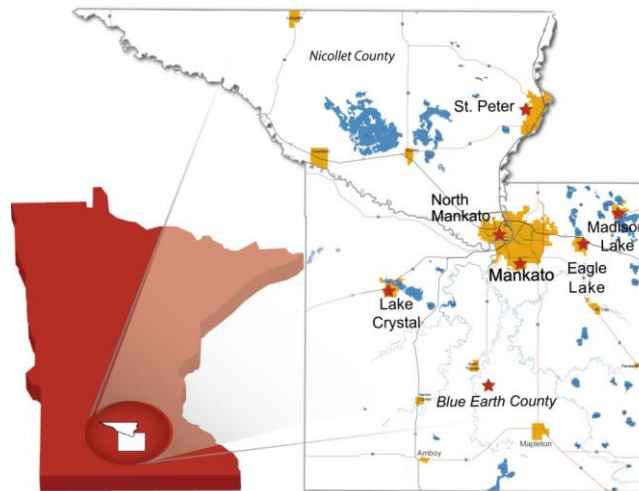


Mankato/North Mankato Area Planning Organization (MAPO)

2023 (& 2024 Draft) Unified Planning Work Program



Recommended for Adoption by the MAPO Technical Advisory Committee
August 18, 2022

Adopted by the MAPO Policy Board
September 1, 2022

Copies available at MAPO offices:

**10 Civic Center Plaza
Mankato, MN 56001**

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Twitter: @MinnesotaMAPO

2023 Unified Planning Work Program (UPWP)
for the
Mankato/North Mankato Area Planning Organization (MAPO)
the Metropolitan Planning Organization for the Mankato/North
Mankato, MN area

All questions, comments or requests for documents and services may be directed to:

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at:

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

This work program and other MAPO documents, meeting minutes and agendas, and other information may also be obtained online at www.mnmapo.org.

To request this document in an alternative format, please contact
Shawn Schloesser at (507) 387-8655 or at sschloesser@mankatomn.gov.

This Unified Planning Work Program is funded in part through funds from the Federal Highway Administration, Federal Transit Administration, U.S. Department of Transportation, Minnesota Department of Transportation, and local funds. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation or other funding agencies.

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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 MAPO is to meet and maintain a continuing, cooperative, and comprehensive (3C) metropolitan transportation planning process.

MAPO Representation

MAPO is represented by the following units of government:

