

TO: Bismarck-Mandan Metropolitan Planning Organization Policy Board

FROM: Rachel Lukaszewski, MPO Executive Director

DATE: July 10, 2023

RE: Policy Board Meeting

There will be a meeting of the Bismarck-Mandan MPO Policy Board on **Tuesday, July 18, 2023, at 1:30 PM.** The meeting will be held in the Ed “Bosh” Froehlich Meeting Room of the Mandan City Hall at 205 2nd Avenue NW, Mandan, ND. The agenda is outlined below.

The City of Bismarck and Policy Board members are encouraging citizens to provide their comments for public hearing items on the Bismarck-Mandan MPO Policy Board agenda via email to mpo@bismarcknd.gov. Please include which item number your comment references. It will be sent to the members, as well as placed with the minutes. To ensure your comments are received prior to the meeting, please submit them by 5:00 pm 1 business day prior to the meeting. If you would like to participate via video or audio link for a 3-5 minute comment on a regular agenda public hearing item, please provide your name, agenda item and e-mail address to the above e-mail at least 3 days before the meeting.

Any of the 5 (five) Policy Board members can attend this meeting remotely. **Policy Board members and those presenting at the meeting will receive ZOOM invites approximately 1 business day prior to the meeting. Individuals wishing to participate via ZOOM should email contact information to mpo@bismarcknd.gov at least 3 days in advance of the meeting to receive a meeting invite tailored uniquely to them.**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access at 102.5 FM Radio, or stream FreeTv.org and RadioAccess.org. Agenda items can be found online at [MPO Policy Board](#).

AGENDA

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2. JULY ELECTION OF OFFICERS – Rachel Lukaszewski, MPO
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3. JURISDICTIONAL PAYMENTS FOR TASK 204 (TRANSPORTATION STUDIES/DATA ACQUISITION)
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ACTION ITEM: Jurisdictional Payments Process
4. ARRIVE 2050 FORECAST/ARRIVE 2050 MTP – Jason Carbee, HDR
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5. 2022 TRANSIT DEVELOPMENT PLAN – Bill Troe, SRF
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6. 2023 ORTHO-CONTOUR PROJECT – Miles Strain, 95West
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7. TITLE VI PLAN UPDATE – Stephen Larson, MPO
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8. 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM MODIFICATION – Stephen Larson, MPO
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 9. TITLE NATIONAL ROADWAY SAFETY STRATEGY WEBSITE/STORY MAP – Stephen Larson, MPO
<https://www.transportation.gov/NRSS>
 10. POPULATION BASED POLICY BOARD VOTING REPRESENTATION – Rachel Lukaszewski, MPO
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 11. OTHER BUSINESS
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Next scheduled Policy Board meeting is on 08/15/2023. Please call 701-355-1852 with questions. Any individual requiring special accommodations to allow access or participation at the meeting is asked to notify ADA Coordinator, Bismarck-Mandan MPO, PO Box 5503, Bismarck, ND 58506-5503 or complete and submit the Request for Reasonable Accommodations form at <http://www.bismarcknd.gov/DocumentCenter/View/23201> at least five (5) days prior to the meeting.

PROJECTS UPDATE

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
East Main Avenue Corridor Study (Bismarck)	100	06/30/2023
Sunset Drive Corridor Study (Mandan)	100	08/31/2023
Arrive 2050 Forecast/Arrive 2050 MTP (MPO wide)	20	03/31/2025
2022 Transit Development Plan (Bis-Man Transit)	85	12/31/2023
2023 Ortho-Contour Project (MPO wide)	28	02/29/2024

Common MPO Acronyms

ATAC: Advanced Traffic Analysis Center	NDDOT: North Dakota Department of Transportation
CPG: Consolidated Planning Grant	TAZ: Traffic Analysis Zone
FHWA: Federal Highway Administration	TDMSE: Travel Demand Model & Socioeconomic Data
FTA: Federal Transit Administration	TIP: Transportation Improvement Plan
MTP: Metropolitan Transportation Plan	UPWP: Unified Planning Work Program

A full list of common MPO acronyms may be accessed online
<https://www.bismarcknd.gov/DocumentCenter/View/37890/MPO-acronyms>

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING
JUNE 20, 2023**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board met on June 20, 2023, at 1:30 p.m. in the Tom Baker Meeting Room, City/County Building, 221 N 5th Street, Bismarck, ND. Vice-Chair Mike Schmitz presided.

