue sources for transportation projects in the area in order to determine what levels of revenue can be reasonably expected over the 2019-2022 TIP cycle. The resulting revenue estimates were then compared with the cost of the projects in the TIP, which are adjusted for inflation to represent year-of-expenditure.

**Federal Funding Levels**

Federally funded transportation projects within the MAPO area are programmed regionally through the MnDOT District 7 ATP process (see page 14 for more information). The District 7 ATP receives a targeted amount of federal funding for the District 7 MnDOT region which is further directed using a state-established formula and funding targets. Although subject to flexibility, these targets are used during development of the Mankato/North Mankato TIP, the MnDOT District 7 ATIP, and the MN state STIP help establish the priority list of projects. Table 6 on the following page identifies the funding targets that have been established for the MnDOT ATP 7 Region in the 2019-2022 TIP cycle.

**Figure 2: Historical STIP Funding in MAPO Planning Area**

<table>
<thead>
<tr>
<th>Funding Totals Per TIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
<tr>
<td>$15,000,000</td>
</tr>
<tr>
<td>$30,000,000</td>
</tr>
</tbody>
</table>

The 2019-2022 total of $27,802,405 represents a decrease from the historical average. Primary contributing factors include:

- **Project #0702-125**, originally scheduled for 2019, was rescheduled to 2018, a decrease of $6,700,000 from the 2019-2022 total.

- 2022 projects total $4,288,219. The total for 2018 was $12,347,719, a decrease of $8,059,500.
Table 6: Annual Funding Targets for the District 7 ATP (FHWA & FTA formula funds)

<table>
<thead>
<tr>
<th>Program</th>
<th>Target Federal Formula $2019-2022 (avg.)</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail Crossings (administered statewide)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Transit (Urban, non-federal funds)</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Transit (Rural, non-federal funds)</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Transp. Alternatives / Enhancements</td>
<td>$700,000</td>
<td>2%</td>
</tr>
<tr>
<td>Safety (Local HSIP)</td>
<td>$1,300,000</td>
<td>3%</td>
</tr>
<tr>
<td>STP - Small Urban</td>
<td>$2,386,500</td>
<td>5%</td>
</tr>
<tr>
<td>STP - Rural</td>
<td>$3,168,500</td>
<td>7%</td>
</tr>
<tr>
<td>MnDOT (SPP Pavement, SPP Bridge, DRMP – STP, HSIP)</td>
<td>$38,765,000</td>
<td>83%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$46,440,000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

* Total does not include Rail Crossing funding, which is handled centrally through MnDOT for entire state.
**Source: MnDOT ATP D7

Financial Plan: Highway Investments

Table 7 on page 24 represents the MAPO Area’s financial plan for funding the highway projects being programmed in the 2019-2022 MAPO TIP. The table identifies individual funding sources as specified by each of the jurisdictions to be expected and available during the next four years based on revenue forecast with the Long Range Transportation Plan.

Assessment of Fiscal Constraint

The MAPO has assessed the ability of the area’s highway jurisdictions to meet their financial commitments with regard to the projects being programmed in the TIP while also continuing to fund their ongoing operations and maintenance (O&M). To demonstrate fiscal constraint, project costs were compared with budget data from previous years. Project costs have been adjusted to reflect an inflation rate of 4% per year (as they are also presented in the project tables on pages 9-12) to account for the effects of inflation at the year of expenditure. The 4% rate of inflation is based on industry standards as well as Engineering News Record (ENR). Revenue estimates were held flat over this same period, as budget increases cannot be reasonably assumed at this time.
Table 7: Total Highway & Local Project Costs: 2019-2022 MAPO TIP

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MnDOT District 7</td>
<td>$1,200,000</td>
<td>0</td>
<td>$370,000</td>
<td>0</td>
<td>$1,570,000</td>
</tr>
<tr>
<td>Blue Earth County</td>
<td>$610,200</td>
<td>$1,596,000</td>
<td>0</td>
<td>0</td>
<td>$2,206,200</td>
</tr>
<tr>
<td>Nicollet County</td>
<td>0</td>
<td>$4,000,000</td>
<td>0</td>
<td>0</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Mankato</td>
<td>$384,000</td>
<td>$636,000</td>
<td>0</td>
<td>$1,186,805</td>
<td>$2,206,805</td>
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<tr>
<td>North Mankato</td>
<td>0</td>
<td>$334,200</td>
<td>$2025,800</td>
<td>0</td>
<td>$2,611,414</td>
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<tr>
<td>TOTAL</td>
<td>$2,194,200</td>
<td>$2,566,200</td>
<td>$6,395,800</td>
<td>$1,438,219</td>
<td>$12,594,419</td>
</tr>
</tbody>
</table>

* Source: 2019 – 2022 Draft STIP.

Table 8: Estimated Funding Revenue: 2019-2022 MAPO TIP

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>2019-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnDOT District 7</td>
<td>$23,168,220</td>
</tr>
<tr>
<td>Blue Earth County</td>
<td>$20,642,849</td>
</tr>
<tr>
<td>Nicollet County</td>
<td>$2,707,141</td>
</tr>
<tr>
<td>Mankato</td>
<td>$33,295,233</td>
</tr>
<tr>
<td>North Mankato</td>
<td>$6,496,698</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$86,310,141</strong></td>
</tr>
</tbody>
</table>

* Source Mankato/North Mankato Long Range Transportation Plan 8-1.

Financial Plan: Transit Investments

Table 9 and Table 10 on page 25 represent the Greater Mankato Transit System (GMTS) financial plan for funding the transit projects listed in the 2019-2022 MAPO TIP. The tables identify specific sources of funding that the GMTS has determined to be reasonably expected and available during the next four years.

Assessment of Fiscal Constraint

The MAPO has assessed the ability of the GMTS to meet their financial commitments with regards to the transit investments being programmed in the TIP while also continuing to fund their ongoing O&M. The costs of these investments have been adjusted to reflect an inflation rate of 3% per year (as they are also presented in the project tables on pages 9-12). The 3% inflation rate is based on industry standard as well as the price per index (PPI). In general, revenue estimates were not adjusted for inflation, as significant budget increases cannot be reasonably assumed at this time.
Table 9 shows the GMTS cost and project type for the 2019 – 2022 TIP. When compared with the estimated revenue funding based on the MAPO Long Range Transportation Plan in Table 10, it can be seen that the GMTS programmed investments for years 2019-2022 exceed the overall 4-year revenue average of $10,916,800. The reason for this difference is the shared funding provided by MnDOT through the Greater Minnesota new service expansion funds and funding provided by local sources. These funds are programmed for 2019 and 2022. Minus the Greater Minnesota new service expansion funds, the rest of the program demonstrates that the costs of the transit projects being programmed for the MAPO area within the bounds of the level of revenue that can be reasonably assumed to be available to the GMTS.

Table 9: Total Transit Costs by Project Type: 2019-2022 MAPO TIP

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations &amp; Maintenance</td>
<td>$2,163,000</td>
<td>$3,280,000</td>
<td>$3,380,000</td>
<td>$3,380,000</td>
<td>$12,203,000</td>
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<tr>
<td>Bus Purchases</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$730,000</td>
<td>$730,000</td>
<td>$1,860,000</td>
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<tr>
<td>Greater MN New Service Expansion &amp; Capital</td>
<td>$1,080,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$1,080,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,443,000</td>
<td>$3,480,000</td>
<td>$4,110,000</td>
<td>$4,110,000</td>
<td>$15,143,000</td>
</tr>
</tbody>
</table>

* Source: 2019 – 2022 Draft STIP

Table 10: Estimated Transit Funding Revenue: 2019-2022 Mankato Area TIP

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>2019-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Revenue</td>
<td>$6,188,800</td>
</tr>
<tr>
<td>Federal Revenue</td>
<td>$2,641,600</td>
</tr>
<tr>
<td>Farebox and Contract Revenue</td>
<td>$1,611,200</td>
</tr>
<tr>
<td>Local Property Tax Levy</td>
<td>$475,200</td>
</tr>
<tr>
<td>Total</td>
<td>$10,916,800</td>
</tr>
</tbody>
</table>

* Source Mankato/North Mankato Long Range Transportation Plan 8-2
The MAPO is committed to being a responsive, inclusive, and participatory agency for regional decision-making. The public is given continuous opportunity to view all TIP-related materials on the MAPO website www.mnmapo.org and is encouraged to provide comment via phone, email, online comment, in person, U.S. mail, or tweet.

**2019-2022 Mankato/North Mankato TIP Public Participation Summary**

MAPO worked with area partners and the Minnesota Department of Transportation to ensure the TIP reflects the draft 2019-2022 Statewide Transportation Improvement Plan (STIP). MAPO will continue to coordinate with the Minnesota Department of Transportation to ensure both the TIP and STIP align.

**Public Comments Received**

| Summary of Comments Received through 2019-2022 TIP 30-day Public Comment Period |
|---------------------------------|---------------------------------|
| Entity                          | Comment                         |
| Blue Earth County Public Works | *Addition of CSAH 41 Bridge over Le Sueur River to TIP, as this project is included in STIP. |
| Federal Highway Administration  | Change references to "STP" to "STBG," "TAP" to "TA," clarify types of projects FHWA funds are eligible for, specify anticipated effects, |
| MnDOT District 7                | Project cost, funding sources, description updates. |
| MnDOT Office of Transportation System Management | Formatting, project number corrections, specification of abbreviations used. |
| MnDOT Office of Transit and Active Transportation | Project cost, funding sources, description updates. |
| Minnesota State University, Mankato | **Support for project 137-140-001, intersection of Pohl Road and Stadium Road and resurfacing of Pohl Road, suggestion to move project up to 2019 (from 2022). |

*Comment received via MAPO website March 26, 2018:

“Blue Earth County has Federal Funds programmed in the STIP for FY 2020 for the replacement of the CSAH 41 bridge over the Le Sueur River. This is within the MAPO limits and needs to be added to the 2019-2022 TIP.”


**Comment received via MAPO website April 13, 2018:**

“The existing four-way stop signs at the intersection of Pohl Road and Stadium Road are a disaster to try to navigate during peak demand times during the day. Vehicles are backed up, including MSU buses, trying to get through that intersection. You can expect significant delays during major events held at the University, such as MSU’s three commencements in May, its December commencement, East/West High School graduations, South Central Commencement, large venue football games, and high school regional basketball games. “Minnesota Nice” drivers tend to follow the law and as vehicles stop at the signs in the four-way intersection, each driver defers to the vehicle on their right, and it cycles all around one vehicle freed at a time, despite the fact that east bound and west bound traffic has upwards of twenty vehicles lined up stuck in the cycle even though there are only a few vehicles going north or south. Even forgetting the MSU major events and the traffic they pull in and related exiting backlogs, non-MSU folks face the hardships of a daily “commute” to work and back home. Traffic grounds to a halt at the Pohl/Stadium intersection, contributing to Mankato’s own version of Los Angeles style road rage. Please do what you can to schedule the round-a-about in 2019, don’t wait until 2024.”
The MAPO has the responsibility of monitoring and documenting the progress of projects listed in the TIP each year. Specifically, the MAPO is asked to note changes in priorities from prior years, as well as list the major projects from the previous TIP that have been either implemented or significantly delayed. Updates and changes from the 2018 – 2021 TIP Include:

2018:
- Addition of project TRF-0028-18B Transit preventative maintenance
- Addition of project TRF-0028-18ZO Greater MN Service Expansion
- Addition of project TRF-0028-18ZC Greater MN Service Capital
- Move project 0704-108AC from 2019 to 2018
- Addition of project 0702-125 along US 14 from 2019 to 2018

2019:
- Addition of project TRF-0028-19B Transit preventative maintenance
- Addition of project TRF-0028-19ZO Greater MN Service Expansion
- Addition of 0702-110, Landscaping MN 22
- Move project 0702-125 from 2020 to 2019, Mill and Overlay US 14
- Addition of project transit project TRF-0028-19C, complete fuel system replacement (tanks, bumps, and lighted canopy)

2020:
- Addition of project TRS-0028-20T Purchase 1 bus class 400
## 2018 Project Status:

