

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
JULY 14, 2025**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met July 14, 2025, at 10:00 a.m. in the Ed “Bosh” Froehlich Meeting Room, City Hall, 205 2nd Ave NW, Mandan, ND. Kim Riepl presided.

Members present or participating via Zoom were Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings and Kim Riepl. Members absent were Mitch Flanagan, Natalie Pierce, and Mandan City Planner. The Freight Industry Representative membership is vacant.

Others present or participating via Zoom were Stephen Larson, Tracy Walters, and Paulette Jacobsen, Bismarck-Mandan MPO; Kristen Sperry, FHWA; Craig Mizera, HDR; Luke Champa, SRF; and John Forman, Ulteig Consulting Firm.

INTRODUCTION OF NEW TAC MEMBER

Ms. Riepl welcomed Loretta Marshik as a new member of the TAC and invited her to introduce herself.

Ms. Marshik stated that she is excited to take on the role as the new City Engineer for the City of Lincoln. She has previously worked for the City of Dickinson in multiple engineering roles and is currently working with Short Elliot Hendrickson Inc. (SEH).

MINUTES

Chair Riepl called for consideration of the minutes from June 16, 2025.

MOTION: Mr. Ehreth made a motion to approve the minutes as presented. Mr. Holzer seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings and Chair Riepl voting in favor, the minutes were approved.

2026-2027 UNIFIED PLANNING WORK PROGRAM (UPWP)

Ms. Riepl presented. Ms. Riepl stated that she is presenting the draft document for the 2026-2027 UPWP. Ms. Riepl gave an overview of the draft Unified Planning Work Program (UPWP) document beginning with the title page which presents our jurisdictional and funding partners. She explained the Resolution of Adoption and that this would be the formalized adoption of the UPWP document once it is approved.

The draft 2026-2027 UPWP details the anticipated activities and projects that MPO intends to undertake within the next two years along with the budget for each project. Also included in the document are the names of the TAC and Policy Board members, and the anticipated meeting dates for each board in 2026 and 2027. She further explained that the document contained a section for the MPO’s previous accomplishments, our current goals through December 2025, and our future planned work activities for 2026-2027. The UPWP is divided into four task areas, 101, Administration, 102, Professional Services, 103, Vendors, and Consultants, Capital Operational and Travel Expenses and 104, Complete Streets tracking. Ms. Riepl also explained the Source of UPWP Funds section for

2026 and 2027 and stated that we have added new tables to the document explaining the funding source, amounts, percentage totals and the local match contributions.

Ms. Riepl explained that there are ten Planning Factors that are set forth, through the 23 CFR 450.306(b). She stated that the MPO is committed to upholding these factors in our planning process and explained how these ten factors apply to our existing projects. The Planning Factors are identified along with additional goals and objectives in the Metropolitan Transportation Plan (MTP). The table in the UPWP indicates how MPO studies meet each of them. Additionally, the UPWP includes a timeline for the development of the next update to our MTP.

The eligible expenses portion of the document covers eligible costs that meet the requirements as provided in the 23 CFR 420.113. These expenses include the associated costs and expenses of the MPO activities and that they will be verified for compliance with Federal eligibility requirements prior to payment approval. Ms. Riepl also covered the Self Certification statement and informed the Board that we are currently seeking approval of an updated statement that, once approved, will be inserted into the UPWP.

Ms. Riepl gave an overview of Task 101: Administration section of our draft UPWP. She noted that the MPO is now fully staffed and explained that Staff will participate in activities throughout the work program cycle to engage the public, jurisdictional partners, MPO Boards, and oversight agencies in the transportation planning process. Staff projects such as, MTP, TIP, UPWP, various studies, Transit coordination, office documents, and Staff actions will follow the Task 101 guidelines.

Mr. Hutchings asked if the Staff tasks listed in the draft UPWP were specific to the UPWP or a general list that the Staff perform at any given time.

Ms. Riepl noted that these are general activities that the Staff may or may not do in coordination with specific MPO activities and programs.