Counties

Blue Earth
Nicollet

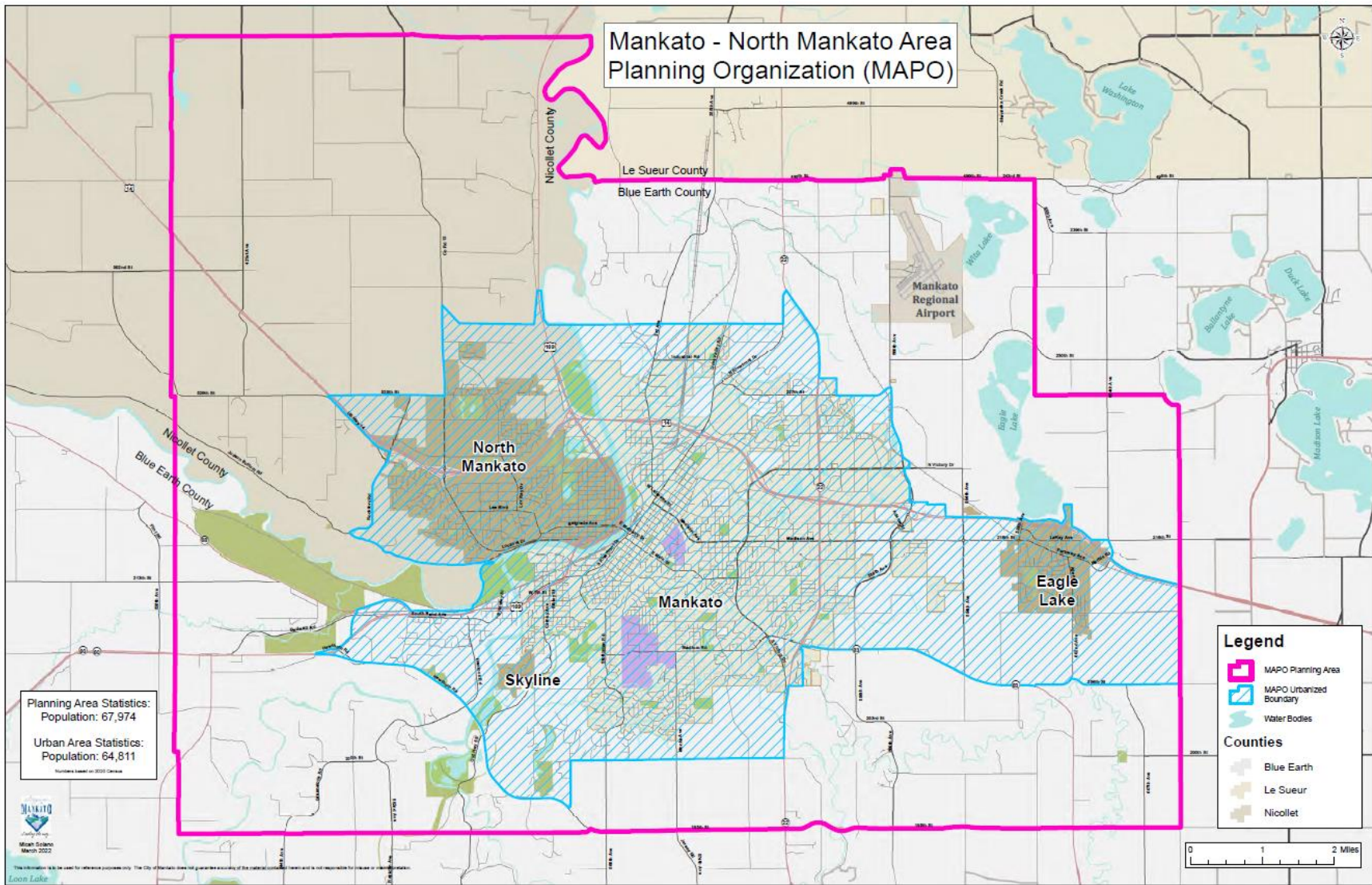
Cities

Eagle Lake
Mankato
North Mankato
Skyline

Townships

Belgrade
Le Ray
Lime
Mankato
South Bend

MAPO is directed by a six (6) member Policy Board comprised of elected officials representing MAPO partner agencies. MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the Unified Program Work Plan (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and other plans and studies prepared by MAPO.



Policy Board, Technical Advisory Committee, and Staff

Policy Board

City of Eagle Lake – Tim Auringer
City of Mankato – Mike Laven
City of North Mankato – James Whitlock
Blue Earth County – Mark Piepho
Nicollet County – Jack Kolars
MAPO Townships – Dan Rotchadl

Technical Advisory Committee

Blue Earth County Engineer – Ryan Thilges
Blue Earth County Planning Staff – John Considine III
Nicollet County Engineer – Seth Greenwood
Nicollet County Planning Staff – *Vacant*
Mankato Director of Public Works/Engineering – Jeff Johnson
Mankato Associate Director of Community Development – Mark Konz
North Mankato Community Development Director – Michael Fischer
North Mankato City Engineer – Dan Sarff
Eagle Lake City Administrator – Jennifer Bromeland
Skyline Council Member – Paige Attarian
Belgrade Township – Craig Smith
LeRay Township – Kurt Anderson
Lime Township – Karl Friedrichs
Mankato Township – Scott Morgan
South Bend Township – Leroy McClelland
Mankato Transit System – Shawn Schloesser
Mankato Area Public Schools (District 77) – Scott Hogen
MnDOT District 7 – Ronda Allis
Minnesota State University, Mankato – David Cowan
Region Nine Development Commission – Leah Petricka

Staff

Paul Vogel, Executive Director
Shawn Schloesser, Associate Director of Community Development – Transportation Planning Services

Adopting Resolution

Adopting Resolution

Resolution Adopting 2023-2024 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, MAPO is recognized by the Governor of Minnesota as the transportation planning policy body for the Mankato/North Mankato urbanized area; and

WHEREAS, MAPO commits to providing the twenty (20) percent local match for the federal and state funds.

NOW, THEREFORE, BE IT RESOLVED: that the Policy Board of the MAPO adopts the 2023 Unified Planning Work Program with potential minor amendments or amendments pending MnDOT and FHWA comments; and

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

CERTIFICATION

State of Minnesota

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the 1st day of September, 2022, as shown by the minutes of said meeting in my possession.

 9/11/2022
Chair Date

 9/11/2022
Executive Director Date

Introduction and Vision Statement

The Unified Planning Work Program (UPWP) for MAPO outlines work activities that MAPO will undertake as the designated Metropolitan Planning Organization (MPO) for the Mankato/North Mankato Metropolitan Planning Area. Projects programmed in the UPWP must be informed by and in congruence with MAPO's adopted Long Range Transportation Plan (LRTP).

This document represents the UPWP for MAPO and was developed with input and cooperation of the local municipalities, agencies, and the public through the MAPO Technical Advisory Committee and MAPO Policy Board.

MAPO Vision Statement

Through continuing, cooperative, and comprehensive planning, the Mankato/North Mankato Area Planning Organization will promote a regional transportation system that is safe, increasingly efficient, integrated, and multimodal. This system will support economic development, be designed in a manner that promotes and markets the community, encourages sustainable growth, and improves mobility and access for 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 description of all transportation-related planning activities anticipated to be conducted by MAPO within the metropolitan planning area during 2023 and illustrative activities for 2024.
- 2) Provide detailed work activities and budget information, including local, state and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).

Scope of Work Program Planning Process

The work activities described within are supported by funding from the FHWA, FTA, Minnesota Department of Transportation (MnDOT) and MAPO member organizations. Work activities are informed by the MAPO LRTP.

Metropolitan Planning Factors

Federal planning statutes identify planning factors that specify the scope of the planning process to be followed by MAPO (23 CFR 450.306). According to statute, the planning process shall provide for consideration and implementation of projects and strategies and services that will address ten (10) identified planning factors. Each factor is listed below. After each factor is a brief description of how the work activities contained in this UPWP support the metropolitan planning factors:

- 1. Support the economic vitality of the 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 (TA) program, Minnesota Statewide Health Improvement Partnership (SHIP) and Safe Routes to School (SRTS).
 - Staff will continue to work with local bike and walk advocate groups in advancement of safe non-motorized transportation options.
 - MAPO will provide technical assistance to member communities applying for Transportation Alternative (TA) program grant funding. Depending on type of funding requested, MAPO may assist member communities in improving safety for non-motorized users, such as planning studies to complete 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.
 - Continue 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 conducting planning studies to inform the implementation of Mankato’s and North Mankato’s Complete Streets Plans 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 in administering the Transportation Alternatives (TA) program in the MAPO area, as well as in the development of the annual Transportation Improvement Program (TIP).
- Develop the MAPO’s area TIP for submission to federal and state entities. MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.