<table>
<thead>
<tr>
<th>LRTP REFERENCE</th>
<th>ROUTE SYSTEM</th>
<th>PROJECT NUMBER</th>
<th>YEAR</th>
<th>AGENCY</th>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRF-0028-18A</td>
<td>2018</td>
<td>MANKATO</td>
<td>SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRF-0028-18B</td>
<td>2018</td>
<td>MANKATO</td>
<td>SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRF-0028-18Z0</td>
<td>2018</td>
<td>MANKATO</td>
<td>MANKATO; SFY 2018 GREATER MN NEW SERVICE EXPANSION OPERATING FUNDS (7/1/17-6/30/18)</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-33</td>
<td>BB</td>
<td>TRF-0028-18ZC</td>
<td>2018</td>
<td>MANKATO</td>
<td>MANKATO; SFY 2018 GREATER MN NEW SERVICE EXPANSION CAPITAL FUNDS (7/1/17-6/30/18)</td>
<td>In Progress</td>
</tr>
<tr>
<td>04</td>
<td>RR</td>
<td>07-00127</td>
<td>2018</td>
<td>BLUE EARTH COUNTY</td>
<td>UP, RR, INSTALL GATES, CSAH 5, MANKATO, BLUE EARTH COUNTY</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-30</td>
<td>RR</td>
<td>07-00128</td>
<td>2018</td>
<td>BLUE EARTH COUNTY</td>
<td>DME, RR, INSTALL GATES, CSAH 26, 227th ST, MANKATO, BLUE EARTH COUNTY</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-30</td>
<td>RR</td>
<td>07-00129</td>
<td>2018</td>
<td>LUE EARTH COUNTY</td>
<td>DME, RR, INSTALL GATES, CSAH 56, 598th AVE EAGLE LAKE, BLUE EARTH COUNTY</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-21</td>
<td>LOCAL</td>
<td>137-080-002AC1</td>
<td>2018</td>
<td>MANKATO</td>
<td><strong>AC</strong>TED** ADAMS ST FROM TH 22 TO CSAH 12, CONSTRUCT NEW ROAD, ROUNDBOUGHT AND PED/BIKE TRAIL (AC PAYBACK 1 OF 3)</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-9</td>
<td>MSAS 116</td>
<td>150-116-009AC</td>
<td>2018</td>
<td>NORTH MANKATO</td>
<td><strong>AC</strong> MSAS 116, ON LOOKOUT DRIVE FROM CAROL COURT TO HOWARD DRIVE IN NORTH MANKATO, RECONSTRUCT AND MILL AND OVERLAY AND ADA (PAYBACK 1 OF 1)</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-25</td>
<td>MSAS 138</td>
<td>137-138-001</td>
<td>2018</td>
<td>MANKATO</td>
<td>MSAS 138, ALONG WARREN STREET FROM BALCERZAK DRIVE TO STADIUM RD, CONSTRUCT SIDEWALK, SIGNAL AND ADDITIONAL PEDESTRIAN CHANNELIZATION AT VARIOUS LOCATIONS</td>
<td>In Progress</td>
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<tr>
<td>9-28</td>
<td>MN22</td>
<td>0704-108</td>
<td>2018</td>
<td>MNDOT</td>
<td>MN 22 FROM CSAH 15 TO CSAH 90, MILL AND OVERLAY (TIED 007-070-005) (ASSOC 0704-108S)</td>
<td>In Progress</td>
</tr>
<tr>
<td>9-28</td>
<td>CSAH90</td>
<td>007-070-005</td>
<td>2018</td>
<td>BLUE EARTH COUNTY</td>
<td><strong>AC</strong>CSAH 90, AT THE JCT OF CSAH 90 &amp; TH22, CONSTRUCT ROUNDBOUGHT (TIED 0704-108) (AC PAYBACK IN 2019)</td>
<td>In Progress</td>
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<tr>
<td>CHAP 4</td>
<td>CSAH999</td>
<td>007-070-004</td>
<td>2018</td>
<td>BLUE EARTH COUNTY</td>
<td>COUNTY WIDE, CURVE AND INTERSECTION SAFETY IMPROVEMENTS</td>
<td>In Progress</td>
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</table>
## Greater Minnesota New Service Expansion Grant Program Projects

<table>
<thead>
<tr>
<th>MnDOT Office of Transit NSE Award Notice</th>
<th>City of Mankato</th>
<th>OPERATING SFY 2019 (7/1/2018-6/30/2019)</th>
<th>STATE AMOUNT</th>
<th>OPERATING SFY 2018 (7/1/2017-6/30/2018)</th>
<th>STATE AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>OPERATING SFY 2018 (7/1/2017-6/30/2018)</td>
<td>UPIN</td>
<td>COST</td>
<td>REV</td>
<td>DEFICIT</td>
<td>STATE AMOUNT</td>
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<tr>
<td>DAR 3 Expansion - 2080 hrs</td>
<td>BCG03940</td>
<td>$88,000</td>
<td>$7,000</td>
<td>$81,000</td>
<td>$81,000</td>
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<tr>
<td>DAR 4 Expansion - 2080 hrs (evening)</td>
<td>BCG03946</td>
<td>$44,000</td>
<td>$4,300</td>
<td>$39,700</td>
<td>$39,700</td>
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<tr>
<td>Add 60 hrs of comp. ADA serv for Saturday</td>
<td>BCG03962</td>
<td>$5,000</td>
<td>$400</td>
<td>$4,600</td>
<td>$4,600</td>
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<tr>
<td>Sunday Comp ADA Service in Mankato</td>
<td>BCG03963</td>
<td>$15,000</td>
<td>$1,100</td>
<td>$13,900</td>
<td>$13,900</td>
</tr>
<tr>
<td>Expand Service in Mankato/Interline Rts 2 &amp; 6</td>
<td>BCG03964</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Pr 7 Expansion</td>
<td>BCG03965</td>
<td>$78,000</td>
<td>$6,100</td>
<td>$71,900</td>
<td>$71,900</td>
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<tr>
<td>Fill gaps in North Mankato Fixed Routes</td>
<td>BCG03969</td>
<td>$52,000</td>
<td>$4,000</td>
<td>$48,000</td>
<td>$48,000</td>
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<tr>
<td>Non ADA DAR to low density areas</td>
<td>BCG03963</td>
<td>$177,000</td>
<td>$23,500</td>
<td>$155,500</td>
<td>$155,500</td>
</tr>
<tr>
<td>Mankato to City of Eagle Lake Service: Sunday</td>
<td>BCG03961</td>
<td>$15,000</td>
<td>$1,100</td>
<td>$13,900</td>
<td>$13,900</td>
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<tr>
<td>Mankato to City of Eagle Lake Service: M-F</td>
<td>BCG03960</td>
<td>$75,000</td>
<td>$5,900</td>
<td>$69,100</td>
<td>$69,100</td>
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</tbody>
</table>

**CONTRACT AWARD OP FOR SFY 2018**

- $549,000
- $51,400
- $497,600
- $497,600
- TRF-0028-16ZD
- $1,060,000
- $109,600
- $970,400
- $970,400

**PROJECTED SFY 2019 (7/1/2019-6/30/2019)**

<table>
<thead>
<tr>
<th>OPERATING SFY 2019</th>
<th>STATE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,080,000</td>
<td>$109,600</td>
</tr>
<tr>
<td>$970,400</td>
<td>$970,400</td>
</tr>
<tr>
<td>$1,080,000</td>
<td>$109,600</td>
</tr>
</tbody>
</table>

**PROJECTED TOTAL AWARD (SFY 2018 & 2019)**

- $3,185,800

## CAPITAL SFY 2018 (7/1/2017-6/30/2018)

| FLOOR SCRUBER: Support Equip/facilities-equipment | BCG03967 | $40,000 | $0 | $40,000 |
| Scissors Lft: Support Equip/facilities-equipment | BCG03968 | $20,000 | $0 | $20,000 |
| Purchase Computer Software - Remix | BCG03969 | $12,000 | $0 | $12,000 |
| Buy 30 ft (Class 400) Expansion Bus for DAR 3 | BCG03960 | $150,700 | $0 | $150,700 |
| Buy 30 ft (Class 400) Expansion Bus for DAR 4 | BCG03961 | $150,700 | $0 | $150,700 |
| Buy 40 ft (Class 700) Expansion Bus for Pr 2 & 6 | BCG03966 | $400,000 | $0 | $400,000 |
| Buy 30 ft (Class 400) Expansion Bus for Pr 7 expansion | BCG03968 | $163,600 | $0 | $163,600 |
| Buy 30 ft (Class 400) Expansion Bus for fixed service | BCG03964 | $163,600 | $0 | $163,600 |
| Purchase Radios: update to ARMER | BCG03965 | $99,000 | $0 | $99,000 |
| 13 bus shelters | BCG03968 | $131,000 | $0 | $131,000 |
| Purchase Expansion 30ft Bus | BCG04012 | $163,600 | $0 | $163,600 |

**CONTRACT AWARD CAP FOR SFY 2018**

- $1,717,800
- $0
- $1,717,800
- $1,717,800
- TRF-0028-16ZC

## PROJECTED TOTAL AWARD (SFY 2018 & 2019)

- $3,185,800

**MnDOT Office of Transit NSE Award Notice**

- City of Mankato
- OPERATING SFY 2018 (7/1/2018-6/30/2018)
- OPERATING SFY 2019 (7/1/2019-6/30/2019)
- PROJECTED SFY 2019 (7/1/2019-6/30/2019)
- PROJECTED TOTAL AWARD (SFY 2018 & 2019)

**Appendix**

**2019–2022 MAPO Area Transportation Improvement Program**
Public Notice

NOTICE OF 30-DAY PUBLIC COMMENT PERIOD

The Mankato/North Mankato Area Planning Organization (MAPO), located at the 10 Civic Center Plaza
Mankato, MN 56001, has prepared a draft Fiscal Year 2019-2022 Transportation Improvement Program
(TIP) for the Mankato/North Mankato Metropolitan Area. The Draft TIP lists all transportation projects in
the greater metropolitan area that are recommended by the MAPO Board to receive federal

Public comments are being taken through March 23rd, 2018 to April 24th, 2018 on the draft TIP and the
proposed projects. To view the draft TIP online, visit www.mnmapo.org. To request a hard copy of the
document, contact Charles Androsky, who is taking all public comments on the document, at
candrosky@mankatomn.gov or 507-387-8389. (Free TTY services are available through Minnesota Relay at
800-627-3529).

The MAPO will hold a public Open House regarding the draft 2019-2022 TIP on April 18, 2018 from 4:00
p.m. to 6:00 p.m. The Open House will be held in the Police Annex of the North Mankato City Hall, 1001
Belgrade Avenue, North Mankato, Minnesota.

The draft TIP, along with all comments received, will be considered for final approval at the MAPO
Board meeting on June 7, 2018. The final version of the 2019-2022 TIP will be available after approval at
www.mnmapo.org or in person at the MAPO office.

Public comment is solicited for a 30-day period in accordance with the MAPO’s Public Involvement Plan
for this draft, as well as for the final TIP upon introduction of a major amendment.
Resolution Adopting the 2019-2022 TIP & Self-Certification Finding

RESOLUTION OF THE MANKATO /NORTH MANKATO AREA PLANNING
ADOPTING THE 2019-2022 TRANSPORTATION IMPROVEMENT PLAN
& SELF-CERTIFICATION FINDING

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 U. S. Department of Transportation requires the development of a Transportation Improvement Plan by a Metropolitan Planning Organization; and

WHEREAS, staff and the Technical Advisory Committee has developed and recommended for approval the Transportation Improvement Program for State Fiscal Years 2019-2022; and

WHEREAS, the representation on the Technical Advisory Committee consists of those agencies initiating the recommended projects and have the authority to execute them; and

WHEREAS, the projects are adopted from and consistent with the Minnesota Department of Transportation State Transportation Improvement Program; and

WHEREAS, the projects are consistent with the MAPO's 2045 Long-Range Transportation Plan; and

WHEREAS, in accordance with 23 CFR 450.336(a) the MAPO hereby certifies that the metropolitan transportation planning process addresses major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- 23 U.S.C 134 and 49 U.S.C. 5303, and this subpart;
- In non-attainment and maintenance areas, Section 174 and 176 (c) and (d) of the Clear Air Act as Amended (42 U.S.C 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Sections 1101 (b) of the FAST ACT (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded
projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender, and

NOW, THEREFORE BE IT RESOLVED; that the Mankato/North Mankato Area Planning Organization Policy Board approves the 2019-2022 Transportation Improvement Plan.