Ms. Riepl gave an overview of Task 102: Professional Services / Vendors/ Consultants. She stated that Task 102 primarily is used for our studies, data purchases or professional services that address specific transportation concerns and may impact the MPO's MTP, TIP or MPO planning process. The proposed work for the years 2026 and 2027, are shown in tables on the draft UPWP that are designed to show projects, descriptions, total project cost, budget allocations, start dates and completion dates for the MPO's projects. Ms. Riepl provided a summary of the projects, costs, start and end dates within the 2026 and 2027 years for the Board. She also stated that funding for Task 102 is exclusive to contractual obligations, and final products for Task 102 are determined by each project's contract.

Mr. Hutchings asked if Morton County currently had a Land Use Plan.

Ms. Riepl replied yes, in 2015 the MPO performed the Land Use Plan for Morton County.

Ms. Riepl gave an overview of Task 103: Capital, Operational and Travel Expenses. She noted that the purpose of Task 103 is to provide for the operational expenses and capital investments necessary to carry out the transportation planning process. Expenses will ensure MPO staff has a secure worksite, adequate resources to perform the work, and opportunity to increase or maintain

proficiency within their positions. This section refers to the space that MPO occupies, training opportunities, and other day-to-day items. The City of Bismarck, as our hosting agency, does not have an indirect cost allocation plan and they do not charge the MPO for indirect costs. Task 103 is divided into four categories which align with the City of Bismarck's accounting system. Expected capital, operational, and travel expenses fall within rental space, lodging and associated travel expenses, office operations, and office supplies and subscriptions. All capital purchases will be conducted in accordance with the procurement policies set forth by the City of Bismarck and NDDOT.

Ms. Riepl gave an overview of Task 104: Complete Streets. She stated that Task 104 is for Complete Streets tracking purposes only. She stated that any pre-identified Staff time conducted for the Bismarck Mandan MPO, MPO Bike-Ped Subcommittee, and any study components that are relatable to the Safe and Accessible Transportation Option set aside, will be tracked as Complete Streets allocations during the calendar years of 2026 and 2027. Complete Streets funds will be expended under Task 101 and Task 102, and the budgets for those tasks include Complete Streets funds. Task 104 is intended to describe the use of the Complete Streets funds and provide a way to track the spending. The MPO is to dedicate a minimum of 2.5% of their Metropolitan Planning (PL) funds to activities that improve transportation options for people of all ages and abilities. These policies ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists and freight vehicles. She noted that the BIL includes requirements which serve to promote complete streets planning. She explained that the BIL will expire on September 30, 2026, however, our UPWP assumes the funding of Complete Streets in the year 2027. All funds estimated for each year of the budget and work program are expected to be completely exhausted by the end of each respective calendar year.

Ms. Riepl also gave an overview of the 2026 and 2027 UPWP Budget worksheets. She pointed out that there was a change in the Fringe Area Road Master Plan Update, under Task 102, a total budget of \$140,000 for 2026 has been refined to \$132,705, however, the local match within this budget does remain the same because the additional monies of \$7,295.00 was put into our ATAC modeling study associated modeling task. Ms. Riepl also presented the Bismarck-Mandan MPO Jurisdictional Boundaries map to the Board.

Mr. Ehreth asked if the two-year UPWP would need to be addressed by the Board every two years, or if the UPWP budget would need to be addressed every year.

Ms. Riepl replied that the UPWP budget would be addressed every year, with the second year on the budget as an illustrative year. She stated that we would want to have the products and projects outlined for the outlying year to carry studies and funding amounts over if they are not used and make that process more fluid.

Mr. Hutchings reiterated that having the two-year UPWP budget with the illustrative year would work well and it would be easy to amend any changing budget items as situations arise.

MOTION: Mr. Ehreth made a motion to approve the draft UPWP. Mr. Wigness seconded the motion with Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings, and Chair Riepl voting in favor, the motion was approved.