8. Emphasize the preservation of the existing transportation system.

- MAPO will use the 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 conducting planning studies to inform the implementation of Mankato’s and North Mankato’s Complete Streets Plans to enhance commuter and recreational opportunities.
- Continue to consider livability, user comfort, and person-centered design when developing work products.

Resolution & Agreements

The signed resolution adopting the annual work program is included at the beginning of this document.

The following agreements governing the operation of MAPO are available on the MAPO website.

- Joint Powers Agreement between Governmental Units in the Mankato/North Mankato Urbanizing Area
 - <https://mnmapo.files.wordpress.com/2018/06/executed-copy-of-joint-powers-agreement.pdf>
- Host Agency Operating Agreement
 - <https://mnmapo.files.wordpress.com/2020/10/hostagencyagreement.pdf>
- Memorandum of Understanding between the Minnesota Department of Transportation, MAPO, and the Public Transit Operator
 - <https://mnmapo.files.wordpress.com/2018/06/mapo-transit-mndot-performance-planning-mou.pdf>

Document Organization

The Unified Planning Work Program is organized into six chapters:

Chapter 1 provides a Summary List of 2023 and illustrative 2024 activities.

Chapter 2 details the work activities that will be undertaken in 2023 with program hours and budget information. These activities are:

- 100 Program Support and Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Program Development
- 500 Other Services & Commodities

Chapter 3 provides the MAPO Strategic Plan.

Appendices A, B, and C provide supporting documentation of activities, details of the budgets and work activities, meeting times, and contact information.

Chapter 1: Executive Summary of Activities

Activities completed over 2022 include serving as the regional transportation planning coordination entity for MAPO partner agencies. This included completion of the Lookout Drive-CSAH 13 Corridor Study, the Second Street Corridor Study, the Minnesota State University, Mankato (MSU, M) Stadium Road Pedestrian Crossing Study, the Eagle Lake CSAH 27 Pedestrian Crossing Study, and the South Bend Safe Routes to Multimodal Study. Staff also developed the CSAH 5 (Third Ave) Corridor Study for delivery in 2023.

2023 Activities

The primary work activities are:

- Development of Transportation Improvement Program (TIP)
- Continuation of CSAH 5 (Third Ave) Corridor Study (split across 2022 and 2023)
- Americans with Disabilities Act (ADA) Transition Plan Update
- Riverfront Drive Intersection Improvements Study
- Balcerzak Drive Pedestrian Safety Study
- Staff contribution to Mankato Transit System Transit Development Plan (TDP)
- Staff work on the Safe Streets and Routes for All program
- Provide staff administration to the MAPO TAC and Policy Board
- Continued coordination with Mankato GIS regarding base data and map requests
- Facilitate StreetLight data requests for MAPO partner jurisdictions
- Upkeep and maintenance of MAPO website
- Assist MnDOT District 7 and MnDOT Central Office in statewide and regional planning efforts
- Complete 2024 & 2025 Unified Planning Work Program.
 - o Note: the 2024 UPWP requires approval. The 2025 UPWP is conceptual.
- Continued involvement in the Transportation Alternatives (TA) program, Surface Transportation Program (STP), and Safe Routes to School (SRTS) programs by providing assistance to MAPO member jurisdictions, as well as review and ranking as needed
- Provide technical assistance and resources to Mankato Transit System (MTS) on as-needed basis
- Provide staff technical assistance and coordination with member agencies regarding the Safe Streets and Roads for All program
- Work with the Region Nine Development Commission and serve on R9 Transportation Advisory Committee
- Coordination with Area Transportation Partnership (ATP-7) and MnDOT in reviewing and recommending projects
- Review and update MAPO administrative documents as needed
- Project management and coordination with consultants on various studies

MAPO staff will coordinate with area partners and the MAPO TAC and Policy Board to prioritize future studies, including staffing adjustments and projects for the 2024 program year.

Chapter 2: Program Areas and Subtasks

MAPO breaks the UPWP into five Program Areas to be completed in each of the calendar years covered by this UPWP.

- 100 Program Support & Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Program Development & TIP Development
- 500 Other Services & Commodities

Each Program Area has identified an objective, a budget, and sub-task(s).

100 Program Support & Administration

Activity Budget and Funding Source Split for Program Area 100 - Program Support & Administration	
Funding Source	2023
	Amount
Consolidated Planning Grant (CPG)	\$71,391.67
State and Local Funds	\$19,617.43
Total	\$91,009.10

2023 Staff Hours: 1,530 2023 Budget: \$91,009.10
 2024 Staff Hours: 1,917 2024: Budget: \$128,598.00

Objective

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing the work program and quarterly accounting, vacation and holiday time, etc. and maintenance of the MAPO website and social media outlets.

Program Support (825 staff hours) 51001

Program support activities keep the Policy Board, TAC, and subcommittees informed and meeting on a regular basis. Actions include administering meetings, maintaining committee membership lists and bylaws, writing agendas and minutes, and special assignments.

Activities

- Prepare agendas and minutes for MAPO meetings.
- Prepare agendas, minutes and meeting notices for Policy Board and TAC meetings.
- Staff time in participation of trainings, meetings, and conferences.