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 6th day of September, 2018 as shown by the minutes of said meeting in my possession.

_______________________________________  ____________________________
Chair                            Date

_______________________________________  ____________________________
Executive Director             Date
AGENDA RECOMMENDATION

Agenda Heading: MAPO Public Participation Plan Update
No: 5.3

Agenda Item: MAPO Public Participation Plan Update

Recommendation Action(s): Recommendation to MAPO Policy Board to release updated Public Participation Plan for 45 day public comment

Summary:

The MAPO’s current Public Participation Plan (PPP) was adopted June, 2014. The updated PPP includes updated language, formatting, graphical elements, state and federal legislation references, and member information.

New practices and tools for public engagement are defined, including implementation of a MAPO Twitter account, addition of a Public Participation section to the MAPO website, more specific and understandable displays at TIP open houses and engagement sessions, addition of opportunity for public comment as a consistent agenda item at MAPO TAC and Policy Board meetings, addition of federally-recognized Native American tribal interests as a transportation stakeholder group, and expansion of MAPO stakeholders email list. At the suggestion of FHWA, the updated PPP also includes a section on measurement of public engagement effectiveness.

Staff recommends the MAPO Technical Advisory Committee make a motion to recommend to the MAPO Policy Board to approve release of the updated PPP for 45 day public comment.

Attachments:
Draft updated MAPO Public Participation Plan
Mankato/North Mankato Area Planning Organization

Public Participation Plan

Adopted _____ ___, 2018

All questions, comments, document and service requests may be directed via phone, fax, email, or in person to:

Paul Vogel
Executive Director
Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
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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 or policies of the Minnesota Department of Transportation. The report does not constitute a standard, specification, or regulation. Documents, meeting minutes, agendas and other information may be accessed on the Mankato/North Mankato Area Planning Organization website at:

www.mnmapo.org

To request this document in other languages, please call (507) 387-8389

Para solicitar este documento en otros idiomas, llame al (507) 387-8389

Si aad u codsato dukumintigan luqadaha kale, fadlan wac (507) 387-8389
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PUBLIC INVOLVEMENT STEPS FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ....... 17
You don’t need to be an expert to participate in the planning process. Chances are you used some form of transportation today. Whether you traveled by foot, bicycle, wheelchair, bus, or car, you have knowledge and insight into local transportation needs and priorities. Your participation ensures that transportation investments are developed with input from the people who know the MAPO area best.

What is Transportation Planning?
Transportation planning is the foundation for making sound investments into our transportation infrastructure. The MAPO works to direct transportation funding (from the gas tax as well as other federal, state and local sources) into creating a transportation system that improves mobility for people and goods across all modes of travel, on whether on foot, by bike, bus, rail, car or by air or on water.

The MAPO’s transportation planners, policy board and advisory committee members work with local stakeholders to identify issues, gather and give information and analyze and recommend improvements aimed at creating a transportation system that operates efficiently both today and in the future.

Transportation planning is a cooperative process designed to foster involvement by all relevant stakeholders. Our work at the MAPO not only requires but also depends on public involvement.

What is Public Involvement?
Public involvement is how we connect with you to give information and to understand your perspective on the issues you care about.

Public involvement means that multiple stakeholders are involved in our area’s transportation planning and decision-making processes. It is a two-way process that gives residents and business owners an opportunity to provide input and also lets our planning staff provide information, answer questions and understand your perspective on the issues you care about. This exchange leads to better decisions and gives community ownership of the resulting plans and recommendations.
Why Should I Get Involved and who is a Stakeholder?

There are numerous reasons to get involved:

- Every household and business depends on safe transportation infrastructure to move both people and goods.
- Our region’s mobility, quality of life, economic growth and competitiveness rely on the multi-modal transportation network.
- The funding to build and maintain our transportation system comes from a range of sources, including your tax dollars.

Stakeholders are people or organizations that could be affected by the recommendations in a plan or study or could influence its implementation. They include (but are not limited to):

- Neighborhood representatives
- Local transportation providers
- Local businesses and associations
- Airport and port authorities
- Freight shippers and carriers
- Advocacy groups for or users of alternate modes such as bicycling or transit
- People with low incomes and their representatives
- People with disabilities and their representatives
- Federal and state transportation agencies
- Low-literacy populations
- Local officials and jurisdictional representatives
- Children, the elderly, and New American populations
- Federally-recognized Native American tribal interests

Who Should Participate?

Our transportation system has many stakeholders. Broadly, major stakeholders live and work in the Mankato region, including (but not limited to):

- City of Mankato
- City of North Mankato
- City of Eagle Lake
- City of Skyline
- Blue Earth County
- Nicollet County
- Belgrade Township
- South Bend Township
- Lime Township
- LeRay Township
- Mankato Township
WHAT IS THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION?

The Mankato/North Mankato Area Planning Organization (MAPO) builds regional agreement on transportation investments that balance pedestrian, bicycle, public transit, roadway, and other transportation needs while supporting regional environmental, land use, and economic goals. It 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 under 23 USC 134 and 49 USC 5303. The purpose of the MAPO is to meet and maintain a continuing, cooperative and comprehensive metropolitan transportation planning process.

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

![Figure 1: MAPO Boundary](image)
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, Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and other plans and studies prepared by the MAPO. Figure 2 below shows the current membership of the MAPO’s Policy Board and TAC.

### MAPO ORGANIZATION

<table>
<thead>
<tr>
<th>Policy Board</th>
<th>Transportation Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Auringer – City of Eagle Lake</td>
<td>Sheri Allen – Mankato Public Schools (District 77)</td>
</tr>
<tr>
<td>Bob Freyberg – City of North Mankato</td>
<td>Lisa Bigham – MnDOT (District 7)</td>
</tr>
<tr>
<td>Jack Kolars – Nicollet County</td>
<td>Jennifer Bromeland – City of Eagle Lake</td>
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<tr>
<td>Mike Laven – City of Mankato</td>
<td>Paul Corcoran – Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Mark Piepho – Blue Earth County</td>
<td>Scott Fichtner – Blue Earth County</td>
</tr>
<tr>
<td>Dan Rotchadl – Mankato Township</td>
<td>Karl Friedrichs – Lime Township</td>
</tr>
<tr>
<td></td>
<td>Michael Fischer – City of North Mankato (chair)</td>
</tr>
<tr>
<td><strong>MAPO Staff</strong></td>
<td><strong>MAP0 Staff</strong></td>
</tr>
<tr>
<td>Paul Vogel, Executive Director</td>
<td>Seth Greenwood – Nicollet County</td>
</tr>
<tr>
<td>Charles Androsky, Transportation Planner</td>
<td>Jeff Johnson – City of Mankato</td>
</tr>
</tbody>
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![Map](image_url)

**Figure 2: MAPO membership**
MAPO Vision Statement

The MAPO has adopted the following vision statement which guides the development of all its work products:

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

The MAPO’s Requirements as an MPO

As the designated MPO for the Mankato/North Mankato area, the MAPO is required to perform the transportation planning and programming activates as specified within 23 CFR 450:

- Maintain a Long Range Transportation Plan (LRTP). The LRTP sets forth a vision for the area’s transportation system with a minimum planning horizon of twenty years. It includes strategies to accomplish these goals and proposed projects with short, mid and long term timeframes. It also includes a financial plan that demonstrates how these projects can be implemented using the resources that are reasonably expected to be available over the life of the plan.

- Develop a Transportation Improvement Program (TIP). The TIP is a short-range (four-year) program of the area’s transportation improvements and must include all projects receiving federal funding (as well as those defined as “regionally significant” as agreed by the Minnesota Department of Transportation (MnDOT), the Federal Highway Administration (FHWA), Mankato Transit, and the MAPO. The TIP is a mechanism for allocating limited financial resources among the capital and operating needs of the area, based on the transportation priorities, goals and projects identified in the LRTP.

- Implement a Unified Planning Work Program (UPWP). In order to ensure the timely implementation of a comprehensive, continuous, and coordinated (3-C’s) transportation planning process, each year the MAPO adopts a UPWP that spells out the MAPO’s transportation planning activities and administrative activities, budgets and funding sources
for each project for the next two years. Public involvement in the development for the UPWP is not explicitly required of the MAPO; however, specific plans and studies identified in the UPWP represent the planning priorities for the Mankato/North Mankato metropolitan area and are developed in consultation with the MAPO Policy Board, Transportation Advisory Committee, representatives of local jurisdictions and state and federal agencies. The production of each year's UPWP will be presented as a discussion item at both TAC and Policy Board meetings. The public is encouraged to provide feedback on the UPWP in person, through email, telephone, or online comment.

- Facilitate Public Involvement. The requirements of 23 CFR 450.316 direct the MAPO to develop and use a Public Participation Plan to ensure that citizens and stakeholders are given reasonable opportunities to participate in the metropolitan transportation planning process.

**What is the MAPO’s Public Participation Plan?**
Federal regulations have been put in place to require continuous, cooperative and coordinated transportation planning for urban areas where populations exceed 50,000 people in order to receive Federal transportation funding. This public participation plan is intended to fulfill federal regulations as outlined in 23 USC 134 and 23 CFR 450. This document serves as a framework of guidelines for the MAPO's public involvement process. Public involvement procedures are also required by federal regulations to be periodically reviewed regarding the effectiveness of the process and to ensure open access was provided to all.

This public participation plan will be reviewed and updated as needed at the beginning of each Long Range Transportation Plan. It will also be reviewed and updated due to new federal regulations or guidelines. Amendments will be reviewed and approved by the MAPO Policy Board.

Metropolitan planning organizations (MPOs) are required to provide at least 45 days for public comment before the Public Participation Plan is adopted or revised.

Public involvement is a key element to successful metropolitan transportation planning and is guided by legal requirements and best practices for public involvement. The MAPO recognizes the importance of informing the public about opportunities to influence the direction of the planning process and its eventual outcomes as it can aid in more successful implementation of metropolitan transportation planning and projects. The MAPO is committed to keeping the general public informed and advised on all matters relative to transportation planning, programming and funding early and often in the planning process.

This Public Participation Plan outlines different ways to involve people in transportation planning. It is important to the MAPO to involve individuals and organizations representing a wide variety of experiences and perspectives in regards to transportation planning.
2018 Update

In development of the 2018 update to the Public Participation Plan, the MAPO conducted an internal review of in-house public input processes and measurements of effectiveness. Additionally, the MAPO conducted an external survey of peer organizations and industry standards. The internal review included an audit of previous and current MAPO public involvement procedures, as well as an assessment of their effectiveness. The external review included a survey of new technologies and methods available, industry trends, and methods employed by similar organizations.

Among a cosmetic and modernization overhaul of text, maps, and statutes, the 2018 Update includes implementation of a variety of new practices and tools, including:

<table>
<thead>
<tr>
<th>New Practices and Tools Employed in 2018 Update</th>
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<tbody>
<tr>
<td>• Creation/implementation of MAPO Twitter account (@MinnesotaMAPO)</td>
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<tr>
<td>• Addition of Opportunity for Public Comment as consistent agenda item at MAPO Policy Board meetings</td>
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<tr>
<td>• Addition of public comment section to MAPO website</td>
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<tr>
<td>• Addition of federally-recognized Native American tribal interests to key transportation stakeholder groups</td>
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<td>• More specific and understandable displays at public open houses and engagement sessions, e.g. “What’s New?” displays at TIP events.</td>
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<tr>
<td>• Expansion of MAPO stakeholders email list</td>
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Measuring Effectiveness

The 2018 Update also includes implementation of a range of metrics to gauge efficacy of MAPO public engagement efforts. Due to the broad and disparate nature of public involvement, documentation of each and every incidence of public input is not realistic. However, the new metrics provide a set of guideposts for MAPO staff to track and measure efficacy of public involvement efforts moving forward. MAPO staff shall make efforts to document incidences as they apply to the below metrics (where practical) and employ this data at the next update.

