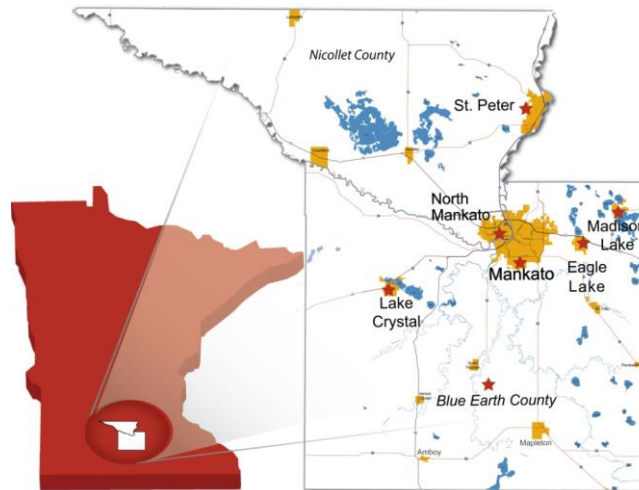


Mankato/North Mankato Area Planning Organization (MAPO)

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
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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:

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

The MAPO is directed by a six (6) member Policy Board. The MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan (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

Policy Board	Technical Advisory Committee
Tim Auringer – City of Eagle Lake	Sheri Allen – Mankato Area Public Schools (District 77)
Bob Freyberg – City of North Mankato	Allis, Ronda – MnDOT (District 7)
Jack Kolars – Nicollet County	Jennifer Bromeland – City of Eagle Lake
Mike Laven – City of Mankato	Paul Corcoran – Minnesota State University, Mankato
Mark Piepho – Blue Earth County (chair)	Scott Fichtner – Blue Earth County
Dan Rotchadl – MAPO Townships	Karl Friedrichs – Lime Township
	Michael Fischer – City of North Mankato
Staff	Seth Greenwood – Nicollet County
Paul Vogel, Executive Director	Scott Hogen – Mankato Area Public Schools (District 77)
Charles Androsky, Transportation Planner	Travis Javens – City of Skyline
	Jeff Johnson – City of Mankato
	Curt Kloss – Leray Township
	Mandy Landkamer – Nicollet County
	Loren Lindsey – Belgrade Township
	Open – South Bend Township
	Ed Pankratz – Mankato Township
	Sam Parker – Region Nine Development Commission
	Craig Rempp – City of Mankato
	Dan Sarff – City of North Mankato
	Ryan Thilges – Blue Earth County (chair)
	Paul Vogel – City of Mankato

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 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 support economic development, be designed in a manner that promotes and markets the community, encourages sustainable growth, and improves mobility and access for both area and non-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 Transportation 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 Transportation 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
 - o 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 Transportation 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:

- *The 2020-2021 Unified Planning Work Program will be drafted during 2019 and adopted by September of 2019.*
- *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: 255 2020 Budget: \$119,282 (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 over 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 Transportation Coordinating Council (RTCC) Development

The MAPO, in cooperation with MnDOT's office of Transit and Active Transportation, will continue work on initiation of a Regional Transportation Coordinating 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 Transportation 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.

Major Program Activities	2018	2019	2020	2021
Transit Development Plan	X			
Trunk Highway 22 Corridor Study	X			
ICE Report: Hoffman Rd. at S. Victory Dr.	X			
ADA Transition Plan	X	X		
Aerial Photography		X		
Highway 169 Corridor Study		X	X	
Warren Street Corridor Study		X	X	
Long Range Transportation Plan Update		X	X	X
Active Transportation Plan			X	X
Intelligent Transportation Plan				X
MAPO Transportation Modeling				X