- Project task administration and communication between the Policy Board and TAC.
- Review and update administrative Plans as needed.
- Prepare local jurisdictions for billing.
- Attend and present information on the current projects and MAPO updates to the Blue Earth and Nicollet County Board meetings as requested.
- Attend and present information on the current projects and other MAPO updates to the City Councils of Eagle Lake, Mankato, North Mankato, and Skyline as requested.

Unified Planning Work Program (UPWP) (185 staff hours) 51002

The UPWP is updated annually in consultation with the MnDOT, FTA, FHWA, Mankato Transit System (MTS), the MAPO TAC, and MAPO Policy Board. Quarterly reports and reimbursement forms are prepared and office accounting is maintained. Annual dues are calculated and billed, and the budget is coordinated with the City of Mankato.

- Prepare draft 2023-2024 UPWP.
- Midyear and miscellaneous reviews with MnDOT, FHWA and FTA.
- Prepare budgets and quarterly progress reports for MnDOT and FHWA.
- Review current UPWP with MAPO TAC, MnDOT and FHWA for work items to carry forward into next UPWP.
- Receive input from MAPO TAC, Policy Board, MnDOT and FHWA on work items to include in UPWP.

Training and Travel (140 staff hours) 51003

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 meetings and workshops for the Minnesota MPO Directors and other professional development and training of the MPO staff.

- Staff time to MPO Director Meetings.
- Staff time to attend conferences and trainings.
- Staff time to attend statewide and district functions or workshops relevant to MAPO.

Information Technology (City of Mankato) (140 staff hours) 51004

- 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 continue development of GIS information for MAPO area.
- Explore and implement new technologies and methods to enhance public participation and engagement with MAPO.

Program Expenses (240 staff hours) 51005

Program expenses are the costs associated with organizational upkeep and administration, including staff vacation, sick and holiday time.

Process and Timeline to Completion:

- *The 2024-2025 Unified Planning Work Program will be drafted during 2023 and adopted by September of 2023.*
- *Ongoing maintenance and coordination with City of Mankato Information Technology Department and Geographic Information Systems (GIS) Department.*
- *The activities in this section will generally be completed in the 2023 calendar year.*

200 Long-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 200 - Long Range Planning	
Funding Source	2023
	Amount
Consolidated Planning Grant (CPG)	\$781.34
State and Local Funds	\$214.34
Total	\$995.68

2023 Staff Hours: 50

2023 Budget: \$996.00

2024 Staff Hours: 756

2024 Budget: \$111,475 (staff hours & consultant costs)

Objective

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 in compliance with federal and state requirements. MAPO also ensures fiscal constraint and conformity for all Long-Range Transportation Planning activities.

Long Range Transportation Plan Expenses (15 staff hours) 52001

Includes LRTP maintenance, analysis, inquiry response, and presentations as needed.

Process and Timeline to Completion:

- *Ongoing efforts to maintain, analyze, report on, and update the Long-Range Transportation Plan.*

300 Short-Range Transportation Planning

Activity Budget and Funding Source Split for Program Area 300 - Short Range Planning	
Funding Source	2023
	Amount
Consolidated Planning Grant (CPG)	\$220,018.81
State and Local Funds	\$60,458.09
Total	\$280,476.90

2023 Staff Hours: 1,245

2023 Budget: \$280,477.00 (staff hours & consultant costs)

2024 Staff Hours: 2,220

2024 Budget: \$197,496 (staff hours & consultant costs)

Objective

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 typically include planning for the next five years.

Short-Range Local Planning Assistance (1,085 staff hours) 53001

Local planning assistance includes staff activities related to the local transportation system, including initiation and development of a wide range of plans and studies. Activities may include data collection, coordinating and attending meetings, document review, and public engagement. Local planning assistance activities advance the goals of the LRTP. These activities also entail communication and coordination with a wide variety of stakeholders.

More detailed descriptions on the consultant led studies are listed below.

Activities

- Staff manage consultant studies. See more details in 'Consultant Studies'
- Assist local partners with localized transportation planning efforts as needed
- Work with partners on future local planning studies as identified by the MAPO TAC and Policy Board
- Provide notification and assistance to MAPO partner agencies on Transportation Alternatives Program (TA), Surface Transportation Program (STP), Safe Routes to School (SRTS) and other opportunities, programs, and solicitations as needed
- Assist Mankato Transit System with various projects, plans, and initiatives as needed.
- 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.
- 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.

Consultant Studies

Consultant studies are coded to cost category 53001.

CSAH 5 (Third Ave) Corridor Study (year 2 of 2)

MAPO, in partnership with Blue Earth County and the City of Mankato will evaluate current and future projected traffic volumes, traffic distribution, intersection and other corridor safety concerns, multimodal considerations, rail crossing (including one of the highest ADT at grade crossings in the City) and previous whistle free rail corridor study incorporation, and current and future performance at the interchange with US Highway 14. Study includes a comprehensive Intersection Control Evaluation of the major intersection at Highway 14 and CSAH 5. The project includes stakeholder input from the County, City and MnDOT, as well as numerous industries and residents along the corridor.

- Total Project Cost (est.): \$80,000. (\$50,000 in 2022, \$30,000 in 2023). Of the \$80,000 total budget, the local match is approximately \$11,200.
- Anticipated Completion: July 2023

Americans With Disabilities Act (ADA) Transition Plan Update

MAPO partner agencies with 50 or more employees are required under Title II of the Americans with Disabilities Act (ADA) and 28 CFR Sec. 35.105 to maintain an ADA Transition Plan and Self-Evaluation of current transportation infrastructure policies, practices, and programs. In 2019 MAPO fulfilled this need for applicable partner agencies by completing its Americans with Disabilities Act (ADA) Transition Plan and Inventory for Public Rights of Way. The Federal Highway Administration (FHWA) has confirmed that applicable agencies must update their ADA Transition Plans every five years. The Update will update applicable agencies identified physical barriers and areas of ADA noncompliance, thereby maintaining compliance with federal requirements. Key tasks will include robust public engagement via both in-person and virtual methods. A field assessment is not required.