<table>
<thead>
<tr>
<th>Metrics</th>
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<tbody>
<tr>
<td>Measuring Participation Opportunities</td>
</tr>
<tr>
<td>Number of MAPO public forums, workshops, and community meetings at which displays, presentations, discussions, and feedback occurred</td>
</tr>
<tr>
<td>Number of verbal comments received at open discussions, public hearings, and other opportunities</td>
</tr>
<tr>
<td>Number of participants at public forums, workshops, and community meetings held in historically underserved areas or with such populations</td>
</tr>
<tr>
<td>Number and origin of participants at MAPO meetings</td>
</tr>
<tr>
<td>Number of draft plans, reports, and other preliminary documents or surveys posted on MAPO website for public comment</td>
</tr>
<tr>
<td>Maps developed with updated, community-specific demographic and socioeconomic data within the MAPO boundary.</td>
</tr>
<tr>
<td>Number of MAPO Twitter followers/Twitter engagement</td>
</tr>
<tr>
<td>Number of visitors to MAPO website</td>
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</table>
Objectives of the MAPO’s Public Participation Plan (PPP)

The MAPO fully realizes that public involvement is critical to the successful development and implementation of any transportation plan. The principal objectives of the MAPO’s Public Participation Plan are consistent with the requirements outlined in 23 CFR 450.316:

- To establish a consistent means of notification and involvement for the public.
- To actively seek input and involvement from a wide variety of individuals, groups, and organizations affected by the transportation system.
- To establish and facilitate effective public involvement early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions.
- To promote informed and thoughtful public input throughout the decision-making process by providing access to information in a timely manner.
- To fully consider and document public input. Circumstances affecting this process include type and scope of input, the specific project under consideration, and context. For example, input pertaining to relatively minor modifications may be incorporated at MAPO staff discretion. Comments for more significant or transformative changes may be brought to the MAPO TAC and Policy Board for review. All comments to the TIP and LRTP will be presented to the TAC for consideration. To utilize public involvement in the development of transportation plans, programs, and projects which represent identified local, regional, and state priorities and needs pertaining to multiple modes of transportation.
- To develop a public participation plan in consultation with interested parties and to update periodically as deemed necessary.
- To employ to the maximum extent practicable, visualization techniques which may include: photos, drawings, flowcharts, maps, models, photo manipulation, scenario planning tools, computer simulations, videos, or visual preference surveys.
- To require a minimum public comment period of forty five (45) days before the MAPO’s PPP is adopted, revised, or updated.
- To solicit and consider the needs of those who have been traditionally underserved by existing transportation systems, including households with low income, minorities and people with disabilities, and assure participation in compliance with Title VI of the Civil Rights Act and Executive Order 12898 related to Environmental Justice.
- To provide for the early involvement of various transportation interest groups (i.e. traffic, bicyclists, pedestrians, rideshare, parking, transportation, safety and enforcement agencies, rail operators, airport, private transportation providers, public officials, freight shippers, environmental groups, and permit agencies).
- To coordinate the MAPO’s PPP with statewide public participation plans to enhance public consideration and understanding of the area’s transportation issues, plans, and programs.
- To evaluate, on a periodic basis, the MAPO’s PPP to verify that the process is open to all individuals with interest and that the procedures of this policy are being implemented and followed in accordance with federal regulation and that the objectives set forth herein are administered appropriately by the MAPO.
STAKEHOLDERS

Identifying and Informing Stakeholders
The Fixing America’s Surface Transportation (FAST) Act (2015) requires MPOs to develop their public participation plans, “in consultation with an expanded list of ‘interested parties’.” In Appendix A is a list of stakeholder groups the MAPO has identified as important participants in the public participation process. Stakeholders are those affected by how, when and where transportation investment occurs.

Stakeholders serve as important sources for information and the MAPO recognizes the importance of ensuring their voices are heard and fully considered. Consulting with the stakeholders throughout the planning process allows the MAPO staff to analyze transportation conditions and identify the wants and needs of those affected. Stakeholders will be added to the MAPO public participation contact list to notify them of public participation opportunities during the Long-Range Transportation Plan, Transportation Improvement Plan, and other projects and studies. Refer to Appendix A for list of stakeholders.

Public Participation Contacts
The MAPO maintains a list of stakeholders, individuals and organizations from whom public participation is sought. Public contacts include citizens, affected public agencies, and representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects. The MAPO will seek input from public contacts during appropriate stages of the Long-Range Transportation Plan, Transportation Improvement Plan, and other special updates and projects.

A copy of the MAPO public participation contact list will be available for review at the Intergovernmental Center and the MAPO website. Any individual or organization may request to be added or removed from the contact list for future meeting notifications and document distribution.

ENVIRONMENTAL JUSTICE REQUIREMENTS

A 1994 Presidential Executive Order directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low income populations. The U.S. Department of Transportation and
Federal Highway Administration have identified three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low income populations.

The MAPO will conduct additional analysis of plans/programs to ensure they do not result in disproportionate impacts. The MAPO will reach out to minority and low income populations by:

- Identifying minority and low income populations through US Census information and mapping the Census information.
- Developing contacts, mailing lists, and other means of notification to participate.
- Consultation with minority or low income groups/organizations.
- Allowing the opportunity for public comments.
- Having alternative formats of documents available upon request.
- Having accessible locations for public hearings and meetings.

ADA PUBLIC PARTICIPATION REQUIREMENTS

The Americans with Disabilities Act of 1990 (ADA) requires all public materials, meetings/hearings, and facilities to be made fully accessible to the public on an equal basis. Below is a list of participation activities aimed at increasing participation from persons with disabilities:

- Outreach to individuals through groups, developing contacts, mailing lists, and other means of notification to participate.
- Consultation with individuals with disabilities.
- Allowing the opportunity for public comments.
- Having alternative formats of documents available upon request.
- Having accessible locations for public hearings and meetings.

MAPO STAFF GUIDE TO INVOLVE THE PUBLIC IN ITS PLANS, MEETINGS AND STUDIES

Policy Board Meetings
The MAPO is directed by a six (6) member Policy Board. The Board is comprised of local elected officials within the MAPO planning area. Policy Board members represent the interests of their member jurisdictions and the MAPO planning area as a whole. 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 seven (7) days prior to the meeting. The MAPO website will list the scheduled 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) 340-3733 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) 340-3733 or pvogel@mankatomn.gov at least three (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 meetings are held on the first Thursday of each month. Meetings may be canceled if no actionable items are required by the MAPO Policy Board

**Technical Advisory Committee (TAC) Meetings**
The MAPO is advised by a Technical Advisory Committee (TAC) comprised of local transportation stakeholders, representatives, and experts. TAC members utilize their technical backgrounds to assist in the transportation planning process of the MPO. The TAC is responsible for reviewing planning studies, programs, and projects accomplished through the Unified Planning Work Program (UPWP) as well as ranking projects for the Transportation Improvement Program (TIP), and making technical recommendations to the Policy Board. The MAPO website will list scheduled MAPO TAC meetings along with time and location. TAC meetings are held on the third Thursday of each month. Meetings may be canceled if there are no actionable items for the TAC. Meeting materials will also be posted to the website at least seven (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) 340-3733 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) 340-3733 or 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 are required for the TAC.

**MAPO Website**
The MAPO’s website, [www.mnmapo.org](http://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) 340-3733 or emailing pvogel@mankatomn.gov for pick-up at the Intergovernmental Center (IGC) or mailing.

**Email and Direct Mail**
The MAPO is developing and maintaining a large stakeholder/interest person list that is used to distribute communications and public information. An overview of groups can be found in Appendix A.

**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:

- Sending the meeting notice to stakeholder distribution list as shown in Appendix A. (This list will continually be updated).
- Post information on the homepage of the MAPO website.
- Publish a meeting notice at least seven (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).
Public Involvement Steps for Long Range Transportation Plans (LRTP)

The MAPO is required to adopt a Long Range Transportation Plan (LRTP) which outlines short and long-range policy, goals and potential transportation improvements for the Mankato / North Mankato APO Planning Area. The LRTP defines a minimum of a 20 year vision of improvements to preserve current infrastructure and identify transportation network deficiencies. Its goals and objectives are based on federal legislation, regional transportation issues, agency meetings, and public comment. The LRTP must be updated every five years. Opportunities for members of the public to influence the design of the LRTP include:

- Engage with MAPO staff regarding the Plan through in-person contact, email, telephone, or through online comment
- Attend and provide input at the numerous public engagement events held in development of the LRTP
- Communicate public input to representatives of the MAPO TAC and Policy Board

In an effort to ensure a multimodal transportation planning process, the MAPO also addresses modal elements of the LRTP including active transportation modes such as bicycle, pedestrian and transit. The public involvement procedures outlined in this section apply equally to each of its modal elements.

LRTP Public Involvement Process

The MAPO's public involvement process for the development of its Long Range Transportation Plan 2045 update will:

- Identify roles, responsibilities and key decision points.
Include LRTP-specific public involvement goals along with associated strategies, tools and techniques to provide diverse opportunities to review and comment with timeframe that provide timely notice of public participation activities and ensure a minimum public comment period of 30 days before the final LRTP is adopted.

Employ visualization techniques and utilize electronic formats and means as well as public meetings at convenient and accessible locations and times in order to provide reasonable access to information about long-range area transportation issues and LRTP planning processes.

Coordinate with statewide public involvement procedures and consider other related planning activities as well as the design and delivery of transportation services within the metropolitan area.

Identify stakeholders in keeping with federal requirements and seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low income and minority households.

Demonstrate explicit consideration and response to public input received during the development of the LRTP.

Periodically review the effectiveness of these procedures and strategies to ensure a full and open participation process.

Plan Development – Phase I

The first (of four) planning phase focuses on laying the groundwork for the plan. Public involvement steps will:

- Devise a documented public participation process that incorporates the requirements listed above.
- Identify stakeholders groups (See Appendix A).
- Inform the MAPO Policy Board and Technical Advisory Committee members.
- Inform interested persons and community stakeholders identified during other MAPO planning.
- Obtain (or verify) current contact information for all stakeholders identified above.
- Develop and maintain a broad mailing and email list of interested and affected parties whose input will be actively sought during the LRTP development process.
- Develop a LRTP 2045 Update Page or link accessible from the MAPO website as the primary resource for current information about the LRTP.

Plan Execution – Phase II

The second planning phase focuses on collecting information, analyzing data and identifying solutions. Public involvement will be coordinated with the other planning activities undertaken at this time, and steps will:

- Develop 2045 LRTP Goals, Objectives and Strategies.
- Develop and distribute informational pieces and media content.
- Develop maps and other visualization tools to describe aspects of the LRTP.
- Write and distribute press releases and electronic content to communicate with the public at large at identified plan milestones and key decision points and to promote public involvement opportunities.
- Update content on the MAPO website on an ongoing basis.
• Use the MAPO’s stakeholder list and media channels to publicize the public involvement opportunities and to provide a link to the MAPO website and other online sources of information.
• Meet with officials and staff from the MAPO Planning Area jurisdictions to obtain information about transportation priorities and get details on short, mid, and long-term transportation goals for each.
• Obtain information about transportation and other related plans, including comprehensive plans, conservation plans and maps, and available inventories of historic and natural resources.
• Consult with federal, state, and other agencies and officials responsible for planning activities in the MAPO planning area that are affected by transportation, including land use management, economic development, natural resources, historic, education, public health, private transportation providers and environmental protection.
• Present at regularly-scheduled MAPO TAC and Policy Board meetings.
• Hold meetings or consult with representatives of traditionally underserved (minority, low income, disabled, elderly) populations about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
• Seek opportunities to give presentations to community organizations and groups, preferably at their regularly scheduled meetings, about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
• Conduct Environmental Justice/Community Impact assessments of projects proposed for the LRTP on groups or areas with potential impacts.
• Present information in a variety of formats (including visualization tools) and encourage comments using multiple methods (group or one-one-one discussions, comment cards, etc.).

The MAPO may also:
• Design participation exercises to involve the TAC and Policy Board in determining area transportation priorities and in developing related objectives and strategies.
• Develop posters for the MAPO to display in Mankato and North Mankato public libraries with information about issues, content and process for the LRTP update.
• Produce a one-page handout about the LRTP update goals and objectives, issues and public involvement opportunities.
• Write and distribute a series of plan newsletters, to be distributed electronically at identified plan milestones and key decision points.