2025 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT

Ms. Riepl presented. She stated that this item is Amendment #1 to the UPWP for the Bismarck-Mandan MPO. This is an amendment to Task 102, the Fringe Area Road Master Plan (FARMP) Study. The FARMP is a study with a budget of \$88,500 and it was originally scoped to be a light review of the Fringe Area and roadway alignments identified in the 2014 FARMP. The MPO jurisdictional partners expressed a desire to conduct a comprehensive update to the FARMP roadway alignments and to examine a beltway concept that was included in the 2014 FARMP for potential modification in future planning documents. There will be an increase to the budget of \$92,500.00 for the additional scope items which comes to a total of \$181,000.00. The timeframe for this project also increased from eight months to twelve months, including additional public engagement opportunities. The impact to the budget will occur in 2026, and this is addressed in the 2026 and 2027 draft UPWP. The amendment will include a total study cost to increase to \$181,000.00 along with increase to scope and completion time for the study.

MOTION: Mr. Holzer made a motion to approve the Amendment. Mr. Wigness seconded the seconded the motion with Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings, and Chair Riepl voting in favor, the motion was approved.

FARMP (FRINGE AREA ROAD MASTER PLAN) UPDATE

Mr. Larson presented. He noted that the last Fringe Area Road Master Plan (FARMP) took place in 2014 and the MPO is now coming to the Board with a Request for Proposals for Transportation Planning Services. The FARMP assists the MPO's jurisdictions in planning the arterial and collector road network necessary to support known and anticipated residential and commercial development on the fringes of the communities. We are also requesting to identify several hot spots and examine the functionality of the roads that are labeled as a beltway in the existing FARMP. We will provide a comprehensive look at the overall Fringe Area Road Network. The final living document will assist the jurisdictions in planning for future development and roadway expansions by showing potential new road connections. The MPO is anticipating holding interviews with potential study groups and conducting two public involvement meetings in Burleigh County and Morton County. The budget for this project has increased and is not to exceed \$181,000. He also said the current estimated proposal deadline, which is subject to adjustment, is August 22, 2025 and work is anticipated to begin in October 2025 with a conclusion date in December 2026.

Mr. Hutchings asked if Stephen could detail more about the interviews as consultants like to know certain costs for the interview and procurement for responding to RFPs. He also noted that any travel could impact the consultant's breakeven point for these kinds of studies.

Mr. Larson replied that as with previous RFPs, we allow for either virtual or in person interview locations that are cost friendly.

MOTION: Mr. Wigness made a motion to approve the FARMP. Mr. Holzer seconded the motion with Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings, and Chair Riepl voting in favor, the motion was approved.

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) & TARGETS

Ms. Jacobsen presented. Ms. Jacobsen stated in the packet is a Resolution of Support for the Public Transportation Agency Safety Plan (PTASP) and its associated safety targets. The Federal

Transit Administration (FTA) requires public transportation operators to develop the PTASP and accompanying safety targets to ensure the operators and public remain safe during Transit operations. The Transit Board adopts and updates these targets and the PTASP on an annual basis. The targets may be set by the State Department of Transportation and adopted by local Transit providers, or the provider may set their own safety targets separately. For the 2025-2026 period, Bismarck-Mandan Transit set its own safety targets and adopted them in May. FTA asks that the MPO support Bismarck-Mandan Transit's Targets and PTASP. MPO Staff recommends TAC adopt the Resolution of Support.

MOTION: Mr. Wigness made a motion to approve Bis-Man Transit's PTASP and Targets as presented. Ms. Hughes seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings, and Chair Riepl voting in favor, the motion was approved.

BISMARCK-MANDAN MPO SELF-CERTIFICATION

Mr. Larson presented. The Bismarck-Mandan Self-Certification is required by United States Code. We must certify that our planning documents and processes are being carried out in accordance with Federal Law. TAC & Policy Board approved our most recent Self-Certification in May 2025, however, the MPO has received guidance from the NDDOT requiring the complete removal of references to equal employment statutes in the document rescinded by a recent executive order. Staff has made the appropriate changes to the document and recommends that the Board review and approve the Self-Certification.