- Total Project Cost (est.) \$105,000. Of the \$105,000 total budget, the local match is approximately \$14,700.
- Anticipated Completion: December 2023

Riverfront Drive Intersection Improvements Study

This study will evaluate intersection improvements along Riverfront Drive from May Street to Mabel Street. It will evaluate factors including potential added lane capacity and crossing improvements. Study will evaluate existing and future demand, including volumes and turning movement demand and assess intersection controls for the intersections of Riverfront Drive and May Street and Riverfront Drive and Mabel Street.

Study includes robust public engagement component including engagement with adjacent residential areas.

- Total Project Cost (est.): \$60,000. Of the \$60,000 total budget, the local match is approximately \$8,400.
- Anticipated Completion: December 2023

Balcerzak Drive Pedestrian Safety Study

This study will evaluate pedestrian safety and crossing options for a connection between the sidewalk on the west side of Cardinal Drive and the trail on the north side of Balcerzak Drive. Study will evaluate a range of potential crossing improvements including rapid rectangular flashing beacons (RRFBs), pavement markings, a high-intensity activated crosswalk (HAWK) signal, and additional lighting to evaluate improvements in relation to value in cost and safety.

- Total Project Cost (est.): \$20,000. Of the \$20,000 total budget, the local match is approximately \$2,800.
- Anticipated Completion: December 2023

State Planning Assistance (160 staff hours) 53002

- State planning assistance includes staff activities related to coordination with agencies with geographies and jurisdictions greater than that of the MAPO planning boundary. This includes meetings, document review, and shared plan and study development with MnDOT District 7 and other MnDOT offices, as well as Region Nine Development Commission. Staff may also coordinate with other agencies whose activities may impact the transportation system within and throughout the MAPO area.

Activities

- 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 MAPO TAC and Policy Board.
- Provide reporting and follow up with MnDOT regarding changes or updates to functional classification changes.
- Continued involvement in meetings related to MPO functions for local advocacy groups and transportation partnerships.

Process and Timeline to Completion:

- The above referenced planning activities are anticipated to occur within the 2023 calendar year.

400 Program Development & TIP Development

Activity Budget and Funding Source Split for Program Area 400 - Program Development	
Funding Source	2023
	Amount
Consolidated Planning Grant (CPG)	\$22,805.79
State and Local Funds	\$6,266.71
Total	\$29,072.50

2023 Staff Hours: 535 2023 Budget: \$29,073.00

2024 Staff Hours: 555 2024 Budget: \$30,696.00

Objective

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

Inter-Agency State 54002 (105 hours)

Inter-Agency State activities refer to staff time for coordination with MnDOT, including MnDOT District 7, in a variety of areas. This includes partnership and collaboration as MAPO and District 7 jointly develop the TIP and ATIP, respectively. This also includes MAPO staff work related to district-wide funding solicitations.

Activities

- Initial review of Letters of Intent for Transportation Alternative Program (TA).
- Coordinate and interview applicants for submitted TA projects in MAPO planning area.
- Assist with HSIP solicitation.
- Provide staff recommendation and input for submitted projects.
- Participate in regional reviewing and ranking of District 7 Surface Transportation Program (STP) projects.
- Coordinate with ATP and MnDOT in reviewing and recommending projects, including transit, for inclusion in the TIP, ATIP and STIP.
- 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.

Inter-Agency Local 54003 (430 hours)

This category includes development of the TIP. The TIP is a federally-mandated, annually-prepared document that contains pedestrian, highway, transit, streets, highway, and other transportation projects that are recommended for federal funding during the next four years in the metropolitan planning area. This task includes development of the MAPO's area TIP for submission to federal and state oversight agencies. MAPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.

Activities

- Provide public notice of TIP
- Solicit and prioritize candidate project and assist MnDOT Central Office and MnDOT District 7 as a member of ATP subcommittees as needed
- Ensure that federal investments are tied to planning, priorities, and policies as defined in the MAPO's LRTP
- Conduct an Environmental Justice analysis for TIP projects
- Ensure the TIP document is fiscally constrained
- Develop the TIP document, including:
 - o Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning process
 - o Perform TIP public engagement activities as outlined in the MAPO Public Participation Plan
 - o Send approved TIP to federal and state oversight agencies
 - o Amend and/or modify the TIP as necessary in response to changes in project schedule, detail, or scope
- Coordinate with the Mankato Transit System on transit projects, performance measures and Transit Development Plan (TDP)
- Coordinate with MnDOT on ensuring projects are consistent in the TIP and the STIP
- Coordinate with District 7 ATP

Safe Streets and Roads for All (SS4A) 54003

At points throughout 2023 staff will provide technical assistance and coordinate with member agencies for work related to the Safe Streets and Roads for All (SS4A) program. The program is intended to deliver improvements that improve multimodal safety.

Mankato Transit System Transit Development Plan 54003

In 2023, Mankato Transit System (MTS) will develop a Transit Development Plan (TDP). The TDP will represent a strategic vision and plan for MTS to operate an efficient, responsive, and financially sustainable transit system. Major components of the TDP include: annual performance, service operations, capital programs, and funding.

