

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING
AUGUST 19, 2025**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board met August 19, 2025, at 1:30 p.m. in the Ed “Bosh” Froehlich Meeting Room, City Hall, 205 2nd Ave NW, Mandan, ND. Mike Schmitz presided.

Board members present or participating via Zoom were Mike Schmitz, James Froelich, Keli Berglund and Steve Schwab. Board member absent was Andy Zachmeier.

Others present or attending via Zoom were Kim Riepl, Paulette Jacobsen, Stephen Larson, and Tracy Walters of the Bismarck-Mandan MPO; Luke Champa, SRF; and Will Hutchings, NDDOT.

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

Chair Schmitz called the August 19, 2025, meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board to order.

PUBLIC COMMENT

Chair Schmitz called for public comments on items on the current agenda or the prior Policy Board meeting agenda, excluding public hearing items. Seeing and hearing none, he closed the public comment period.

MINUTES

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

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

2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS

Mr. Larson presented two Transportation Improvement Plan (TIP) amendment exhibits. He explained the first TIP amendment will have an increased cost estimated that is associated with Phase III of the 2025 Mandan Memorial Highway reconstruction project. The second TIP amendment adds a new project to the TIP for the preliminary engineering of a potential project in 2029, which is a drainage improvement project to a railroad underpass located at Highway 1806 6th AVE NE in Mandan, ND. He stated both projects are being advertised for the 15-day public comment period and a public comment hearing has been scheduled for August 20, 2025, at 10:00 A.M. in the David Blackstead meeting room located at 221 N. 5th St, Bismarck, ND. Staff is requesting the amendments be conditionally approved based on no substantive comments being received during the public comment period. He also stated that TAC has recommended approval of the 2025-2028 TIP Amendments.

MOTION: Mr. Froelich made a motion to conditionally approve the 2025-2028 TIP Amendments as presented based on no substantive comments being received during the public comment period. Ms. Berglund seconded the motion and

with Mr. Froelich, Mr. Schwab, Ms. Berglund and Chair Schmitz all in favor, the motion was approved.

2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT

Mr. Larson presented an exhibit explaining an additional proposed amendment to the Transportation Improvement Plan (TIP). This amendment is adding a new project in 2025 for microsurfacing on County Road 139A in Morton County, from 175 ft west of Crown Butte Lake Trail, 6 miles east to 24th Avenue on the outskirts of Mandan. He stated there are two Federal funding sources for the project, one for the Urban and one for the Rural portion. He stated this project is being advertised for the 15-day public comment period and a public hearing has been scheduled for August 25, 2025, at 10:00 A.M. in the David Blackstead meeting room located at 221 N. 5th St, Bismarck, ND. Staff is requesting the amendment be conditionally approved based on no substantive comments being received during the public comment period. He noted that TAC recommended approval at their August meeting.

MOTION: Mr. Froelich made a motion to conditionally approve the 2025-2028 TIP Amendment as presented based on no substantive comments being received during the public comment period. Mr. Schwab seconded the motion with Mr. Froelich, Mr. Schwab, Ms. Berglund and Chair Schmitz all in favor, the motion was approved.

2026-2027 UNIFIED PLANNING WORK PROGRAM (UPWP)

Ms. Riepl presented. Ms. Riepl stated this is the final draft version of the 2026-2027 Unified Planning Work Program (UPWP). She said the UPWP is the two-year work budget for the Bismarck-Mandan MPO. The draft UPWP was approved by the Policy Board at their July meeting and the MPO has submitted the document to North Dakota Department of Transportation (NDDOT), Federal Transit Association (FTA) and Federal Highway Administration (FHWA) for their 30-day review and NDDOT had two comments. The NDDOT has requested that Staff combine the North Dakota PL funds and the FTA funds into one total Federal CPG fund and the 2024 redistribution to 2025 redistribution was updated as directed by NDDOT. These corrections have been made to the UPWP prior to the Policy Board meeting. Staff is seeking a recommendation for approval by Resolution of Adoption of the final 2026-2027 UPWP. Ms. Riepl explained that if the Policy Board approves, the Self Certification document in the UPWP will be replaced with a copy that was approved in May and is signed and approved by NDDOT. She noted that TAC recommended approval pending the changes brought forward by the NDDOT.