Members present or participating via Zoom were Mike Schmitz, Steve Schwab, Joe Camisa for Tim Helbling, Andy Zachmeier, and Carrie Praska for Keli Berglund.

Others present or attending via Zoom were Kim Riepl, Rachel Lukaszewski, and Stephen Larson of the Bismarck-Mandan MPO; Adam McGill and Wade Kline, KLJ; Deidre Hughes, Bis-Man Transit; Luke Champa and Bill Troe, SRF Consulting; and Miles Strain, 95West Aerial Mapping.

CALL TO ORDER

Vice-Chair Schmitz called the May 16, 2023 meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board to order.

MINUTES

Vice-Chair Schmitz called for a motion to approve the minutes of the May 16, 2023 Regular Meeting of the Policy Board.

MOTION: Mr. Zachmeier made a motion to approve the minutes of the May Regular Meeting. Mr. Camisa seconded the motion and with Carrie Praska, Andy Zachmeier, Joe Camisa, and Vice-Chair Schmitz voting in favor, the minutes of the May 16, 2023 Regular Meeting were approved.

Note: Steve Schwab joined the meeting after approval of the minutes.

SUNSET DRIVE CORRIDOR STUDY

Mr. Kline went through the final study presentation on behalf of KLJ (Exhibit B). The purpose of the study was to evaluate the Sunset Drive Corridor from Division Street NW up through the interchange and north to 38th Street NW. The City of Mandan wanted to find better ways to use the right-of-way along the corridor to serve all users, and to plan for future development in this high-growth region. KLJ did two rounds of public engagement for the study, working closely with the MPO and the City of Mandan. The first round of public engagement occurred in September of 2022, and the second round in March of 2023, and there was good feedback received from both efforts. Traffic and congestion, bike and pedestrian issues, and driver safety were some of the major areas of focus during the early portion of the study. Mr. Kline noted the North Dakota Department of Transportation (NDDOT) is working on a project to evaluate the interchange on this corridor, so many of the concerns KLJ noted about the interchange portion of the study area will be addressed through NDDOT.

Some of the primary concerns KLJ uncovered for this corridor throughout the study include congestion, safety, mobility, and parking. Existing traffic on the corridor was examined, along with potential traffic impacts that may come from projected development. Mr. Kline noted the level of service along Sunset Drive is acceptable, but there are a few intersections, such as 27th Street NW, Boundary Street, and 14th Street NW where improvements might be particularly valuable. Access management and safety are important considerations also. Rear-end crashes are an issue of note, and some of the study's design alternatives take this into account.

The study area was divided into three segments: a north segment, a south segment, and the interchange in the middle. The study did not focus heavily on the interchange, due to NDDOT's ongoing interchange study. KLJ arrived at three alternatives for the northern segment of the corridor. The first is a three-lane roadway with a center turn lane and no on-street parking, with some pedestrian improvements. The second is a three-lane roadway with parking along one side of the street, and then the third alternative is a three-lane roadway with parking on both sides of the street. Public opinion on these alternatives, and especially the on-street parking, was mixed and Mandan has several options to consider as they move forward. One intersection in this northern segment that was a focus was 27th Street NW, where possible options include signalizing the intersection, or adding a roundabout.

The south segment of the corridor also has three design alternatives laid out for consideration. Much of this segment is residential. The first alternative is a two-lane roadway with parking on both sides of the street, which is what the residents in this area are accustomed to. The second alternative is a three-lane roadway with a center turn lane, to address some of the crash data in this area, and the third alternative is a balance of the first two, with a three-lane roadway but on-street parking along one side of the street. KLJ also looked at some spot improvements in this southern segment and considered a low-cost intermediate project in this area as an interim option until full reconstruction is needed, since sections of this roadway have been recently reconstructed. This intermediate project would keep parking on one side of the roadway and turn the street into a three-lane roadway.