Plan Delivery – Phase III
The third planning phase focuses on preparing the draft plan, distributing it for public review, consultation and coordination with state and federal transportation authorities, incorporating input received, and presenting the final plan for approval. Public involvement will be coordinated with the other planning activities undertaken at this time, and specific steps include:
• Compile Draft LRTP.
• Include a review of all public involvement activities as a separate chapter and summarize the main messages or themes of the comments obtained.
• Demonstrate explicit consideration of the public input that was received, including discussion of how this input was incorporated into the plan. Include this type of discussion not only in this chapter, but also address it in relevant sections throughout the document.
• Include visualization tools, such as maps, graphs and illustrations, to explain aspects of the plan or the data collected for the plan.
• Present Draft LRTP to Policy Board and TAC.
• Motion to approve releasing the draft LRTP for required 30-day public comment period. The required period of 30 days was determined in consultation with FHWA, Federal Transit Administration (FTA), and MnDOT. The purpose of the comment period is to give stakeholders and members of the public a reasonable opportunity to review, and comment on the plan before it is finalized.
• Publish and distribute Draft LRTP.
• Publish legal notice in the Mankato Free Press on, or immediately prior to, the start of the required public comment period.
• Post the Draft LRTP document on the MAPO website.
• Distribute link to the Draft LRTP document to TAC and Policy Board members as well as MnDOT, FTA and FHWA contacts for review and comment before the end of the public comment period.
• Make the Draft Plan available to the public in both hard copy (printed) and electronic (PDF) formats at the following locations: MAPO website (PDF), Intergovernmental Center office (hard copy), and Mankato and North Mankato public libraries (hard copy). Copies will also be provided upon request.
• Schedule and promote a public meeting or open house to review plan and take comments on the Draft plan.
• Provide a link to the draft plan for the MAPO’s stakeholder list and media channels to publicize the comment period and open house.
• Conduct consultation with state & federal agencies. Review and take comments on the Draft document. Hold consultation prior to the end of the 30-day comment period. Incorporate comments received.
• If the Final LRTP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the Final LRTP will be delayed until an additional opportunity for public comment is provided.
• The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
• The same techniques to promote the revised draft will be utilized as outlined above for the Draft LRTP.
• Present the final LRTP to the TAC and Policy Board for approval after the 30-day public comment period has ended. Report on public comments received and how/if the plan was amended to address comments received.
• Make the final LRTP publicly available and provide copies of the approved LRTP to MnDOT, FHWA and FTA.
• Maintain copies in both electronic (PDF) and hard copy (printed) formats at the following locations (copies will also be provided upon request): Intergovernmental Center (hard copy), MAPO website (PDF), public libraries (hard copy).
• Conduct a review of public involvement activities to quantify and analyze effectiveness of public involvement efforts. Make notes for use during next LRTP update.
Plan Implementation – Phase IV

The fourth and final planning phase focuses on making the final plan available to the public and on seeking opportunities to promote the plan to the elected officials, employees and residents of MAPO-area jurisdictions that can facilitate the implementation of its recommendations. Steps include:

- Distribute Final LRTP to area jurisdictions and interested stakeholders.
- Seek opportunities to present information about the LRTP to the elected officials, employees and residents of MAPO area jurisdictions that can facilitate the implementation of its recommendations.
- Work to implement the LRTP objectives in the development of the MAPO’s annual Work Programs and planning efforts and in the projects proposed for inclusion in the MAPO TIP.
- Periodically review and amend/update as needed to incorporate federal transportation legislation and state initiatives. This includes the required 5-year update.

LRTP Amendment Procedures

All projects in the MAPO TIP must be consistent with the approved LRTP. If not, the LRTP must be amended or the project cannot be programmed in the TIP. The MAPO will work with MnDOT, FHWA and FTA to determine if the LRTP amendment is considered significant. LRTP amendments will be released for 30-day public comment if they are significant in nature. LRTP amendments will include, but are not limited to:

- Placing a legal notice in the Mankato Free Press.
- Using contact email list, website notice and flyer notification in public facilities such as public libraries.

PUBLIC INVOLVEMENT STEPS FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The MAPO encourages, and is required to incorporate, public involvement when developing its TIP. This document schedules and programs federal funding for surface transportation projects in the MAPO Area, as well as those projects determined to be of regional significance. The TIP is updated annually and has a four (4) year programming horizon.

TIP Development and Approval Process

The annual process of soliciting projects, developing a draft program of funded projects and approving the final TIP has several public involvement requirements, based on federal transportation planning legislation (23 CFR 450.316). Project selection related public involvement actions include:

- Announce start of TIP process at TAC and Policy Board meetings and review project timeline.
- Administer TIP project solicitation process with eligible jurisdictions. Make all project applications available upon request.
• Use the MAPO stakeholder email list to publicize and distribute a link to the MAPO website regarding the prospective TIP projects. Stakeholders will be asked to provide comments to staff regarding the prospective TIP projects.
• Create an informational display that shows proposed projects. Place displays at key locations in the MAPO area including but not limited to IGC, North Mankato City Hall, public libraries in Mankato and North Mankato. Displays will include location of project(s), cost and description. Displays will include staff contact information and instructions for submitting comments.
• Schedule a public meeting or informational booth to explain the TIP process, introduce proposed projects and take comments in person.
• Use the MAPO stakeholder email list, MAPO website/social media, and Mankato Free Press newspaper to publicize the public meeting.
• Report on any comments received about proposed projects to TAC and Policy Board prior to project scoring session at scheduled monthly meeting.

**Draft TIP Related Involvement Actions**

• Post the Draft TIP document on the MAPO website.
• Distribute link to the Draft TIP document to TAC, Policy Board, Local Units of Government, MAPO members as well as MnDOT, FTA and FHWA contacts for review and comment prior to the TAC and Policy Board meetings.
• Present the Draft TIP document to the TAC and Policy Board with the requested action to release the TIP for the required 30-day public comment period.
• Publish legal notice in the Mankato Free Press on or immediately prior to the start of the required 30-day public comment period.
• Make Draft TIP available to the public in both hard copies (printed) and electronic (PDF) formats at the following locations: MAPO website (PDF), Intergovernmental Center office (hard copy), public libraries (hard copy). Copies will also be provided upon request.
• Schedule and staff a public meeting or open house, prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
• Consult with state and federal agencies prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
• Use the MAPO’s stakeholder email list and website page to publicize the comment period and open house and to provide a link to the Draft TIP.
• If the Final TIP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the Final TIP will be delayed until an additional opportunity for public comment is provided.
• The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
• The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP.
• In addition to the extension of public comment, the MAPO staff is required to disseminate information regarding what specifically has changed and why, and to include this information in the final TIP.
Final TIP Related Public Involvement Actions

- Present Final TIP document to the TAC and Policy Board for approval, after the 30-day public comment period has ended, and report on public comments received.
- Host an Open House event for the draft TIP with visually clear and interesting displays.
- Make the final TIP document available to the public in both hard copies (printed) and electronic (PDF) formats at the following locations: MAPO website (PDF), Intergovernmental Center (hard copy), and public libraries (hard copy). Copies will also be provided upon request.
- Conduct a review of Public Involvement activities to quantify and analyze their effectiveness for use during next TIP cycle.

TIP Amendment Process

Any changes to programmed projects will be reviewed by MnDOT District 7 staff in consultation with the MAPO staff, and jointly determined to be either an Administrative Modification or a Formal Amendment.

For all project changes, the amended TIP must remain fiscally constrained with the revenues that can reasonably be expected to be available.

The process outlined below is consistent with 23 CFR 450.316 and incorporates the criteria specified in the FHWA and MnDOT Guidance for STIP Amendments and Administrative Modifications.

An Administrative Modification is a minor revision or technical correction to a programmed project. Administrative Modifications do not require formal public involvement actions, but the MAPO’s practice is to briefly describe these changes in the ‘Project Updates’ section of the TAC and MAPO meeting materials for the month they occur, and to update the online TIP project tables as these revisions occur.

**Note:** The MAPO will use the most recent guidance provided from FHWA and MnDOT for STIP Amendments and Administrative Modifications. The MAPO will update the following guidance in the Public Participation Plan once new guidance is provided. The current guidance is from April 2015.

### FHWA and MnDOT GUIDANCE FOR STIP AMENDMENTS AND ADMINISTRATIVE MODIFICATIONS

#### FORMAL STIP AMENDMENTS

Are needed when:

- A project not listed in the current, approved STIP is added to the current year.
- There is an increase in the total cost of a project and the increase the following guidelines:

<table>
<thead>
<tr>
<th>Cost of Project</th>
<th>Amendment needed if the increase is more than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; $1 Million to $3 Million</td>
<td>50%</td>
</tr>
<tr>
<td>&gt; $3 Million to $10 Million</td>
<td>35%</td>
</tr>
<tr>
<td>Project Cost Range</td>
<td>Percentage Increase</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>&gt; $10 Million to $50 Million</td>
<td>20%</td>
</tr>
<tr>
<td>&gt; $50 Million to $100 Million</td>
<td>15%</td>
</tr>
<tr>
<td>&gt; Over $100 Million</td>
<td>10%</td>
</tr>
</tbody>
</table>

Note: No amendment is needed for a project of $1 Million or less if the percentage increase does not result in a total cost greater than $1 Million.

- A phase of work (preliminary engineering, right-of-way, construction, etc.) is added to the project and increases the project cost. No formal amendment (or administrative modification) is needed for adding a phase of work that does not increase project cost.
- Congestion Mitigation and Air Quality Improvements Program (CMAQ) Transportation Enhancements (TEA), or Highway Safety Improvement Program (HSIP) funds are added to a project.
- The project scope is changed (e.g., for a bridge project – changing rehab to replace; e.g., for a highway project – changing resurface to reconstruct).
- There is a major change to project termini (more than work on bridge approaches or logical touchdown points).

For TIP amendments, MAPO will consult with MnDOT staff to determine if a 30-day public comment period is required. As a minimum MAPO will:
- List the proposed amendment as a voting item on the published agenda for meetings of both the (TAC) and Policy Board meetings.
- Provide public notice of the proposed changes to the TIP project by listing “opportunity for public Comment” on the published meeting for notice and by including the amendment as a voting item on the published agenda, as least one week prior to the scheduled action on the amendment.
- After the proposed project change has been approved by the TAC and Policy Board, staff will email a copy of the signed resolution to MnDOT District 7 staff for inclusion in the ATIP and STIP.

**STIP ADMINISTRATIVE MODIFICATIONS**

Are needed when:
- A project is moved into the current STIP year from a later year. Justification is needed under “Comments” to explain which specific projects are deferred to maintain fiscal constraint.
- Minor changes to wording or minor corrections (i.e., project numbers).

**NOTE:** No amendment will be accepted for projects that “may” receive future congressional funding (funds must be identified in an approved Transportation Act or Appropriation Bill).

For all project changes, the amended TIP must remain fiscally constrained within the revenues that can reasonably be expected to be available. The MAPO will follow federal transportation planning legislation (23 CFR 450.316) for guidance and STIP amendments.
APPENDIX A

Key Transportation Stakeholder Groups

Citizens/General Public
People who live and work in the MAPO area:
- Those directly impacted by the results and recommendations of the plan or study, i.e., those inside or in proximity to the study area
- Individuals and groups who request project notifications
- Community clubs and neighborhood groups
- Civic groups and service organizations
- Other groups with demonstrated Interest
- Persons of low-literacy
- Federally-recognized Native American tribal interests

Governmental and Public Agencies
Government agencies and officials responsible for other planning activities within the MAPO area that are affected by transportation:
- Local elected officials from the cities, counties, and townships within the MAPO Planning Area
- Formal and informal groups representing jurisdictional transportation related interests (e.g., traffic safety, parking, parks and recreation, etc.)
- City and County planning commissions
- State and Federal officials including legislators representing the study area
- State and Federal agencies, including the planning and modal divisions of MnDOT, FHWA and FTA
- Regional Development Commission

Public Transit Interests
- Mankato Transit Agency
- Organizations and individuals who represent the needs of transit-dependent persons

Private Transportation Interests
- Private transit operators such as Land to Air Express

Multimodal Freight Interests
Representatives of both freight-generating businesses (shippers) and providers of multi-modal freight transportation services, including:
- Trucking firms
- Railroads and rail operators
- Mankato Regional Airport

Non-motorized/Active Transportation Interests
Representatives of non-motorized (active) modes of transportation, including:
- Users of pedestrian facilities, affiliated interest groups
- Users of bicycling facilities, affiliated interest groups
- State Public Health departments
• Health promotion and active lifestyle advocacy groups

**Human Service Interests**

Representatives of traditionally underserved populations:

• Disabled individuals. The disabled population, for planning purposes, includes persons defined by the U.S. Census as having sensory, physical, mental, self-care, and employment disabilities.