Mr. Schwab asked for clarification in regard to the Executive Director's authorization to execute administrative modifications to the UPWP as necessary.

Ms. Riepl stated that there are processes outlined in the UPWP to provide for amendments to the document that invoke thresholds for amendments to occur. If the changes have a monetary amount that is below a given threshold, usually 10% of the annual UPWP budget, the MPO can orchestrate an administrative modification for project changes or additions without having to go through the full amendment process. The MPO Staff will provide notice of the administrative modifications to the Policy Board, NDDOT, FHWA and FTA for informational purposes.

Mr. Schwab expressed his concern that the administrative modifications should be required to go through Board approval for the Board to make sure these are done correctly.

Mr. Schmitz stated the Board should not be required to micromanage Staff duties; however, they are there to provide policy and guidance to the departments.

Ms. Riepl stated according to the two CFR 200.308C4 Federal code of regulations, FHWA and FTA may establish a cost threshold for UPWP amendments and under adoption of this UPWP, no amendment will be required if there is a cost change of 10% of the annual UPWP budget or less than 10% of the annual UPWP budget. The UPWP clearly outlines when administrative modifications or amendments may be made.

MOTION: Mr. Froelich made a motion to approve, by Resolution of Adoption, the 2026-2027 UPWP as presented. Ms. Berglund seconded the motion. Mr. Froelich, Ms. Berglund and Chair Schmitz voted in favor and Mr. Schwab opposed the motion. The motion was approved.

BISMARCK-MANDAN MPO PUBLIC COMMENT POLICY

Ms. Riepl stated there has been a change in the ND Century Code regarding the provision of a public comment opportunity at regular meetings. She explained the reason for the MPO's Public Comment Policy and explained the reason for the policy, the policy statement, the scope of the policy and the procedures for enforcement. She stated the Public Comment Policy is a requirement of the MPO and she noted there is a link on the document to the ND Century Code as the source of requirement. The North Dakota Century Code dictated that these changes were to be in effect by August 1, 2025, and so a public comment opportunity was provided at the opening of today's Policy Board meeting. Future TAC, Policy Board and Bike & Ped Subcommittee meetings will also follow in suit offering the public comment section at the beginning of their meetings. Ms. Riepl stated that any persons wishing to provide comments must sign the public comment sign in sheet and will be allotted 5 minutes to speak on items pertaining to the current and last month's agenda items. The speaker will be notified that their 5-minute time limit is up, however, the Chair will have discretion to extend the 5-minute time limit as they see fit. She noted that no individual may yield their time to another individual. The total public comment opportunity will be limited to 30 minutes with the discretion of the Chair to extend the time as needed. The comments must pertain to the public entity holding the meeting and may not be defamatory, abusive, unlawful, include information that is exempt or confidential under the North Dakota Open Records law, and may not interfere with the orderly conduct of the meeting.

Ms. Berglund stated that the City of Lincoln has removed the 30-minute public comment limitation and asked what the City of Bismarck has done.

Chair Schmitz replied that the 30-minute public comment limitation is at the discretion of the Chair, and the public comment time may be extended.

MOTION: Ms. Berglund made a motion to approve the Public Comment Policy as presented. Mr. Froelich seconded the motion with Mr. Froelich, Mr. Schwab, Ms. Berglund and Chair Schmitz all in favor, the motion was approved.

2025 SAFETY POLICY STUDY

Mr. Champa presented an update for SRF. Mr. Champa stated they are finishing refinements to the memos and findings from the June Steering Committee which includes the Historical Crash Trend Summary memo. He said they are working on adding data for motorcycle crashes, off highway vehicles and demographics. They will be updating the Community Conversations Key Themes document and he has sent a technical memo to the Steering Committee regarding leadership commitment and goal setting for the Vision Zero goal for the Bismarck-Mandan region. Mr. Champa said two ways to set the Vision Zero goals are to set a specific target and target date to achieve zero crashes or to set a percentage reduction by a specific target date. He intends to have a recommendation to include in a formal action of adoption for the Safety Policy Study at the next Steering Committee meeting in September with final adoption of the Safety Policy Study by the end of the year. Mr. Champa also stated that they have met with the Off-Highway Vehicle State Coordinator, the North Dakota Motor Carriers Association, ABATE, and local freight carriers. He will provide updates at the September Steering Committee meeting. They are also working on the High Injury Network characteristics for intersection configuration, speed limits, traffic volume and adjacent land use. The results of this analysis will be included in the Historical Crash Trend Summary.