Mr. Ehreth asked if the disadvantaged business enterprise element should be included in the document.

Mr. Larson replied yes, however, he deferred the question to Will Hutchings with NDDOT for the correct answer.

Mr. Hutchings stated that he would concur and anticipates if this section did change in the future, Staff could make the changes and bring them to the TAC at the next scheduled update for the Self-Certification.

MOTION: Mr. Ehreth made a motion to approve the Self-Certification as presented. Ms. Hughes seconded the motion with Ben Ehreth, Dan Schriock, Deidre Hughes, Chris Holzer, Loretta Marshik, Jarek Wigness, John Saiki, Logan Beise, Will Hutchings, and Chair Riepl voting in favor, the motion was approved.

2025 SAFETY POLICY STUDY

Secretary's note: The audio in the Ed "Bosh" Froehlich meeting room was not received as a result of technical difficulty issues during Mr. Champa's Safety Policy Study update. Kim Riepl agreed to give a brief update on the Safety Policy Study to the Board. It was determined that our online viewers who were on Zoom were able to hear Mr. Champa and he provided an update for our online viewers.

Ms. Riepl presented. Ms. Riepl noted that the High Injury Network Methodology was formulated, established and presented to our Steering Committee members. They were able to address areas of primary concern that presented safety issues across the region. She also stated data from the public engagement activities is being compiled and our subconsultant established key

themes from the public engagement sessions in April and May. The Steering Committee also looked at the Crash Trend Summary Memo that was the result of the Safety Data Analysis, the High Injury Network Methodology results, and the Key Themes Report. It was also suggested to update the Interactive Map for the Bismarck-Mandan MPO area on the website with the new compiled data. This project is 44% completed.

2025 TITLE VI UPDATE

Mr. Larson presented. He stated that the MPO, as a recipient of federal funding, is required to have a Title VI and Nondiscrimination ADA Plan. The Title VI program is in place to ensure the MPO takes all the necessary steps to prevent unlawful discrimination in its programs, services and activities. The MPO does an annual self-audit of the Title VI and makes any appropriate changes as needed. This year, minor changes were made including updating dates, complaint forms, goals and accomplishments, Limited English Proficiency plan, Title VI Maps, demographic profile and analysis section and demographics of the MPO's Boards and Staff members. Because the changes were minor to the Title VI plan, no action is required from the Board.

Mr. Ehreth asked for clarification on what the maps being shown meant as they do not have titles on them.

Mr. Larson replied the maps are a demonstration of the 2025 TIP projects currently programmed. The maps provide layers for the Percent of Population in Poverty, a Minority Population based on Census data, the Elderly Population, and a map demonstrating the Percent of Spanish Spoken at Home.

2025 MONITORING REPORT UPDATE

Mr. Larson presented an update for HDR. He noted that the MPO and HDR have finished reviewing the information collected at the Performance Measure Workshop held with jurisdictional Staff in May. MPO has begun to outline the new Monitoring Report and the next several months will be spent drafting the document and collecting data needed to support the document. The project is on track to be completed by the end of the year.

2025 HIGHWAY SAFETY IMPROVEMENT PROGRAM & TRANSPORTATION ALTERNATIVES FUNDING PROGRAMS UPDATE

Mr. Larson presented. He stated that this also included the Urban Grants program. The Highway Safety Improvement program has been solicited for the 2029 Fiscal Year. He noted that one application has been received for a roundabout to be located at Yegen Road and Lincoln Road. NDDOT has approved this project for funding and this project will be included in the upcoming TIP.

Mr. Larson also said that the Transportation Alternatives Program for FY27 received five applications. TAC and Policy Board sent these projects prioritized to NDDOT for consideration. The top priority project was the Highway 1806 Pedestrian Trail Project in Mandan, the second was Sunrise Trail Connection in Bismarck, the third priority was 3rd Street Southeast Sidewalk Installation project in Mandan, the fourth priority was the Memorial Highway Pedestrian Ramp Realignment Project in Mandan, followed by the State Street Multi-use Trail project in Bismarck. NDDOT has approved the second project, Sunrise Trail Connection in Bismarck and third project, 3rd Street Southeast Sidewalk Installation project in Mandan for funding. This will reflect the FY27 funds for TA.