• Low income individuals. Low income individuals are defined as a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines. Using U.S. Census data, areas where low income populations are greater than the MAPO planning area average will be identified as areas of potential disproportionate impact.

• Minority populations. Minority populations are defined as non-white persons or persons with Hispanic or Latino origin. Areas within the MAPO planning boundaries where minority populations are higher than the planning area average (according to the 2010 U.S. census) will be identified as areas of potential disproportionate impact.

• Limited English Proficiency (LEP) clients. In August 2000, President Clinton signed Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*. This order requires agencies receiving federal funds to include LEP persons in the planning process. Following President Clinton’s Executive Order, the Attorney General for Civil Rights issued a document Department of Justice (DOJ) LEP Guidance to assist agencies with “taking reasonable steps to ensure ‘meaningful’ access to the information and services they provide.” The DOJ LEP Guidance has a list of factors to consider for taking “reasonable steps to ensure meaningful access” which include:
  
  • The number or proportion of LEP persons that may be impacted by a project or program.
  
  • The frequency with which LEP persons come in contact with the project or program.
  
  • The importance of the service provided by the project or program.
  
  • The resources available to the receiving agency.

LEP persons may contact the MAPO office at (507) 387-8613 to request interpretive services. For additional information, please refer to the MAPO’s Title VI document.

**Elderly Populations**

• The MAPO defines “elderly” as persons 60 years of age and older for planning purposes. Areas where the number of elderly populations has been determined to be greater than the planning area average will be identified as areas of disproportionate impact. Locations of elderly and disabled populations (i.e. assisted-living facilities, senior centers) are to be identified to help recognized areas of need for transportation and infrastructure improvements.

**Resource Preservation and Protection Interests**

Representatives of agencies, organizations and groups involved with land use management, conservation and resources protection (including environmental/natural, historical and archeological resources):

• MnDNR
• Minnesota Pollution Control Agency
- Other natural resources groups/agencies
- Historical/archeological preservation groups/agencies

**Business and Economic Development**
State and local economic development groups, business representatives, including:
- Greater Mankato Growth
- Business representatives

**Education Interest**
Representatives of all elementary, middle school, high school and higher educational institutions, including:
- Staff from ISD 77
- Elected school board members
- Interested K-12 parents
- Post-Secondary Education administrators, interested staff, students and neighborhood residents, student associations and courses with an urban planning or transportation focus at the following local intuitions:
  - Minnesota State University Mankato
  - Bethany Lutheran College
  - South Central College
  - Rasmussen College

**Local Media**
We send public meeting notices as well as project-specific press releases to local and regional media contacts including:
- Newspaper, television and area radio stations
APPENDIX B

Key Federal Transportation Requirements for Public Participation

23 CFR 450.104: Definitions

*Consultation* means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.

*Cooperation* means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

*Coordination* means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve greater consistency, as appropriate.

23 CFR 450.316: Interested parties, participation, and consultation

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;
(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
(3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.


23 CFR 450.324(j & k): Development and content of the metropolitan transportation plan

(a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In formulating the transportation plan, the MPO shall consider factors described in § 450.306 as the factors relate to a minimum 20-year forecast period. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of a conformity determination issued by
the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO.

(b) The transportation plan shall include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

(c) The MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year. The MPO shall approve the transportation plan (and any revisions) and submit it for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA.

(d) In metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO shall coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).

(e) The MPO, the State(s), and the public transportation operator(s) shall validate data used in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update.

(f) The metropolitan transportation plan shall, at a minimum, include:

1. The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
2. Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.
3. A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with § 450.306(d).
4. A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in § 450.306(d), including -
   (i) Progress achieved by the metropolitan planning organization in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and
   (ii) For metropolitan planning organizations that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets.
5. Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
(6) Consideration of the results of the congestion management process in TMAs that meet the requirements of this subpart, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide. (7) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area’s transportation system.

(8) Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate;

(9) Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, in nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity regulations (40 CFR part 93, subpart A). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;

(10) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The MPO shall develop the discussion in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;

(11) A financial plan that demonstrates how the adopted transportation plan can be implemented.

(i) For purposes of transportation system operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain the Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53).

(ii) For the purpose of developing the metropolitan transportation plan, the MPO(s), public transportation operator(s), and State shall cooperatively develop estimates of funds that will be available to support metropolitan transportation plan implementation, as required under §450.314(a). All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.

(iii) The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan.

(iv) In developing the financial plan, the MPO shall take into account all projects and strategies proposed for funding under title 23 U.S.C., title 49 U.S.C. Chapter 53 or with other Federal funds; State assistance; local sources; and private participation. Revenue and cost estimates that support
the metropolitan transportation plan must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(v) For the outer years of the metropolitan transportation plan (i.e., beyond the first 10 years), the financial plan may reflect aggregate cost ranges/cost bands, as long as the future funding source(s) is reasonably expected to be available to support the projected cost ranges/cost bands.

(vi) For nonattainment and maintenance areas, the financial plan shall address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP.

(vii) For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available.

(viii) In cases that the FHWA and the FTA find a metropolitan transportation plan to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint; however, in such cases, the FHWA and the FTA will not act on an updated or amended metropolitan transportation plan that does not reflect the changed revenue situation.

(12) Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

(g) The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate:

(1) Comparison of transportation plans with State conservation plans or maps, if available; or

(2) Comparison of transportation plans to inventories of natural or historic resources, if available.

(h) The metropolitan transportation plan should integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 CFR part 659, as in effect until completion of the Public Transportation Agency Safety Plan, and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of all motorized and non-motorized users.

(i) An MPO may, while fitting the needs and complexity of its community, voluntarily elect to develop multiple scenarios for consideration as part of the development of the metropolitan transportation plan.

(1) An MPO that chooses to develop multiple scenarios under this paragraph (i) is encouraged to consider:

(i) Potential regional investment strategies for the planning horizon;

(ii) Assumed distribution of population and employment;

(iii) A scenario that, to the maximum extent practicable, maintains baseline conditions for the performance areas identified in § 450.306(d) and measures established under 23 CFR part 490;

(iv) A scenario that improves the baseline conditions for as many of the performance measures identified in § 450.306(d) as possible;

(v) Revenue constrained scenarios based on the total revenues expected to be available over the forecast period of the plan; and

(vi) Estimated costs and potential revenues available to support each scenario.
(2) In addition to the performance areas identified in 23 U.S.C. 150(c), 49 U.S.C. 5326(c), and 5329(d), and the measures established under 23 CFR part 490, MPOs may evaluate scenarios developed under this paragraph using locally developed measures.

(j) The MPO shall provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under § 450.316(a).

(k) The MPO shall publish or otherwise make readily available the metropolitan transportation plan for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

(l) A State or MPO is not required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (f)(11) of this section.

(m) In nonattainment and maintenance areas for transportation-related pollutants, the MPO, as well as the FHWA and the FTA, must make a conformity determination on any updated or amended transportation plan in accordance with the Clean Air Act and the EPA transportation conformity regulations (40 CFR part 93, subpart A). A 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, in accordance with the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. During a conformity lapse, MPOs can prepare an interim metropolitan transportation plan as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim metropolitan transportation plan consisting of eligible projects from, or consistent with, the most recent conforming transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93, subpart A. An interim metropolitan transportation plan containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.


23 CFR 450.326(a): Development and content of the transportation improvement program (TIP)

(a) The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor. However, if the TIP covers more than 4 years, the FHWA and the FTA will consider the projects in the additional years as informational. The MPO may update the TIP more frequently, but the cycle for updating the TIP must be compatible with the STIP development and approval process. The TIP expires when the FHWA/FTA approval of the STIP expires. Copies of any updated or revised TIPs must be provided to the FHWA and the FTA. In nonattainment and maintenance areas subject to
transportation conformity requirements, the FHWA and the FTA, as well as the MPO, must make a conformity determination on any updated or amended TIP, in accordance with the Clean Air Act requirements and the EPA's transportation conformity regulations (40 CFR part 93, subpart A).

(b) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by § 450.316(a). In addition, in nonattainment area TMAs, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in § 450.316(a). In addition, the MPO shall publish or otherwise make readily available the TIP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in § 450.316(a).

(c) The TIP shall be designed such that once implemented, it makes progress toward achieving the performance targets established under § 450.306(d).

(d) The TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

(e) The TIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53 (including transportation alternatives; associated transit improvements; Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects; HSIP projects; trails projects; accessible pedestrian walkways; and bicycle facilities), except the following that may be included:

2. Metropolitan planning projects funded under 23 U.S.C. 104(d), and 49 U.S.C. 5305(d);
3. State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);
4. At the discretion of the State and MPO, metropolitan planning projects funded with Surface Transportation Program funds;
5. Emergency relief projects (except those involving substantial functional, locational, or capacity changes);
6. National planning and research projects funded under 49 U.S.C. 5314; and

(f) The TIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53). For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

(g) The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

1. Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;
2. Estimated total project cost, which may extend beyond the 4 years of the TIP;
3. The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
(4) Identification of the agencies responsible for carrying out the project or phase;
(5) In nonattainment and maintenance areas, identification of those projects that are identified as TCMs in the applicable SIP;

(6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulations (40 CFR part 93, subpart A); and
(7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.

(h) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA transportation conformity regulations (40 CFR part 93, subpart A). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the TIP.

(i) Each project or project phase included in the TIP shall be consistent with the approved metropolitan transportation plan.

(j) The TIP shall include a financial plan that demonstrates how the approved TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommends any additional financing strategies for needed projects and programs. In developing the TIP, the MPO, State(s), and public transportation operator(s) shall cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation in accordance with § 450.314(a). Only projects for which construction or operating funds can reasonably be expected to be available may be included. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial plan, the MPO shall take into account all projects and strategies funded under title 23 U.S.C., title 49 U.S.C. Chapter 53, and other Federal funds; and regionally significant projects that are not federally funded. For purposes of transportation operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(6)) and public transportation (as defined by title 49 U.S.C. Chapter 53). In addition, for illustrative purposes, the financial plan may include additional projects that would be included in the TIP if reasonable additional resources beyond those identified in the financial plan were to become available. Revenue and cost estimates for the TIP must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(k) The TIP shall include a project, or a phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first 2 years of the TIP shall be limited to those for which funds are available or committed. For the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (h) of this section. In nonattainment and maintenance areas, the TIP shall give priority to eligible TCMs identified in the approved SIP in
accordance with the EPA transportation conformity regulations (40 CFR part 93, subpart A) and shall provide for their timely implementation.

(l) In cases that the FHWA and the FTA find a TIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended TIP that does not reflect the changed revenue situation.

(m) Procedures or agreements that distribute suballocated Surface Transportation Program funds to individual jurisdictions or modes within the MPA by pre-determined percentages or formulas are inconsistent with the legislative provisions that require the MPO, in cooperation with the State and the public transportation operator, to develop a prioritized and financially constrained TIP and shall not be used unless they can be clearly shown to be based on considerations required to be addressed as part of the metropolitan transportation planning process.

(n) As a management tool for monitoring progress in implementing the transportation plan, the TIP should:

1. Identify the criteria and process for prioritizing implementation of transportation plan elements (including multimodal trade-offs) for inclusion in the TIP and any changes in priorities from previous TIPs;
2. List major projects from the previous TIP that were implemented and identify any significant delays in the planned implementation of major projects; and
3. In nonattainment and maintenance areas, describe the progress in implementing any required TCMs, in accordance with 40 CFR part 93.