2025 ITS RA UPDATE

Ms. Riepl presented. Ms. Riepl stated that the Intelligent Transportation System Regional Architecture (ITS RA) update has been ongoing with the system inventory update. She presented a table that provides an overview of the system inventory list and she explained the elements within the system and additional added projects are identified within the table. Ms. Riepl said that small stakeholders group meetings were held to begin the system inventory update and they will resume meetings of communication and IT stakeholders to finalize the system inventory. The service packages and functional requirements will all be reviewed and completed by October 2025. The service packages and functional requirements will be aligned with MPO planning goals and objectives as outlined in the Arrive 2050 MTP. This project is on budget and on schedule to be completed by December 2025.

2025 MONITORING REPORT UPDATE

Mr. Larson presented an update for HDR. He stated the MPO and HDR are continuing to work on the draft Monitoring Report document and remain on track to complete the project by the end of the year.

FARMP (FRINGE AREA ROAD MASTER PLAN) UPDATE

Mr. Larson stated the deadline for proposals on our Fringe Area Road Master Plan (FARMP) Update was August 8, and a total of 4 proposals was received. The proposals were from KLJ, Bolton and Menk, SRF, and HDR. The Selection Committee will be conducting interviews with the proposing consultants in early September, and the MPO expects to bring the top-ranked consultant to TAC and Policy Board for approval at the September meetings.

TIP ADMINISTRATIVE MODIFICATIONS

Mr. Larson presented. He stated the MPO processed twelve administrative modifications to the 2025-2028 TIP. NDDOT requested twelve projects be moved; six from FY 2027 and six from FY 2026, into FY 2025, in case additional FY25 funding comes available to NDDOT because of the August redistribution at the end of the current federal

fiscal year. Most of the projects being moved to FY 2025 will likely be moved back to FY2026 or FY2027. The projects include two Bismarck safety projects, a widening project on Washington Street, an Urban Grants project in downtown Bismarck, four microsurfacing projects in Bismarck, three concrete pavement repair projects in Bismarck, and one mill and overlay project in Mandan.

OTHER BUSINESS

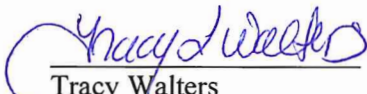
Mr. Larson noted the MPO solicited for the FY26 Recreational Trails Program (RTP) earlier this year and received two applications, one for a Cottonwoods Park Trail Rehab in Bismarck, and the other for a 66th Street SE Pathway extension in Lincoln. The North Dakota Parks and Recreation District has announced RTP projects they have selected for funding for FY26. Five out of twenty applications submitted statewide received FY26 funding, including the City of Lincoln's 66th Street project. It will be included in the MPO's draft 2026-2029 TIP.

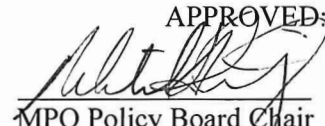
Ms. Riepl stated that the NDDOT is seeking public comment on their 2026-2029 State Transportation Improvement Program (STIP). The public comment period is open from August 15 to September 15, 2025. She noted the draft STIP is located online at DOT.nd.gov under Construction and Planning and Transportation Plans and Programs.

ADJOURNMENT

There being no further business, Chair Schmitz adjourned at 2:08 p.m. The next scheduled meeting will take place on September 16, 2025, at 1:30 p.m. in the Ed "Bosh" Froelich Meeting Room of Mandan City Hall, 205 2nd Ave NW, Mandan.

Respectfully submitted,


Tracy Walters
Recording Secretary

APPROVED:

MPO Policy Board Chair