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

*Appendix A: 2019 Program Activity Details & Budget

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

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and Update Title VI Program/Limited English Proficiency Plan		
	6. Review and Update Public Participation Plan		
	7. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	\$43,547	800
Planning Work Program 51002	1. Prepare draft 2020-2021 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	\$8,763	150
Training and Travel 51003	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	\$8,763	150
Information Tech & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support	\$4,936	
	Total Staff Expenses	\$6,213	100
	Total Website Expenses	\$6,213	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	\$16,728	300
Total Expenses - Program Support and Administration		\$84,014	1,500
	200 Long-Range Planning	Budget	Staff Hours
LRTP Update 52001	1. Consultant cost - Initiate and coordinate Long Range Transportation Plan Update	\$75,800	
	Total Staff costs - Long Range Transportation Plan Update	\$13,277	255
	Total Expenses - Long Range Transportation Plan Update	\$89,077	
Total Expenses - Long Range Planning		\$89,077	255
	300 Short-Range Planning	Budget	Staff Hours
Short Range Planning - Local	1. Consultant cost - continued work on ADA Transition Plan	\$4,000	
	2. Consultant cost - Warren Street Corridor Study	\$43,000	
	3. *Consultant cost - GIS Aerial Pictometry Flyover	\$3,000	
	4. Consultant cost - Highway 169 Corridor Study	\$60,000	
	5. Assist MAPO partners with local transportation planning efforts as needed		
	6. Coordination and working with local Statewide Health Improvement Program/Active Transportation		
	7. Distribute and share relevant transportation materials & information/LRTP Outreach (52002 staff coding)		
	8. Coordination with agency partners on Regional Transit Coordinating Council		
	Staff Expenses	\$30,802	550
	Total Expenses - Short Range Planning - Local	\$140,802	
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	\$8,763	150
	Total Expenses - Short Range Planning - Interagency	\$8,763	
	Staff Expenses - Short Range Planning	\$39,564	
	Expenses before \$3,000 local project for GIS Aerial Pictometry Flyover	\$146,564	
Total Expenses - Short-Range Planning		\$149,564	700

*\$3,000 of local funding to be utilized for locally funded project (GIS Aerial Pictometry Flyover)

2019 Program Activity Details & Budget Continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development	\$10,620	175
	Total Expenses - Program Development - Interagency	\$10,887	175
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. Begin TIP environmental justice analysis		
	4. Conduct consultation with the Greater Mankato Transit		
	5. TIP Development & Documentation		
	6. Coordination with District 7 ATP		
	7. Work with Region 9 RDC & Serve on their Transportation Committee TAC		
	Total Staffing Costs - Inter Agency Local	\$22,039	400
	Total Expenses - Program Development - Interagency	\$22,039	
Total Expenses - Program Development		\$32,926	575
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	7208 GIS Services (transfer)	\$5,000	
	3210 Telephone & Postage	\$499	
	3300 Training, Travel & Conferences	\$3,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies (including software)	\$760	
	4330 Subscriptions & Memberships	\$550	
Total Commodities & Other Services		\$14,009	
Total Expenses and Staffing Hours for 2019		\$369,589	3,030

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

MAPO FY 2019 Unified Planning Work Program Budget - Federal Funds and Local Match				
UPWP Category	Project Title	Federal Funding Amount	Local Funding Amount (State and Local)	Total Funding Amount
100	Program Support	\$ 65,712	\$ 18,302	\$ 84,014
200	Long Range Planning	\$ 69,672	\$ 19,404	\$ 89,077
300	Short Range Planning	\$ 114,636	\$ 31,928	\$ 146,564
400	Program Development	\$ 25,753	\$ 7,173	\$ 32,926
	Other Service & Commodities	\$ 10,957	\$ 3,052	\$ 14,009
	*Funding Totals	\$ 286,731	\$ 79,858	\$ 366,589
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

2019 LOCAL SHARE AMOUNT	
UNIT OF GOVERNMENT	LOCAL SHARE
Blue Earth County	\$ 16,021
City of Mankato	\$ 15,599
Nicollet County	\$ 5,059
City of North Mankato	\$ 5,481
TOTAL 2019 Local Payments	\$ 42,160
Local Carry Over Assessment	\$ 8,000
TOTAL - 2019 Local Share	\$ 50,160

Local Share Amount by Year

Local Share Amount by Year	2014	2015	2016	2017	2018	2019
Blue Earth County	\$ 17,316	\$ 8,443	\$ 11,983	\$ 11,496	\$ 15,436	\$ 16,021
City of Mankato	\$ 16,824	\$ 8,207	\$ 11,668	\$ 10,901	\$ 15,030	\$ 15,599
Nicollet County	\$ 5,223	\$ 2,545	\$ 3,783	\$ 3,535	\$ 4,875	\$ 5,059
City of North Mankato	\$ 5,715	\$ 2,787	\$ 4,098	\$ 3,830	\$ 5,281	\$ 5,481
Total	\$ 45,078	\$ 21,982	\$ 31,532	\$ 29,762	\$ 40,622	\$ 42,160