(o) In metropolitan nonattainment and maintenance areas, a 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, according to the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. During a conformity lapse, MPOs may prepare an interim TIP as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim TIP consisting of eligible projects from, or consistent with, the most recent conforming metropolitan transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93. An interim TIP containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

(p) Projects in any of the first 4 years of the TIP may be advanced in place of another project in the first 4 years of the TIP, subject to the project selection requirements of §450.332. In addition, the MPO may revise the TIP at any time under procedures agreed to by the State, MPO, and public transportation operator(s) consistent with the TIP development procedures established in this section, as well as the procedures for the MPO participation plan (see §450.316(a)) and FHWA/FTA actions on the TIP (see §450.330).


The following requirement statements were taken from existing language in the 23 CFR 450 and 49 CFR 613:

Coordination & Consultation

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• Consult with agencies and officials responsible for other planning activities within the planning area that are affected by transportation in the development of LRTP and TIPs.
• Coordinate with the public involvement and consultation processes for statewide transportation planning.

Accessibility & Information

• Hold public meetings at convenient and accessible locations and times.
• Make public information available in electronically-accessible format.
• Provide reasonable public access to technical and policy information used in the development of plans and programs.
• Employ visualization techniques to describe MTPs and TIPs.

Timeliness

• Provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private transportation providers, and other interested parties and segments of the community affected by transportation plans, programs, and projects.
• Provide adequate public notice of public involvement activities and time for public review and comment.

Public Comment

• Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
• Provide an additional opportunity for public comment if the final LRTP or TIP differs significantly from the version that was initially made available for comment.
• Include as part of the final plan or program a report or summary on the disposition of significant written or oral comments received on draft plans and programs.

Social

• Seek out and consider the needs of those traditionally underserved by existing transportation systems, including low income and minority households, persons with disabilities, and the elderly.

Evaluation

• Review the effectiveness of the public participation plan to ensure a full and open participation process.
APPENDIX C
Techniques to Inform and Involve the Public

There are a variety of techniques to inform and involve the public. Public involvement can be more effective if multiple techniques are utilized providing a greater opportunity for outreach. It is also important to utilize a variety of techniques which target different groups and individuals.

Below are guidelines and examples for public participation in planning, studies and meetings by the MAPO.

• Early and continuous communication:
  o Notify individuals and groups by mail that the plan is being developed and that they can provide comments to the MAPO staff in regards to the plan.
  o Publish a public notice in the Mankato Free Press and on the MAPO website announcing the plan development and meeting dates/locations. Include the MAPO contact information in the public notice.
  o Notify individuals and groups to give an update on the planning process.
  o Notify individuals and groups when the final plan is published.
  o Publish a public notice in the Mankato Free Press and on the MAPO website and social media sites announcing when the final plan is published.

• Implementation of multiple forms of public participation:
  o Refer to the public participation techniques in Figure 3 for additional techniques to gain a greater turnout for involvement.

• Accessibility of technical and policy information through a variety of means:
  o Publish technical and policy information on the MAPO website.
  o Provide copies of technical and policy information at public libraries.
  o Provide copies of technical and policy information at Intergovernmental Center.
  o Provide hard copies of technical and policy information by request to interested parties.

• Adequate notice to the public of involvement opportunities and activities:
  o 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.
  o 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.
  o 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.
Adequate time for public review and comment throughout project planning:
  - Post public notices at least one week prior to all public meetings.
  - Post meeting agendas on the MAPO website at least one week prior to all public meetings.
  - Provide a draft of the plan at public libraries and Intergovernmental Center.

Techniques selected for utilization will be decided on during the development of the scope of work. Techniques will be monitored throughout the project to evaluate the effectiveness; techniques can be adjusted to increase the potential effectiveness while reviewing. When reviewing the effectiveness of techniques, the following items can assist in evaluating the effectiveness of the public participation techniques:

- Comment cards at meetings or workshops
- Evaluation forms
- Surveys
- Percentage of surveys returned
- Informal feedback
- Telephone comments
- Citizen letters
- Email follow-ups
- Questionnaires
- Public meeting attendance
- Recorded comments made during meetings, workshops, focus groups, etc.

Additional public involvements techniques are available on the following page in Figure 3.
<table>
<thead>
<tr>
<th>Public Involvement Technique</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter</td>
<td>To inform the public on updates and other information in regards to the MAPO’s plans and studies.</td>
</tr>
<tr>
<td>Public Notice</td>
<td>Public notices are published in the Mankato Free Press a minimum of seven (7) seven days’ notice prior to the meeting or hearing.</td>
</tr>
<tr>
<td>Media Release</td>
<td>To announce meetings, announce when project, plan or program drafts and final drafts are available for viewing, and to announce opportunities for public involvement.</td>
</tr>
<tr>
<td>Social Media</td>
<td>To reach a wider audience in announcement for opportunities for public involvement, meetings, when project, plan, or program drafts and final drafts are available for viewing.</td>
</tr>
<tr>
<td>Targeted Mailing</td>
<td>Used when seeking input from certain individuals, organizations, or special interest groups on a particular issue or topic.</td>
</tr>
<tr>
<td>Website</td>
<td>MAPO staff updates their site with agendas and minutes from committee meetings and posts drafts, final plans, and programs. Through use of the MAPO website, the public may obtain contact information for comments or questions.</td>
</tr>
<tr>
<td>Email and Written Correspondence</td>
<td>To communicate within the parties of the MAPO and the public for daily use and for communicating with the public in answering questions.</td>
</tr>
<tr>
<td>Established or Informal Networks of Contacts</td>
<td>A contact list will be maintained by the MAPO which will be utilized when seeking the public’s input.</td>
</tr>
<tr>
<td>Published Responses to Frequently Asked Questions</td>
<td>Publishing responses to Frequently Asked Questions on the MAPO website can give quick answers to common questions.</td>
</tr>
<tr>
<td>Booths at Public Festivals and Events</td>
<td>MAPO, when possible, will host information booths at public festivals and events as a means to gather their input and provide answers to any questions.</td>
</tr>
<tr>
<td>Public Opinion Survey</td>
<td>Surveys can be made available to the public by mail, on the MAPO website, when seeking the public’s opinion on transportation projects, plans, and other studies.</td>
</tr>
<tr>
<td>Focus Group</td>
<td>MAPO staff will conduct focus groups as appropriate with invited members of project-specific stakeholders when identifying issues and gathering other data. The results and comments are included in their respective planning documents.</td>
</tr>
<tr>
<td>Visualization Techniques</td>
<td>Visualization techniques such as Visual Preference Surveys (VPS), maps, figures, and photos are helpful and will be used when possible to aid in explaining transportation plans or programs. VPS could be used for the design of light fixtures, cross walks, etc. The public would be given photos or drawings of varying designs which they score based on their preferred design.</td>
</tr>
<tr>
<td>Contact Lists</td>
<td>MAPO staff maintain a list of public participation contacts (email and mailing address) to include representatives of:</td>
</tr>
<tr>
<td></td>
<td>• Minority and low income populations;</td>
</tr>
<tr>
<td></td>
<td>• Elderly and disabled populations;</td>
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<tr>
<td></td>
<td>• Transportation providers;</td>
</tr>
<tr>
<td></td>
<td>• Federal, State, Regional &amp; Local government agencies;</td>
</tr>
<tr>
<td></td>
<td>• Members of MAPO committees; and</td>
</tr>
<tr>
<td></td>
<td>• Special Interests.</td>
</tr>
</tbody>
</table>
APPENDIX D: MAPO Planning Boundary Map
APPENDIX E: Population Diversity
APPENDIX F: Low Income Population
APPENDIX G: Population of Persons Aged 60 Years and Older
APPENDIX H

Limited English Proficient Populations (LEP) Information

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. Additional information is available in the MAPO’s Title VI plan.
AGENDA RECOMMENDATION

Agenda Heading: Travel Time Reliability Presentation
No: 6.1

**Agenda Item:** Travel Time Reliability Presentation

**Recommendation Action(s):** Informational

**Summary:**

At the MAPO TAC meeting held July 19, 2018, several TAC members expressed interest and raised questions regarding the metrics and calculations that MnDOT and the Federal Highway Administration (FHWA) use to define Travel Time Reliability, as well as expectations for MPOs.

Michael Iacono, MnDOT Performance and Investment Data Analyst, will deliver a short presentation on MnDOT’s Travel Time Reliability metrics and be available for questions.

**Attachments:**
Michael Iacono Travel Time Reliability presentation slides
MAP-21 Travel Time Reliability Metrics

Michael Iacono | Performance and Investment Data Analyst
MnDOT Office of Transportation System Management
8/16/2018
PM3: Reliability Measures

- **NHS travel time reliability**
  - Percent of person-miles traveled on the Interstate that are reliable (Interstate Travel Time Reliability Measure)
  - Percent of person-miles traveled on the non-Interstate NHS that are reliable (Non-Interstate Travel Time Reliability Measure)

- **Interstate freight reliability**
  - Truck travel time reliability on the Interstate System (Average Truck Reliability Index)

- **Greenhouse gas**
  - Percent change in tailpipe CO₂ emissions on the NHS compared to the calendar year 2017 level
§ 490.507 Travel Time Reliability Measures

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>METRICS</td>
<td></td>
</tr>
<tr>
<td>Level of Travel Time Reliability (LOTTR) for each time period and reporting segment on: 1. Interstate System 2. Non-Interstate NHS</td>
<td>Reporting Segment included/not included in measure</td>
</tr>
<tr>
<td>THRESHOLD</td>
<td></td>
</tr>
<tr>
<td>LOTTR &lt; 1.50 for the reporting segment = reliable</td>
<td></td>
</tr>
<tr>
<td>MEASURES</td>
<td>States report on progress towards targets</td>
</tr>
<tr>
<td>Percent of person-miles traveled that are reliable: 1. Interstate System 2. Non-Interstate NHS</td>
<td></td>
</tr>
<tr>
<td>TARGETS</td>
<td></td>
</tr>
<tr>
<td>1. % of Interstate System person-miles reliable 2. % of non-Interstate NHS person-miles reliable</td>
<td></td>
</tr>
</tbody>
</table>
The LOTTR Metric: Segment Level

Level of Travel Time Reliability (LOTTR) Metrics

• Computed for each of 4 time periods for the entire year (nearest hundredth)

\[ LOTTR_i = \frac{80\text{th Percentile Travel Time}_i}{50\text{th Percentile Travel Time}_i} \]

Where \( i \) is the time period:

1. 6 a.m. – 10 a.m., weekdays
2. 10 a.m. – 4 p.m., weekdays
3. 4 p.m. – 8 p.m., weekdays
4. 6 a.m. – 8 p.m., weekends

• Computed for every reporting segment
Example: Calculating the Segment-Level LOTTR Metric

LOTTR Example: Select the 80th and 50th percentile travel times

No. of Epochs

- 50th Percentile
- 80th Percentile

Travel Time (seconds)

tt = 28  tt = 54
Example: Determining Reliability at the Segment Level

**LOTTR Example: Metric**

\[
\text{LOTTR} = \frac{\text{Longer Travel Time (80th)}}{\text{Normal Travel Time (50th)}} = \frac{\# \text{ seconds}}{\# \text{ seconds}} = \text{Level of Travel Time Reliability Ratio}
\]

<table>
<thead>
<tr>
<th>Time Period</th>
<th>LOTTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td></td>
</tr>
<tr>
<td>6am – 10am</td>
<td>(\frac{44 \text{ sec}}{35 \text{ sec}} = 1.26)</td>
</tr>
<tr>
<td>10am – 4pm</td>
<td>LOTTR = 1.39</td>
</tr>
<tr>
<td>4pm – 8pm</td>
<td>LOTTR = 1.54</td>
</tr>
<tr>
<td>Weekends</td>
<td></td>
</tr>
<tr>
<td>6am – 8pm</td>
<td>LOTTR = 1.31</td>
</tr>
<tr>
<td><strong>Must exhibit LOTTR below 1.50 during all of the time periods</strong></td>
<td><strong>Segment IS NOT reliable</strong></td>
</tr>
</tbody>
</table>
Non-Interstate NHS Travel Time Reliability Measure (NITTRM)