The TDP will be led by MTS. MAPO staff will contribute to development of the TDP via coordination and participation in plan development. Staff hours will be allocated to Inter-Agency Local 54003.

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.

500 Other Services & Commodities

Activity Budget and Funding Source Split for Other Services & Commodities	
Funding Source	2023
	Amount
Consolidated Planning Grant (CPG)	\$14,826.02
State and Local Funds	\$4,073.98
Total	\$18,900.00

2023 Staff Hours: 0

2023 Budget: \$18,900

2024 Staff Hours: 0

2024 Budget: \$22,500

Objective

Other Services and Commodities includes activities related to administration, overhead, and communications. This includes costs related to:

- Legal, Publication, & Advertising
- Telephone & Postage
- Direct expenses for Training, Travel & Conferences
- Printing & Publishing
- Office Supplies (including software)
- Subscriptions & Memberships

Process and Timeline to Completion:

- The above referenced items are costs paid on an as-needed basis over a given year.

Chapter 3: Strategic Plan

Introduction

What follows is a summary of MAPO overall Strategic Planning as it relates to advancing and maintaining the LRTP for the years 2022-2024. Prospective future studies will be solicited from partner members and approved by the Policy Board and are included below for illustrative purposes.

Major Program Activities	2022	2023	2024	2025
Lookout Drive – CSAH 13 Corridor Study	X			
Second Street Corridor Study	X			
Eagle Lake Pedestrian Connectivity Study	X			
MSU Stadium Road Pedestrian Crossing Study	X			
South Bend Safe Routes to Multimodal Study	X			
CSAH 5 (Third Ave) Corridor Study	X	X		
Active Transportation Plan		X		
ADA Transition Plan Update		X		
Additional Staff resources for MAPO			X	
Transportation Demand Model – Consultant and Staff			X	
Update Complete Streets Plan – Mankato/North Mankato			X	
Expand Complete Street Plan to remainder of Urbanized Area			X	
ICE for Cleveland and 3 rd Avenue			X	
Update Metropolitan Transportation Plan (2024/2025)			X	X
Update Demographic and Transportation Data for LRTP Update in 2024/2025			X	X

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

*Appendix A: 2023 Program Activity Details & Budget Tables

*Note: totals in appendices may be off by \$1.00 due to rounding

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and distribute agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and update MAPO administrative documents as needed		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	\$46,312	825
Planning Work Program 51002	1. Prepare next UPWP and budget		
	2. Review with MnDOT, FHWA, local partners, and other agencies		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	\$7,713	185
Training and Travel 51003	1. Travel to meetings including MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	\$12,494	140
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Geographic Information System Support (7208)	\$2,500	
	Total Staff Expenses	\$6,774	140
	Total Expense - Information Tech & Website	\$9,274	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	\$15,216	240
Total Expenses - Program Support and Administration		\$91,009	1,530
	200 Long-Range Planning	Budget	Staff Hours
Long Range Planning 52001	Total Staff costs - Long Range Planning - LRTP maintenance, analysis, inquiry response, presentations as needed	\$996	15
	Total Expenses - Long Range Planning	\$996	
Total Expenses - Long Range Planning		\$996	15
	300 Short-Range Planning*	Budget	Staff Hours
Short Range Planning - Local 53001	Consultant cost - CSAH 5 (Third Ave) Corridor Study	\$30,000	
	Consultant cost - ADA Transition Plan	\$105,000	
	Consultant cost - Riverfront Drive Intersection Improvements Plan	\$60,000	
	Consultant cost - Mankato Balcerzak Drive Pedestrian Safety Study	\$20,000	
	Assist MAPO partners with local transportation planning efforts as needed		
	Distribute and share relevant transportation materials & information/outreach		
	Staff Expenses	\$57,587	1085
	Total Expenses - Short Range Planning - Local	\$272,587	
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts (various planning & work groups e.g. MnSHIP, District 7 Freight Plan, State Rail Plan, State Pedestrian Plan, etc.)		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	\$7,890	160
Total Expenses - Short Range Planning - Interagency		\$7,890	
Staff Expenses - Short Range Planning		\$65,477	
Total Expenses - Short-Range Planning		\$280,477	1,245

2023 Program Activity Details & Budget Continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	\$6,505	105
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP environmental justice analysis		
	4. Consultation with Mankato Transit System, including assistance with Transit Development Plan (TDP)		
	5. TIP development		
	6. Coordination with District 7 ATP		
	7. Work with Region Nine RDC & serve on R9 Transportation Advisory Committee		
	8. Coordinate to make MAPO operations accessible e.g. language translation, hearing-impaired, etc.		
	9. Staff work on Safe Streets and Routes for All activities		
	Total Staffing Costs - Inter Agency Local	\$22,567	430
Total Expenses - Program Development - Interagency	\$22,567		
Total Expenses - Program Development	\$29,073	535	
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	3210 Telephone & Postage	\$500	
	3300 Training, Travel & Conferences (costs associated with travel expenses less staff time)	\$5,500	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies	\$1,200	
	4330 Subscriptions & Memberships (including \$500 AMPO membership and \$6,180 StreetLight license fee paid O	\$7,500	
	Total Other Services & Commodities	\$18,900	
	Total Expenses and Staffing Hours for 2023	\$420,454	3,325

*All 300 category activities are in support of Infrastructure Investment and Jobs Act (IIJA) Metropolitan Planning (PL) 2.5% pedestrian safety expenditure requirements. The amount based on the 2023 budget is approximately \$8,500.