KLJ included some cost estimates for the various alternatives in their report. Projects resulting from this study will likely be evaluated over the next five to ten years. The Mandan City Commission accepted the study in May, and so presenting it to Policy Board for approval is the final step. TAC also recommended approval of the study at their meeting yesterday.

Ms. Riepl extended thanks from the MPO to KLJ for their hard work on the study. There were some early challenges with data collection and with the NDDOT interchange study, but KLJ adapted quickly, and the study was finished on budget and on schedule. Ms. Riepl said KLJ was very responsive to the City of Mandan's concerns throughout the project.

MOTION: Mr. Camisa made a motion to approve the Sunset Drive Corridor Study Final Report as presented. Mr. Zachmeier seconded the motion and with Carrie Praska, Andy Zachmeier, Joe Camisa, Steve Schwab, and Vice-Chair Schmitz voting in favor, the motion was approved.

SAFE ROUTES TO SERVICES/COMPLETE STREETS STUDY REQUEST FOR PROPOSALS (RFP)

Ms. Riepl presented on this item, Exhibit D. The MPO is partnering with the City of Bismarck, the City of Mandan, NDDOT, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) on this study. This study is a unique study for the MPO and is intended to identify areas in Bismarck and Mandan with disadvantaged, underserved, and environmental justice populations. The study will determine the essential service and program needs of these populations, such as healthcare, housing, food, and social service programs. It will establish the existing routes used to get to these essential services by the identified disadvantaged populations in the area. These routes will be evaluated for gaps, and recommendations for closing those gaps will be provided, along with any other recommendations to assist in prioritizing safe, connected, and multi-modal transportation network options for disadvantaged communities to access essential services. Study recommendations may include items like geometric improvements and control at intersections, access management strategies, curbside management, incident management and alternate routes, traffic operations, parking strategies, transit service opportunities, and more. Ms. Riepl noted NDDOT proposed several minor changes to the RFP, and she covered those changes briefly.

The study has a not-to-exceed budget of \$200,000, and if the RFP is approved it would begin around September 1. Proposals would be due to the MPO by July 18. A selection committee consisting of six voting members and a moderator would be assembled, with representatives from the MPO, the City of Bismarck, the City of Mandan, Bis-Man Transit, and three persons representing organizations or agencies serving vulnerable populations. The MPO intends to interview between three and five proposing firms for the project, with interviews intended to take place between August 8 and 11. Policy Board approval of the selected consultant would be expected on August 15, and the MPO would then negotiate and execute a contract with the selected consultant. The study would be expected to conclude in fall of 2024. TAC voted unanimously yesterday to recommend approval of the RFP as presented, with the changes put forward by NDDOT.

Mr. Camisa asked who will determine the three individuals representing vulnerable populations on the Selection Committee. Ms. Riepl said those individuals will be selected by MPO staff in conjunction with the City of Bismarck and the City of Mandan.

Mr. Schmitz asked if the City of Lincoln is part of the study, and Ms. Riepl said they are not, the paying partners are Mandan and Bismarck. Mr. Schmitz mentioned concern about underserved populations in Lincoln, and the need to think community wide. Ms. Riepl noted the MPO meets with all its jurisdictions before studies are developed to gather input and understand what they believe are pertinent projects for their own regions. Every jurisdiction is included in these conversations and can participate in any study if they express their desire to do so. This Safe Routes to Services Study was of particular interest to the City of Bismarck and the City of Mandan.

Mr. Schmitz indicated he does not want to miss the opportunity to include Lincoln, which is connected to Bismarck geographically, especially if travel routes are being evaluated. Ms. Riepl noted his comment.

Mr. Zachmeier said there are only a couple of ways in and out of Lincoln and the traffic is heavy during rush hour. A better tie-in between Lincoln and the metro area is going to need to be looked at in the future in his opinion. Mr. Camisa agreed with this comment. Ms. Praska also agreed and said she thinks Lincoln is being underserved in this area. She wants Lincoln to have opportunities for more involvement in these kinds of studies. Mr. Schmitz said he views this discussion as food for thought, he is not sure what can be done about this specific study, but he wants to note that the City of Lincoln does need to be looked at as part of the Bismarck metro area.