- System measure is computed from the reporting segment level LOTTR values
- Ratio of person-miles of travel that are reliable to total person-miles of travel
- A segment is reliable if all four LOTTR metrics are < 1.50
- Reported to the nearest 0.1%
Non-Interstate Reliability: Calculating the Measure

\[
NITTRM = \frac{\sum_{r=1}^{R} SL_i \times AV_i \times OF_j}{\sum_{t=1}^{T} SL_i \times AV_i \times OF_j}
\]

\(SL_i\) = segment length of non-Interstate reporting segment \(i\)
\(AV_i\) = annual traffic volume of segment \(i\)

\[= AADT \times Directional Factor \times 365\]

\(Directional Factor\) = factor for splitting AADT by direction (default = 0.5)
\(OF_j\) = occupancy factor for vehicles on the NHS within a specified geographic area \(j\) within the State/Metropolitan planning area

(Reliable Person-Miles)
(Total Person-Miles)
Sample Calculation

Reliability Measure: Complete Example

Occupancy Factor = 1.1

Annual Volume:
- 31M
- 32M
- 41M
- 25M

Length:
- 0.331
- 0.567
- 0.414
- 1.780

LOTTR (4 periods):
- 1.45
- 1.33
- 1.03
- 1.12
- 1.52
- 1.71
- 1.32
- 1.17
- 1.45
- 1.80
- 1.03
- 1.45
- 1.51

Travel Time Reliability Measure = \[\frac{(0.331 \times 31 \times 1.1) + (0.414 \times 41 \times 1.1)}{(0.331 \times 31 \times 1.1) + (0.567 \times 32 \times 1.1) + (0.414 \times 41 \times 1.1) + (1.780 \times 25 \times 1.1)}\]

\[= \frac{11.287 + 18.671}{11.287 + 19.958 + 18.671 + 48.950}\]

\[= \frac{29.958}{98.866}\]

\[= 30.3\%\]

US Department of Transportation
Federal Highway Administration
PM3 Reliability Proposed Statewide Targets

<table>
<thead>
<tr>
<th></th>
<th>Two Year</th>
<th>Four Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interstate Reliability</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>Non-Interstate NHS Reliability</td>
<td>N/A</td>
<td>75%</td>
</tr>
<tr>
<td>Freight Reliability</td>
<td>1.5</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Target Setting Considerations
- Poor data reliability prior to 2017
- MPO feedback on 2 and 4 year Interstate targets
Mankato MPO Non-Interstate Reliability (2017)
Mankato MPO Non-Interstate Reliability (Jan. – June 2018)
MPO Role: Target-Setting

**PBPP: Target-Setting Coordination**

MPO Target Setting

- An MPO may establish its own quantifiable performance targets or
- An MPO may adopt a State’s performance targets and support the State’s efforts at achieving those targets

Either way, the MPO is establishing targets
Thank you again!

Michael Iacono
michael.iacono@state.mn.us
651-366-3774
AGENDA RECOMMENDATION

Agenda Heading: Update: Trunk Highway 22 Corridor Study
No: 6.2

Agenda Item: Update: Trunk Highway 22 Study

Recommendation Action(s): Informational

Summary:

The MAPO, in partnership with the Minnesota Department of Transportation (MnDOT) continue to coordinate with the project consultant. The study team is currently reviewing scenario alternatives and analyzing public input and survey responses, including responses on highway build scenarios, travel preferences, and preferences regarding location and type of pedestrian crossings. A project TAC meeting was held August 7, 2018. The project's final report is on schedule to be complete late fall 2018.

Attachments:
AGENDA RECOMMENDATION

Agenda Heading: Update: ADA Transition Plan
No: 6.3

**Agenda Item:** Update: ADA Transition Plan

**Recommendation Action(s):** Informational

**Summary:**

The project management team and consultant continue to coordinate on data collection and drafts of member agency plans. This includes map and graphical elements of inventoried areas within the MAPO, as well as draft sections to be included in the finalized plans. Items of consideration include MAPO member agency requirements, project purpose, and individualized Transition Plan and Inventories for each member.

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

August 2, 2018 | 6:00 p.m. | Intergovernmental Center, MN River Room, 10 Civic Center Plaza, Mankato, MN

Policy Board members present: Mark Piepho (chair), Jack Kolars, Bob Freyberg, Dan Rotchadl, Dennis Dieken (alternate for Mike Laven), Tim Auringer

Others Present: Paul Vogel - MAPO Executive Director, Charles Androsky - MAPO Transportation Planner, Michael Fischer – MAPO TAC representative, Dan Sarff – MAPO TAC representative

Call to Order

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

I. Introductions

Introductions were made.

II. Approval of Agenda

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

III. Approval of Minutes – June 7, 2018

Mr. Rotchadl moved and Mr. Freyberg seconded a motion to approve the minutes. With all voting in favor, the minutes were approved.

IV. New Business

5.1 Suggested Projects for 2019 Unified Planning Work Program (UPWP)

Staff reported that the MAPO’s 2019 UPWP was scheduled for adoption in September 2018. Several projects, such as initiation of the Long Range Transportation Plan update are already scheduled. Input on suggested projects was solicited through the 2019 UPWP project application. Applications were accepted through June 29, 2018. Three projects were collected through the solicitation.

The first application suggested a joint MAPO/MnDOT study of the Highway 14 and 169 interchange. The cost of this project is dependent on a variety of factors but was estimated by MnDOT’s Area Transportation Partnership (ATP) to tentatively cost approximately $100,000.

The second application suggested MAPO participation in cost sharing of aerial photography for use in MAPO map products, graphical elements, and public education materials. The cost of this project...
is estimated at $3,000.

The third application suggested a Warren Street Corridor Study. The project includes a traffic study of Warren Street from Riverfront Drive to Balcerzak Drive in Mankato with associated Intersection Control Evaluations. The project is estimated to cost approximately $70,000.

All three projects were recommended for approval by the MAPO TAC at their July 19, 2018 meeting.

Mr. Freyberg stated that within the 169 corridor there is opportunity for improvement from the perspectives of economic development, land use efficiency, and aesthetics. Mr. Freyberg stated the corridor study may be better served by expanding the scope from originally indicated in the application, with intergovernmental collaboration between MnDOT, North Mankato, and Mankato.

Mr. Vogel inquired as to how the Policy Board would direct the description of the project within the 2019 UPWP. As stated in the application, the project description stops at Lind Street. Mr. Freyberg suggested descriptive language approximating a Highway 169 Corridor Study in partnership with MnDOT with scope to be determined, subject to concurrence of MAPO partners.

Mr. Vogel clarified that the scope of the project would be developed with stakeholder involvement, including the MAPO TAC and Policy Board. The item at hand was only to include the project within the 2019 work program.

Mr. Kolars inquired as to the cost of the 169 Corridor Study project. Mr. Vogel stated the project has been budgeted for $100,000 over 2019-2020, and there may be potential for partnership and cost sharing with MnDOT for a larger scope. Mr. Kolars suggested inviting partner jurisdictions to collaborate and cost share.

The Policy Board and TAC members present discussed the descriptive language to be used when identifying the 169 Corridor Study in the 2019 UPWP. Discussion led to the below description:

A Highway 169 Corridor Study to be undertaken within the MAPO Planning Area, the final scope to be determined and coordinated with the partner jurisdictions (Mankato, North Mankato, Blue Earth County) in cooperation with MnDOT. Justification: In the District 7 CHIP, several pavement and bridge projects are contemplated along the corridor within the next 10 years. In addition, land use transitions abutting the corridor are also likely along the corridor. Since a study has not been conducted for the corridor within the last 20 years, the Partners believe a coordinated examination of the corridor is warranted considering possible land use transitions, future MnDOT improvements, and ongoing concerns regarding access, safety, and the context of the corridor through the urbanized area.

Mr. Kolars moved to approve all three projects for inclusion in the 2019 Unified Planning Work Program, with the amended descriptive language for the 169 Corridor Study. Mr. Rotchadl seconded. Motioned carried.
5.2 Intersection Control Evaluation respondents: Hoffman Road at South Victory Drive
Staff reported that the MAPO had released a request for proposal (RFP) on 6/15/18 with responses due 7/9/18. The MAPO TAC’s response review subcommittee met on 7/11/18. It was the recommendation of the response review subcommittee and MAPO TAC that SRF Consulting Group be awarded the contract for the ICE study of Hoffman Road at South Victory Drive.

Mr. Freyberg made a motion to award the ICE study contract to SRF Consulting. Mr. Rotchadl seconded. Motion carried.

5.3 Resolution Supporting MnDOT Pavement and Bridge Condition Performance Measure Targets (PM2)
Staff reported that per the Moving Ahead for Progress in the 21st Century (MAP-21) Act, state DOTs and MPOs are required to establish targets for each performance measure. As the region’s designated MPO, the MAPO is required to either agree to support the Minnesota Department of Transportation (MnDOT)’s targets or establish targets specific to the MAPO planning area. These targets are reported annually and performance data is reported as a component of the Long Range Transportation Plan (LRTP). The Resolution of Support communicated the MAPO’s support of MnDOT’s calendar year 2018 4-year NHS pavement and bridge condition targets of:

- 50% target for pavements of the non-Interstate NHS classified as in good condition,
- 4% target for non-Interstate NHS pavements classified as in poor condition,
- 50% target for NHS bridges classified as in good condition, and
- 4% target for NHS bridges classified as in poor condition

This action was reviewed and recommended for adoption by the MAPO Technical Advisory Committee at their meeting held July 19, 2018.

Mr. Rotchadl made a motion to approve. Mr. Freyberg seconded. Motion carried.

5.4 Resolution Supporting MnDOT Freight and Reliability Performance Measures (PM2)
Staff reported that per the Moving Ahead for Progress in the 21st Century (MAP-21) Act, state DOTs and MPOs are required to establish targets for each performance measure. As the region’s designated MPO, the MAPO is required to either agree to support the Minnesota Department of Transportation (MnDOT)’s targets or establish targets specific to the MAPO planning area. These targets are reported annually and performance data is reported as a component of the Long Range Transportation Plan (LRTP). The Resolution of Support communicated the MAPO’s support of MnDOT’s target of 75 percent of person-miles traveled on the non-Interstate NHS that are reliable (Non-Interstate Travel Time Reliability).

This action was reviewed and recommended for adoption by the MAPO Technical Advisory Committee at the meeting held July 19, 2018.

Mr. Rotchadl made a motion to approve. Mr. Freyberg seconded. Motion carried.
5.5 Resolution of Adoption: Mankato Transit Asset Management Targets (TAM)
Staff reported that the Fixing America’s Surface Transportation (FAST) Act requires transit systems to establish Federal Performance Targets. Under this instruction, the Mankato Transit system has established these targets within the system’s adopted Transit Asset Management (TAM) plan. Metropolitan planning organizations (MPOs) must either support their respective transit operator’s targets or adopt their own.

This action was reviewed and recommended for adoption by the MAPO Technical Advisory Committee at the meeting held July 19, 2018.

Mr. Rotchadl made a motion to approve. Mr. Freyberg seconded. Motion carried.

V. Other Business, Discussion & Updates

6.1 Update: Trunk Highway 22 Corridor Study
Staff reported that the MAPO, in partnership with MnDOT wrapped up the project’s second round of public engagement in June. The study team is currently reviewing scenario alternatives and analyzing public input and survey responses, including responses on highway build scenarios, travel preferences, and preferences regarding location and type of pedestrian crossings. The team is also in the process of reviewing Federal Highway Administration (FHWA) comments received. A project TAC meeting was scheduled the following week on August 7. The project’s Final Report is anticipated to be complete late fall 2018.

6.2 Update: Americans with Disabilities Act (ADA) Transition Plan
Staff reported that the project management team had begun review of collected data and drafts of member agency plans. This includes map and graphical elements of inventoried areas within the MAPO, as well as draft sections to be included in the finalized plans. These included MAPO member agency requirements, project purpose, and individualized Transition Plan and Inventories for each member.

7 TAC Comments (July 19, 2018 meeting minutes)
The minutes from the July 19, 2018 MAPO TAC meeting were distributed.

8 Opportunity for Public Comment
Mr. Piepho opened the floor for Public Comment. There was none.

9 Adjournment
At approximately 8:00 p.m. Mr. Dieken moved and Mr. Freyberg seconded to adjourn. Motion carried.
Chair, Mr. Piepho