

MEETING AGENDA
June 17, 2025

Tom Baker Meeting Room	City/County Building, Bismarck	1:30 PM
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The City of Bismarck and Policy Board members allows 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 or streaming live and archived online at FreeTv.org. Agenda items can be found online at [MPO Policy Board](#).

AGENDA

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER
3. MINUTES
Review and Possible Approval of Minutes from May 20, 2025 Meeting 3
4. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) & TARGETS – Paulette Jacobsen, MPO
Resolution of Support (Exhibit A) 7
ACTION ITEM: Resolution of Support for Bis-Man Transit’s PTASP & Targets
5. 2025 SAFETY POLICY STUDY – Luke Champa, SRF
Progress Report (Exhibit B) 9
6. 2025 MONITORING REPORT UPDATE – Jeremy Williams, HDR
Progress Report (Exhibit C) 11
7. 2026-2027 UNIFIED PLANNING WORK PROGRAM (UPWP) – Kim Riepl, MPO
8. MAY BICYCLE FRIENDLY COMMUNITY WORKSHOP UPDATE – Kim Riepl, MPO
9. OTHER BUSINESS
Policy Board Election of Officers (Chair & Vice-Chair) will take place in July
Policy Board Meetings will switch to Mandan City Hall July through December.
10. ADJOURNMENT

The next scheduled Policy Board meeting is on 7/15/2025. Please call 701-355-1844 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 or complete and submit the Request for Reasonable Accommodations form at <https://www.bismarcknd.gov/DocumentCenter/View/44505/Request-for-Reasonable-Accommodations-or-LEP-Language-Assistance-Form--Instructions> at least five (5) days prior to the meeting.

PROJECTS UPDATE

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
Safety Policy Study (MPO-wide)	34	12/31/2025
2025 ITS RA Update (MPO-wide)	40	12/31/2025
2025 Monitoring Report Update (MPO-wide report)	15	12/31/2025

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
MAY 20, 2025**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board met May 20, 2025, at 1:30 p.m. in the Tom Baker Meeting Room, City/County Building, 221 N 5th St, Bismarck, ND. Mike Schmitz presided.

Members present or participating via Zoom were Mike Schmitz, James Froelich, Keli Berglund, Andy Zachmeier, and Steve Schwab.

Others present or attending via Zoom were Kim Riepl, Paulette Jacobsen, and Stephen Larson of the Bismarck-Mandan MPO; Sharijad Hasan, NDSU-ATAC; Matt Schaible, SEH; Dave Mayer, Bismarck Parks & Recreation District; and Will Hutchings, NDDOT.

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

Chair Schmitz called the May 20, 2025 meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board to order.

MINUTES

Chair Schmitz called for a motion to approve the minutes of the April 15, 2025 Meeting.

MOTION: Ms. Berglund made a motion to approve the minutes. Mr. Froelich seconded the motion and with James Froelich, Keli Berglund, Andy Zachmeier, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

FY 2026 RECREATIONAL TRAILS PROGRAM (RTP) APPLICATIONS

Mr. Larson presented. The ND Parks and Recreation District recently solicited for the FY 2026 Recreational Trails Program (RTP). They opened their solicitation on April 1 and accepted applications through April 13. Applications for projects within the MPO area require an MPO letter of support, which may be provided after the application window. Assuming TAC and Policy Board approval of the applications, the MPO will provide letters to the applicants for submittal to the ND Park District. For this year's solicitation, the MPO received two applications, one from the Bismarck Parks and Recreation District (BPRD, Exhibit B), and one from Lincoln Park District (LPD, Exhibit C). Both projects are consistent with the MPO's current MTP. The MPO does not prioritize RTP projects but is simply asked to review and support. If a project is awarded the MPO then includes it in the TIP.

The BPRD is applying for a rehabilitation of shared-use trail connections within the southern portion of Cottonwood Park. The proposed project includes 5,901 linear feet of 10-foot-wide shared-use trail that is currently aged and cracking, including 176 linear feet of trail that needs to be removed or replaced. The project is located within one of Bismarck's most popular parks and includes trail sections that provide accessible routes to the ADA fishing pier at Cottonwood Pond, connection to Hidden Star Park and

neighborhoods west of the park, and links to sports fields, playgrounds, and spectator areas. The total cost is \$306,516, with a requested federal share of \$245,213.

The LPD application is for a 66th Street SE Pathway. The proposed project is to construct a 10-foot-wide gravel pathway starting at Santee Road, going south along the west side of 66th Street, and ending at the south city limits approximately 180 feet south of Humbert Drive. The project will include top-soil stripping, common excavation and earthwork to establish ADA compliance grades, compaction of in-site soils, and placement of a 6-inch gravel base with an alternative to pave if funding allows. This will include ADA compliance at two street crossings with concrete panels and truncated domes to warn users of crossings. The total cost is \$129,807, with a requested federal share of \$103,840.

TAC approved both applications at their meeting yesterday.