Ms. Lukaszewski said she is hearing a desire for increased connectivity between Lincoln and Bismarck. She noted this is a transportation issue that could be looked at in the Metropolitan Transportation Plan (MTP), which is kicking off within the next week. She also noted a safety policies study is being planned for next year, and that study will include all five jurisdictions, and could address some of the concerns with the City of Lincoln and roadway safety. Mr. Schmitz thinks the point of thinking more globally about the metro area was appropriately emphasized.

Mr. Schwab said this looks like a study set up to create more studies and is a waste of money.

FIRST MOTION: Mr. Schwab made a motion to deny the Safe Routes to Services/Complete Streets Study RFP. The motion was not seconded, and so the motion failed.

SECOND MOTION: Mr. Camisa made a motion to approve the Safe Routes to Services/Complete Streets Study RFP, with NDDOT's changes incorporated, as presented. Mr. Zachmeier seconded the motion and with Carrie Praska, Andy Zachmeier, Joe Camisa, and Vice-Chair Schmitz voting in favor, and Steve Schwab voting against, the motion was approved.

UPDATED 2023 UNIFIED PLANNING WORK PROGRAM (UPWP) CONTRACT

Ms. Lukaszewski presented. The UPWP is closely tied to the legal contract between the MPO and NDDOT that allows federal funds to pass from NDDOT to the MPO. The MPO has previously made its boards aware of changes NDDOT is making to the contract tied to the UPWP. The contract is being changed from a two-year contract to a one-year contract. Exhibit E shows an addendum to the MPO's existing contract with NDDOT to terminate the current contract at the end of 2023, allowing a new contract to begin in 2024. The UPWP contract will then be approved annually going forward. The UPWP document will still be a two-year document, with a contracted in-year, and an out-year presented for illustration and discussion so the jurisdictions can be made aware of studies that are being planned. TAC recommended approval of the contract update.

MOTION: Mr. Camisa made a motion to approve the Updated 2023 UPWP Contract, as presented. Mr. Zachmeier seconded the motion and with Carrie Praska, Andy Zachmeier, Joe Camisa, Steve Schwab, and Vice-Chair Schmitz voting in favor, the motion was approved.

2021 ATAC TRAVEL DEMAND MODEL (TDM) ADDENDUM

Ms. Lukaszewski presented. The MPO has an addendum to its agreement with the Advanced Traffic Analysis Center (ATAC) for the creation of the new TDM. Last month, the MPO extended the addendum for two months through the end of June, which is the maximum extension allowed without board approval. However, after discussions with ATAC, the model is not going to be finished until July. ATAC is requesting the addendum be extended through the end of 2023, because once the model is completed, there will be a review process and a final report to finish. ATAC is requesting this same extension from the other MPOs in North Dakota, and TAC recommended approval.

Mr. Camisa asked about the reasoning behind the extension. Ms. Lukaszewski said the ATAC modeler works full time as a professor and works with ATAC at NDSU on all three of the TDMs for the MPOs in North Dakota. She is not sure if the delay happened with the Bismarck-Mandan MPO model, or with one of the other MPOs. Overall, this delay does not hold up the timeline for any of the MPO's projects and she is not concerned about it or about the quality of the final product.

MOTION: Mr. Camisa made a motion to approve the extension to the 2021 ATAC TDM Addendum, as presented. Mr. Zachmeier seconded the motion and with Carrie Praska, Andy Zachmeier, Joe Camisa, and Vice-Chair Schmitz voting in favor, and Steve Schwab voting against, the motion was approved.

BISMARCK-MANDAN MPO SELF-CERTIFICATION

Mr. Larson presented. The Bismarck Mandan MPO's self-certification is required by United States code. Code requires MPOs to certify their planning processes are being carried out in accordance with federal law, and that the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) the MPO develops are also consistent with federal law. The self-certification must be updated at least every four years, but the Bismarck-Mandan MPO updates its self-certification each year as part of its annual TIP development. The self-certification declares MPO compliance with current highway bill legislation, specifically in ten different areas including MPO operations and functions, air quality control standards, Title VI and the Civil Rights Act, the Disadvantaged Business Enterprises, and five areas of nondiscrimination. After board approval of the self-certification, it is sent to NDDOT for approval and inclusion in the MPO's next TIP. TAC recommended approval at their meeting yesterday.