Mr. Larson also stated that for FY2028, the Urban Grants program received two applications last year, and neither of the projects, the Main Avenue reconstruction Project in Bismarck, or the Downtown Phase 2 Reconstruction project in Mandan, were selected for funding at this time.

2025-2028 TIP ADMINISTRATIVE MODIFICATIONS

Mr. Larson presented. Two administrative modifications to the current 2025-2028 TIP were processed. These modifications move two projects, a Memorial Bridge Project and a Downtown Mandan Reconstruction Project from FY2025 to FY2026.

ROADWAY PROJECTS

- Morton County: *Secretary's note: Due to technical difficulties, we were unable to hear the update provided by Mr. Saiki in the Ed "Bosh" Froehlich meeting room.*
Mr. Hutchings was able to inform the Board that Mr. Saiki did not have an update on roadway projects in Morton County at this time.
- Burleigh County: Mr. Schriock did not have an update for Burleigh County roadway projects at this time.
- City of Lincoln: Ms. Marshik said there were no updates at this time.
- City of Mandan: Mr. Wigness noted that the RRFB project at 2nd Avenue Northwest is now completed and the other three locations are progressing well right now.
- City of Bismarck: Mr. Holzer stated that the South Washington Street project has some clean up and concrete corrections to be made. The East Century Avenue Project up in Northeast Bismarck is making good progress also. They are hoping to have the road open before school starts. The Downtown project between Main Avenue and Bismarck Expressway, is a CPR project in which they are working on the outside lanes and then will flip flop traffic to work on the inside lanes.
- NDDOT: Mr. Beise stated that they are working on the Memorial Highway Strip project and they are continuing to pave the temporary road, with the hope of diverting some traffic onto the temporary road later this week. They also have a chip seal project on the interstate and then on Expressway 810 and 194. They are currently setting up traffic controls to begin on the East Bound passing lanes from ND 25 to the Hay Creek Bridge right before Exit 161. They also plan on chip sealing the ramps on Saturday and Sunday. This should be a two-week project.

OTHER BUSINESS

Mr. Hutchings noted that they are working on the Draft STIP at this time. The full draft should be out by the end of July.

Ms. Riepl stated that in the 2025 State Legislature, Senate Bill 2180 was passed and it requires cities, counties, townships, school districts, park districts, and water resource districts to include a public comment opportunity during their regular meetings. The requirements by the North Dakota Century Code will require that TAC and Policy Board begin each meeting with a public comment period for persons online or in person to comment on agenda items from the previous or current meeting. The public comment section will be limited to 30 minutes, with approximately 5 minutes per individual; however, the Chair may use their discretion regarding the time limit. Ms. Riepl also mentioned that this provides the Board with an opportunity to amend their By-Laws for the Public Comment request.

Mr. Hutchings asked if the public comment section had to be at the beginning or the end of the meeting and asked to clarify specifications a little bit further.

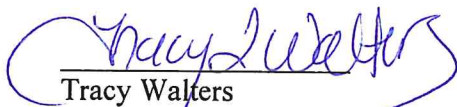
Ms. Riepl noted that anyone providing public comment would have to sign in at the meeting. She also stated she was presenting the information from the ND Century Code and was not clear if it had to be at the beginning or the end of the meeting, however, she believes it is beneficial to offer the public comment period at the beginning of the meeting.

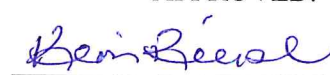
Mr. Ehreth stated that the template that the City of Bismarck adopted was based off the State Statute, however, there was some verbiage that included “a governing body can adopt a time period for each speaker, and total time.” This timeframe is allowable by State Statute, and he stated that the Public Comment section should be at the beginning of the meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:44 a.m., with the next scheduled meeting to take place on August 18, 2025, at 10:00 a.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 TAC Chair