2019 Program Budget and Detail

2019 UPWP Budget and Detail						
Funding Source	Funds	Allocation of Funds				
		100	200	300	400	Other Services & Commodities
		Program Support	Long Range Planning	Short Range Planning	Program Development	
MAPO Revenue						
Minnesota Federal Funds	\$ 286,731 78.22%	\$ 65,712	\$ 69,672	114,636	\$ 25,753	\$ 10,957
Local Match - Minnesota Federal Funds	\$ 38,985 10.63%	\$ 8,934	\$ 9,473	15,586	\$ 3,501	\$ 1,490
Minnesota State Funds	\$ 32,698 8.92%	\$ 7,494	\$ 7,945	13,073	\$ 2,937	\$ 1,250
Local Match - Minnesota State Funds	\$ 8,175 2.23%	\$ 1,874	\$ 1,986	3,268	\$ 734	\$ 312
Federal, State, & Local Match	\$ 366,589	\$84,014	\$89,077	\$146,564	\$32,926	\$14,009
Local Funds for Local Project	\$ 3,000			\$ 3,000		
Total Revenue	\$ 369,589	\$84,014	\$89,077	\$149,564	\$32,926	\$14,009
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					
Commodities & 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%

Draft 2020 Program Activity Details & Budget (illustrative)

100 Program Support and Administration		Budget	Staff Hours
Program Support 51001	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and Update Title VI Program/Limited English Proficiency Plan		
	6. Review and Update Public Participation Plan		
	7. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	\$44,853	800
Planning Work Program 51002	1. Prepare draft 2020-2021 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	\$9,025	150
Training and Travel 51003	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	\$9,025	150
Information Tech & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support	\$4,936	
	Total Staff Expenses	\$6,400	100
	Total Website Expenses	\$6,400	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	\$17,230	300
Total Expenses - Program Support and Administration		\$86,534	1,500
200 Long-Range Planning		Budget	Staff Hours
LRTP Update 52001	1. Continued work on Long Range Transportation Plan Update	\$104,677	
	Total Staff Costs - LRTP Update	\$14,605	270
	Total Expenses - LRTP	\$119,282	
Total Expenses - Long Range Planning		\$119,282	255
300 Short-Range Planning		Budget	Staff Hours
Short Range Planning - Local	1. Continued work on Warren Street Corridor Study	\$27,000	
	2. Continued work on Highway 169 Corridor Study	\$40,000	
	3. Initiation of Active Transportation Plan	\$10,000	
	4. Assist MAPO partners with local transportation planning efforts as needed		
	5. Coordination and working with local Statewide Health Improvement Program/Active Transportation		
	6. Distribute and share relevant transportation materials & information/LRTP Outreach (52002 staff coding)		
	7. Coordination with agency partners on Regional Transit Coordinating Council		
	Staff Expenses	\$31,726	550
Total Expenses - Short Range Planning - Local	\$108,726		
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	\$9,025	150
Total Expenses - Short Range Planning - Interagency		\$9,025	
Staff Expenses - Short Range Planning		\$40,751	
Total Expenses - Short-Range Planning		\$117,751	700

Draft 2020 Program Activity Details & Budget (illustrative) Continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development	\$10,620	175
	Total Expenses - Program Development - Interagency	\$11,213	175
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. Begin TIP environmental justice analysis		
	4. Conduct consultation with the Greater Mankato Transit		
	5. TIP Development & Documentation		
	6. Coordination with District 7 ATP		
	7. Work with Region 9 RDC & Serve on their Transportation Committee TAC		
	Total Staffing Costs - Inter Agency Local	\$22,700	400
	Total Expenses - Program Development - Interagency	\$22,700	
Total Expenses - Program Development		\$33,914	575
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,000	
	7208 GIS Services (transfer)	\$5,000	
	3210 Telephone & Postage	\$500	
	3300 Training, Travel & Conferences	\$3,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies (including software)	\$750	
	4330 Subscriptions & Memberships	\$500	
Total Commodities & Other Services		\$13,750	
Total Expenses and Staffing Hours for 2020		\$371,231	3,030

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

Fax: (507) 388-7530

Executive Director: Paul Vogel

Direct: (507) 387-8613

pvogel@mankatomn.gov

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