MOTION: Mr. Camisa made a motion to approve the Bismarck-Mandan MPO Self-Certification, as presented. Mr. Zachmeier seconded the motion and with Carrie Praska, Andy Zachmeier, Joe Camisa, Steve Schwab, and Vice-Chair Schmitz voting in favor, the motion was approved.

ARRIVE 2050 FORECAST/ARRIVE 2050 MTP

Mr. Champa provided an update on the Arrive 2050 Forecast (the Travel Demand Model and Socioeconomic Data or TDMSE) for SRF. SRF has been refining growth areas in the MPO area through an online application and through coordination meetings with the jurisdictions. The data has progressed to a point where it can be assigned to Traffic Analysis Zones (TAZ) and sent back to the jurisdictions for more review. The

data will be compared to the last TDMSE update, and a final TDMSE report will be prepared while ATAC finishes the TDM. Mr. Champa noted that the next phase of the project, the Arrive 2050 MTP, will be led by HDR. The kickoff meeting for the MTP is scheduled for June 29, and the first public meeting for the project will take place this fall.

2022 TRANSIT DEVELOPMENT PLAN (TDP)

Mr. Troe provided an update for SRF. SRF has shifted focus now towards how transit service in the region should be managed and organized. Currently multiple organizations must be involved in decision-making for Bis-Man Transit, and the TDP is asking whether there is a better option available, such as a transit authority. SRF will hold a workshop on June 27 with various departments in the City of Bismarck along with Bis-Man Transit Board members, MPO representatives, and a Bismarck City Commission member. The workshop will focus on Bis-Man Transit's organizational structure and options to close Transit's funding gap. Mr. Troe noted it will be very difficult to close the gap using service adjustments alone, so the workshop will touch on options for increasing Transit's revenue as well. The final public meeting for the TDP is currently planned for July 25.

Mr. Camisa asked about the workshop next week and who will be present from the City of Mandan. Mr. Troe said no one is currently lined up from the City of Mandan, since the City of Mandan does not provide legal or financial services to Bis-Man Transit, that is all handled within the City of Bismarck. However, he said they are glad to invite a City of Mandan representative if that is desirable. Mr. Camisa suggested at least inviting the transit portfolio holder on the Mandan City Commission to the workshop. Mr. Troe will make sure the invitation is extended as requested.

2023 ORTHO-CONTOUR PROJECT

Mr. Strain provided a project update for 95West Aerial Mapping. 95West had to recalibrate a sensor recently, but that was only a slight setback. They are finishing up ground control, and the project overall is over one-fourth complete.

2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MODIFICATION

Mr. Larson presented on Exhibit K. This month the MPO completed one administrative modification to the 2023-2026 TIP. Modifications are used for minor changes to the TIP, and they do not need to be advertised or opened for public comment. This modification is on a project for reconstruction on Burleigh County's 66th Street from Apple Creek Road to Northgate Drive. The modification adjusts the funding sources for the project. The project was formerly receiving \$171,147 in federal COVID funds, but those funds are now being transferred into federal Bridge funds. This does not change the overall cost of the project; it is only a change of funding categories. Burleigh County's local share will increase by roughly twenty percent of the \$171,147 total being adjusted, and the federal share will increase by the remaining eighty percent. This split was noted by NDDOT at yesterday's TAC meeting.

OTHER BUSINESS

Election of Officers for Policy Board in July

Mr. Larson said the July Policy Board meeting will take up an election of officers for the positions of Chair and Vice-Chair. An email to Policy Board members with further details will be forthcoming in advance of next month's meeting.

TAC and Policy Board July-December Meeting Location Change

Mr. Larson noted TAC and Policy Board will be moving to Mandan City Hall July through December.

ADJOURNMENT

There being no further business, Vice-Chair Schmitz declared the meeting adjourned at 2:20 p.m.

The next scheduled meeting will take place July 18, 2023, at 1:30 p.m. in the Ed "Bosh" Froehlich Room in Mandan City Hall, 205 2nd Ave NW, Mandan.

Respectfully submitted,

Stephen Larson
Recording Secretary

APPROVED:

MPO Policy Board Chair

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