2023 Program Budget and Detail

2023 UPWP Program Budget and Detail						
Funding Source	Funds*	Allocation of Funds				
		100 Program Support	200 Long Range Planning	300 Short Range Planning	400 Program Development	Other Services & Commodities
MAPO Revenue						
Minnesota Federal Funds*	\$ 329,823	\$ 71,391.67	\$ 781.34	\$ 220,018.81	\$ 22,805.79	\$ 14,826.02
	80.00%					
Local Match - Minnesota Federal Funds (local partner dues)*	\$49,757.80	\$ 10,770.29	\$ 117.87	\$ 33,192.49	\$ 3,440.53	\$ 2,236.68
	12.07%					
Minnesota State Funds*	\$ 32,698	\$ 7,078.00	\$ 77.46	\$ 21,812.22	\$ 2,260.92	\$ 1,469.82
	7.93%					
Local Match - Minnesota State Funds (local partner dues)**	\$ 8,175	\$ 1,769.51	\$ 19.00	\$ 5,453.39	\$ 565.26	\$ 367.48
	:					
Federal, State, & Local Match w/o Local Match - MN State funds	\$ 412,279	\$ 89,240	\$ 977	\$ 275,024	\$ 28,507	\$ 18,533
Total Revenue	\$ 420,454	\$91,009	\$996	\$280,477	\$29,073	\$18,900
MAPO Staff Expenses						
Program Support & Administration	\$ 91,009	\$ 91,009				
Long Range Planning	\$ 996		\$ 996			
Short Range Planning	\$ 65,477			\$ 65,477		
Program Development	\$ 29,073				\$ 29,073	
Total Staff Salaries & Benefits	\$ 186,554					
Commodities & Other Services						
Legal, Publication, & Advertising	\$ 1,200					\$ 1,200
Telephone & Postage	\$ 500					\$ 500
Training, Travel & Conferences	\$ 5,500					\$ 5,500
Printing & Publishing	\$ 3,000					\$ 3,000
Office Supplies (including software)	\$ 1,200					\$ 1,200
Subscriptions & Memberships	\$ 7,500					\$ 7,500
Consultant Services	\$215,000			\$ 215,000		
Total Expenses	\$ 420,454	\$ 91,009	\$ 996	\$ 280,477	\$ 29,073	\$ 18,900
% of Total Program	100%	21.6%	0.2%	66.7%	6.9%	4.5%

* Percentages are of the Total Federal, State & Local match without local match for Minnesota State Planning Funds.

** Local match to Minnesota State Planning Funds. These are not part of the Federal Planning Fund match and do not contribute to the percentage match.

Federal Funds and Local Match

MAPO FY 2023 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	\$ 71,392	\$ 19,617	\$91,009
200	Long Range Planning	\$ 781	\$ 214	\$996
300	Short Range Planning	\$ 220,019	\$ 60,458	\$280,477
400	Program Development	\$ 22,806	\$ 6,267	\$29,073
	Other Service & Commodities	\$ 14,826	\$ 4,074	\$18,900
	Funding Totals	\$ 329,824	\$ 90,631	\$ 420,454
Source of Local Funds:	Minnesota State Funds		\$ 32,698	
	Local Funds partner dues		\$ 57,933	
	Funding Totals		\$ 90,631	

2023 Local Share Amount (may vary by \$1.00 due to rounding)

2023 LOCAL SHARE AMOUNT	
TOTAL 2023 Local Share	\$ 57,933
Subtract legacy Local Share carryover funds	\$ -
Remaining local dues	\$ 57,933
UNIT OF GOVERNMENT	LOCAL SHARE
Blue Earth County	\$ 22,014
City of Mankato	\$ 21,435
Nicollet County	\$ 6,952
City of North Mankato	\$ 7,531
TOTAL 2023 Local Payments	\$ 57,933

Local Share Amount by Year (may vary by \$1.00 due to rounding)

Local Share Amount by Year	2018	2019	2020	2021	2022	2023
Blue Earth County	\$ 15,436	\$ 16,021	\$ 16,455	\$ 15,886	\$ 24,371	\$ 22,014
City of Mankato	\$ 15,030	\$ 15,599	\$ 16,022	\$ 15,468	\$ 23,730	\$ 21,435
Nicollet County	\$ 4,875	\$ 5,059	\$ 5,196	\$ 5,017	\$ 7,696	\$ 6,952
City of North Mankato	\$ 5,281	\$ 5,481	\$ 5,629	\$ 5,435	\$ 8,337	\$ 7,531
MnDOT D7 contribution (169 study)	-	-	\$ 15,000	\$ 57,580	\$ -	\$ -
Total	\$ 40,622	\$ 42,160	\$ 63,302	\$ 99,386	\$ 64,134	\$ 57,933

Draft 2024 Program Activity Details & Budget (illustrative)