MOTION: Mr. Froelich made a motion to approve the FY 26 RTP Applications as presented. Mr. Zachmeier seconded the motion and with James Froelich, Keli Berglund, Andy Zachmeier, Steve Schwab, and Chair Schmitz voting in favor, 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. MPOs must certify their planning processes are being carried out in accordance with federal law, and that the MTP and TIP the MPO develops are also consistent with federal law. The self-certification must be updated at least every four years, but the 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 Enterprise, and five areas of nondiscrimination. The Self-Certification was updated to remove equal employment language in response to the January rescission of Executive Order 11246 regarding equal employment, and it will be updated again as needed if further guidance is received. TAC recommended approval.

MOTION: Ms. Berglund made a motion to approve the MPO Self-Certification as presented. Mr. Froelich seconded the motion and with James Froelich, Keli Berglund, Andy Zachmeier, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

2025 SAFETY POLICY STUDY

Ms. Riepl presented a study update. SRF and the rest of the study team are nearly a third of the way done with the project. All necessary data has been collected. SRF is working on safety analysis. They have developed an interactive high-injury network map (including a breakout by transportation modes) and will be seeking feedback from the Steering Committee. The next Steering Committee meeting will be June 26. A high-injury network memo and a crash trends memo will be given to committee members before the meeting. The study team collected feedback at the Earth Day Festival in Bismarck on April 29, and the Touch-a-Truck event in Mandan on May 17. They

received a lot of comments and interaction at both events. SRF will be evaluating the public engagement so far, looking for trends and seeing how it aligns with the safety data. SRF's subconsultant Emergent Strategies has been coordinating Focus Group meetings with stakeholder groups such as law enforcement, first responders, and youth drivers. An Active Transportation, Transit, and Disability Focus Group will meet at Public Works at 8:15 a.m. before the Bicycle Friendly Community Workshop on May 21.

2025 ITS RA

Mr. Hasan provided an update on the Intelligent Transportation Systems (ITS) Regional Architecture (RA) project for the Advanced Traffic Analysis Center (ATAC). They are near the end of the data collection stage of the project, collecting information from project stakeholders. They have held a variety of small group meetings (with personnel from Transit, Emergency Management, Maintenance and Construction Management, Traffic Management, and Data Management offices) and have been coordinating proposed changes with these stakeholders. They have received good feedback from engineering, IT, emergency, and other jurisdictional personnel. They will soon provide a report to the stakeholders about what has been collected from them to help coordinate proposed changes to the RA. ATAC is preparing the RA document which will include ITS elements (such as vehicles and data centers) currently being used by stakeholders, roles and responsibilities for the stakeholders, identified ITS services for the MPO area, and ITS challenges stakeholders are facing. One of the primary challenges they have found is related to data sharing (due to IT security concerns). A follow-up meeting will be held with IT personnel closer to the fall about these concerns.

2025 MONITORING REPORT UPDATE

Mr. Larson presented. The MPO has been holding bi-weekly meetings with HDR to review the existing Monitoring Report, and the initial review has been completed. May 28 at 1 p.m. has been set as the date for the Monitoring Report Stakeholder Workshop, where the MPO will review the document and collect suggestions for the update from the MPO's jurisdictional staff. The Workshop will meet in the David Blackstead Room at the Community Development Office, with an option to attend on Teams. HDR has also begun working on a document outline and will provide a more substantial project update in June.

ADJOURNMENT

There being no further business, Chair Schmitz adjourned at 1:47 p.m. The next scheduled meeting will take place June 17, 2025, at 1:30 p.m. in the Tom Baker Meeting Room the City/County Building, 221 N 5th St, Bismarck.

Respectfully submitted,

APPROVED:

Stephen Larson
Recording Secretary

MPO Policy Board Chair

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Resolution of Support

For Bis-Man Transit's Public Transportation Agency Safety Plan

Whereas, the Federal Transit Administration established the Public Transportation Agency Safety Plan (PTASP) rule (49 CFR Part 673) requiring Transit Operators to develop a PTASP plan; and

Whereas, the PTASP outlines strategies to minimize unsafe situations that may be experienced by users and operators of public transportation and outlines a Transit Operator's safety performance measures and targets; and

Whereas, the Bis-Man Transit Board in December 2024 adopted a Safety Plan and targets to serve as their PTASP for 2024-2025; and

Whereas, the Bismarck-Mandan Metropolitan Planning Organization endorses and supports the Safety Performance Targets outlined in Bis-Man Transit's adopted PTASP.

Now, therefore, be it resolved, that the Bismarck-Mandan Metropolitan Planning Organization supports Bis-Man Transit's PTASP and will program investments which contribute toward the accomplishment of the following performance targets:

[Transit] Safety Performance Measures							
1. Fatalities - total number and rate per total VRM							
2. Injuries -Total number and rate per total Vehicle Revenue Miles (VRM)							
3. Safety Events - Total number and rate per total VRM							
4. System Reliability- Mean distance between major mechanical failures							
<i>Targets for transit agencies should be based on a review of the previous 5 years safety performance data.</i>							
[Transit] Safety Performance Targets:							
Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	3 or less	0.9	4 or less	1.16	11,000
ADA/ Paratransit	0	0	3 or less	0.7	4 or less	1	31,000

CERTIFICATE

The undersigned, duly elected chairperson of the Bismarck-Mandan Metropolitan Planning Organization Policy Board, certifies that the forgoing is true and correct copy of a Resolution, adopted at a legally convened meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board held on June 17, 2025.

Chair, Bismarck-Mandan MPO Policy Board

Date

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PROGRESS REPORT

SRF COMMISSION NO.	16072.00
PROGRESS REPORT NO.	05
DATE	June 5, 2025

REPORTING PERIOD	May 2025
PROJECT NAME	2025 Safety Policy Study – Bismarck-Mandan Metropolitan Planning Organization
PREPARED BY	Luke Champa, SRF Consulting Group
PREPARED FOR	Kim Riepl, Executive Director, BMMPO

PROBLEMS ENCOUNTERED / ITEMS OF CONCERN

Project Progress / Concerns

We are tracking scoped schedule for Safety Policy Study delivery and TAC/Policy Board action by the end of the year. I am expecting our expenditure rate to pick up through the summer and would like to anticipate we are through 50% of the budget by Invoice/Progress Report #6 (July). Will continue to monitor closely.

Description of Travel/Expenses

SCHEDULE / BUDGET SUMMARY

TASK	BUDGET % COMPLETE	NOTES	STATUS
Task 1 – Project Management/Meetings	51%	- Project Management Team (PMT) Bi-weekly progress calls & coordination, as needed. - May TAC Meeting.	On Schedule
Task 2 –Data Collection	99%	- Data assembly and review for Crash Trend Summary memo - Data assembly and review for High Injury Network Methodology and Summary memo - Final deliverable/critical-path brainstorm	On Schedule
Task 3 – Action Plan Development	17%	- Engagement coordination, preparation, and facilitation for Community Conversations (Mandan Touch-a-Truck) - Focus Group survey coordination (youth) and distribution - Focus Group meeting coordination - Stakeholder brainstorm	On Schedule
Task 4 –Draft and Final Report	5%	<i>No activity this billing cycle.</i>	On Schedule
Expenses	24%	See ESG Invoice no. 1034 dated 06/31/2025.	
Total	39%		On Schedule
Subconsultant (ESG)	34%	See ESG Invoice no. 1034 dated 06/31/2025.	On Schedule

PROGRESS REPORT

SRF COMMISSION NO.	16072.00
PROGRESS REPORT NO.	04
DATE	May 31, 2025

REPORTING PERIOD	May 2025
PROJECT NAME	2025 Safety Policy Study – Bismarck-Mandan Metropolitan Planning Organization
PREPARED BY	Jolene Rieck, Emergent Strategies Group
PREPARED FOR	Kim Riepl, Executive Director, BMMPO

PROGRESS/TOPICS OF CONCERN

Project Progress / Concerns

Consultant coordination meetings
Focus Groups
Online Survey
Community Conversation Outreach Events

Description of Travel/Expenses

Materials for Outreach Events

SCHEDULE / BUDGET SUMMARY

TASK	BUDGET % COMPLETE	NOTES	STATUS
Task 1 – Project Management/Meetings	24%	Bi-weekly progress calls & coordination	On Schedule
Task 3 – Action Plan Development	38%	- Focus group coordination - Community Conversations	On Schedule
Expenses	0%	Public outreach materials	
Total	34%		On Schedule



Progress Report

Date: Friday, June 06, 2025

Project: Bismarck-Mandan MPO – Monitoring Report Update

To: Stephen Larson

From: Jeremy Williams

Subject: Progress Report for May 3, 2025 to May 31, 2025

Please note that this progress report summarizes the work completed during the period above.

Completed This Period

Task 1 – Project Management

- Conducted bi-weekly coordination calls.
- Completed monthly invoicing, budget tracking, and progress reporting.

Task 2 – Review and Update Performance Measures

- Scheduled and developed materials for Performance Measures Workshop
- Traveled to Bismarck, ND for Performance Measures Workshop, May 27-28
- Held Performance Measures Workshop May 28

Task 3. Data Collection and Analysis

- Continued investigation of special data sources, tabular summary of potential data products

Task 4. Documentation

- Continued drafting outline for Monitoring Report Update chapters

Task 5. Training

- N/A

Services Anticipated Next Period

Task 1 – Project Management

- Continue bi-weekly coordination calls
- Continue internal project management tracking, and monthly invoices / progress reports.

Task 2 – Review and Update Performance Measures

- N/A

Task 3. Data Collection and Analysis

- Complete investigation and tabular summary of potential data products
- Initiate and complete collection of project-related data

Task 4. Documentation

- Finalize draft outline of Monitoring Report Update chapters

Task 5. Training

- N/A

Information Consultant Needs from MPO

PERCENT SERVICES COMPLETE TO DATE BY TASK

Task		Previous Invoice Period Percentage Complete	This Invoice Period Percentage Complete
1	Project Management	25%	35%
2	Review and Update Performance Measures	0%	100%
3	Data Collection and Analysis	5%	5%
4	Documentation	2%	2%
5	Training	0%	0%
Total		7%	15%