	100 Program Support and Administration	Budget	Staff Hours
Program Support 51001	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and distribute agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and update MAPO administrative documents as needed		
	6. Prepare billing for local jurisdiction assessment		
	Total Expense - Program Support	\$54,267	850
Planning Work Program 51002	1. Prepare next UPWP and budget		
	2. Review with MnDOT, FHWA, local partners, and other agencies		
	3. Reporting to MnDOT & FHWA		
	Total Expense - Planning Work Program	\$10,232	215
Training and Travel 51003	1. Travel to meetings including MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	Total Expense - Training & Travel	\$13,295	152
Information Tech, GIS, & Website 51004	1. Maintenance of Website - Post minutes, agendas, meeting materials, information, create revolving content		
	2. Online Engagement for Variety of Transportation Projects and Topics - Every Voice		
	2. Geographic Information System Support (7208)	\$8,000	
	Total Staff Expenses	\$12,462	220
	Total Expense - Information Tech & Website	\$20,462	
Program Expenses 51005	1. Vacation, Sick and Holidays		
	Total Expense - Program Expenses	\$30,343	480
Total Expenses - Program Support and Administration		\$128,598	1,917
	200 Long-Range Planning	Budget	Staff Hours
Long Range Planning 52001	Consultant Costs - Update Metropolitan Transportation Plan (Year 1 of 2 year project \$150,000 estimate)	\$65,000	
	Total Staff costs - Metropolitan Transportation Plan	\$46,475	756
	Total Expenses - Long Range Planning	\$46,475	
Total Expenses - Long Range Planning		\$111,475	756
	300 Short-Range Planning	Budget	Staff Hours
Short Range Planning - Local 53001	Consultant Costs - Transportation Demand Model Development and Calibration	\$35,000	
	Intersection Control Evaluation - Cleveland, Tourtelotte/Riverfront Drive	\$35,000	
	Transportation Model inputs - land use data, traffic information, projections		
	Update Complete Streets Plans - Mankato and North Mankato - internal work		
	Expand Complete Streets Plan to Township/County within Planning Area		
	Assist MAPO partners with local transportation planning data requests and support		
	Distribute and share relevant transportation materials & information/outreach (52002 staff coding)		
	Total Staff Expenses	\$114,638	2000
	Total Expenses - Short Range Planning - Local	\$184,638	
State Planning Efforts 53002	1. Participation in Statewide and District Planning Efforts (various planning & work groups e.g. District 7 Freight Plan, State Rail Plan, State Pedestrian Plan, etc.)		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	\$12,859	220
	Total Expenses - Short Range Planning - Interagency	\$12,859	
	Staff Expenses - Short Range Planning	\$127,496	
Total Expenses - Short-Range Planning		\$197,496	2,220

Draft 2024 Program Activity Details & Budget (illustrative) continued

	400 Program Development	Budget	Staff Hours
Inter Agency - State 54002	1. TAP LOI Review		
	2. Coordination and review with MnDOT and Transit for STIP		
	Total Staffing Costs - Program Development		
	Total Expenses - Program Development - Interagency	\$6,135	97
Inter Agency Local 54003	1. Public notice of Transportation Improvement Plan (TIP) preparation		
	2. Solicit projects from local partners		
	3. TIP environmental justice analysis		
	4. Consultation with Mankato Transit System, including assistance with Transit Development Plan (TDP)		
	5. TIP development		
	6. Public Engagement for TIP including local project inclusion		
	7. Coordination with District 7 ATP		
	8. Work with Region Nine RDC & serve on R9 Transportation Advisory Committee		
	9. Coordinate to make MAPO operations accessible e.g. language translation, hearing-impaired, etc.		
	Total Staffing Costs - Inter Agency Local	\$24,561	458
Total Expenses - Program Development - Interagency	\$24,561		
Total Expenses - Program Development	\$30,696	555	
	Other Services & Commodities	Budget	Staff Hours
	3040 Legal, Publication, & Advertising	\$1,200	
	3210 Telephone & Postage	\$500	
	3300 Training, Travel & Conferences (costs associated with travel expenses less staff time)	\$10,000	
	3410 Printing & Publishing	\$3,000	
	2010 Office Supplies	\$300	
	4330 Subscriptions & Memberships (including \$500 AMPO membership and \$6,180 StreetLight license fee paid O	\$7,500	
Total Other Services & Commodities		\$22,500	
Total Expenses and Staffing Hours for 2024		\$490,765	5,448

Appendix B: MAPO Meeting Locations, Times & Contact Information

Policy Board meetings

MAPO Policy Board meetings are typically held every other month on the 1st Thursday of the month unless otherwise notified. Policy Board meetings are held in the Minnesota River Room, 1st floor of the Intergovernmental Center (IGC) at 6:00pm, 10 Civic Center Plaza, Mankato, MN 56001.

Technical Advisory Committee (TAC) meetings

MAPO Technical Advisory Committee meetings are typically held every other month on the 3rd Thursday of every month unless otherwise notified. TAC meetings are held in the Minnesota River Room, 1st floor of the Intergovernmental Center (IGC) at 1:30 p.m., 10 Civic Center Plaza, Mankato, MN 56001.

Tentative 2023 MAPO meeting schedule. Meetings may be cancelled if there are no immediate action items.	
Policy Board meetings	TAC meetings
January 5	January 19
February 2	February 16
March 2	March 16
April 6	April 20
May 4	May 18
June 1	June 15
July 6	July 20
August 3	August 17
September 7	September 21
October 5	October 19
November 2	November 16
December 7	December 21

MAPO Contact information

Mailing Address

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

Website

www.mnmapo.org

Executive Director

Paul Vogel
 (507) 381-8613
pvogel@mankatomn.gov

Twitter

[@MinnesotaMAPO](https://twitter.com/MinnesotaMAPO)

Comment Dropbox

Those without access to telephone or email may submit paper comments to the dropbox located in front of the Intergovernmental Center at 10 Civic Center Plaza, Mankato, MN 56001. Please address paper comments to the Mankato/North Mankato Area Planning Organization.

Fax

(507) 388-7530