



"A community that provides a variety of complementary transportation choices, that are fiscally constrained, for people and goods."

TECHNICAL ADVISORY COMMITTEE MEETING

WEDNESDAY, JUNE 12TH, 2019 – 1:30 P.M.

EAST GRAND FORKS CITY HALL TRAINING ROOM

MEMBERS

Kadrmass/Peterson _____
 Ellis _____
 Bail/Emery _____
 Gengler/Halford _____
 Riesinger/Audette _____

Laesch/Konickson _____
 Johnson/Hanson _____
 Kuharenko/Williams _____
 Bergman/Rood _____

West _____
 Magnuson _____
 Sanders _____
 Christianson _____

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE MAY 15TH, 2019, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF FINAL EGF ROW ADA TRANSITION PLAN KOUBA
6. MATTER OF UPDATE ON UND/CAT MERGER STUDY KOUBA
7. MATTER OF POSSIBLE WORK PROGRAM AMENDMENT FOR 32ND AVENUE BRIDGE FEASIBILITY STUDY HAUGEN
8. MATTER OF DISCUSSION ON FUNCTIONAL CLASSIFICATION UPDATE HAUGEN
9. OTHER BUSINESS
 - a. 2019 Annual Work Program Project Update
 - b. Mn220No Meetings – June 25th
 - c. Selection Of KLJ For Downtown Transportation Study
10. ADJOURNMENT

ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY EARL HAUGEN, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2667 FIVE (5) DAYS PRIOR TO THE MEETING.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, May 15th, 2019
East Grand Forks City Hall Training Conference Room**

CALL TO ORDER

Earl Haugen Chairman, called the May 15th, 2019, meeting of the MPO Technical Advisory Committee to order at 1:35 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: David Kuharenko, Grand Forks Engineering; Brad Gengler, Grand Forks Planning; Patrick Hopkins (Proxy For Darren Laesch), MnDOT Planning Engineer; Ali Rood, Cities Area Transit; Ryan Riesinger, Airport Authority; Nancy Ellis, East Grand Forks Planning; Jesse Kadrmas, NDDOT-Local District; and Michael Johnson, NDDOT-Local Government (Via Phone).

Absent: Brad Bail, Steve Emery, Richard Audette, Darren Laesch, Dustin Lang, Ryan Brooks, Stephanie Halford, Lane Magnuson, Dale Bergman, Jane Williams, Stacey Hanson, Mike Yavarow, Lars Christianson, and Rich Sanders.

Guest(s): Jason Peterson, NDDOT-Local District; Troy Schroeder, NWRDC; and Al Grasser, Grand Forks Engineering.

Staff: Earl Haugen, GF/EGF MPO Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; Jairo Viafara, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF Office Manager.

DETERMINATION OF A QUORUM

Haugen declared a quorum was present.

INTRODUCTIONS

Haugen stated that because we have some new people present today, he would ask that everyone please state their name and the organization they represent.

Jason Peterson, NDDOT-Local District, introduced himself and stated that he is the new NDDOT Team Leader for Urban Planning for the Grand Forks District, so he will now be attending the Technical Advisory Committee meetings.

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**MATTER OF APPROVAL OF THE APRIL 10TH, 2019, MINUTES OF THE
TECHNICAL ADVISORY COMMITTEE**

***MOVED BY ELLIS, SECONDED BY KUHARENKO, TO APPROVE THE APRIL 10TH,
2019, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS PRESENTED.***

MOTION CARRIED UNANIMOUSLY.

MATTER OF NORTH DAKOTA FTA CANDIDATE PROJECTS

Haugen reported that this item is on the North Dakota side 5339 and 5310 FTA candidate projects.

Kouba stated that solicitation for candidate projects for the 5339 and 5310 funding was done in March. She explained that because of delays they extended the deadline for application submittal to May 23rd to ensure that the MPOs had adequate time to approve projects.

Kouba said that the only projects that we received were from Cities Area Transit. She referred to the staff report, included in the packet, and went over the projects briefly, adding that they are listed in the priority order approved by the City Council.

5339 Funding Requests:

1. Replacement of Roof
2. Upgrade Oil Dispensing & Disposal System
3. Upgrade Lighting, Electrical & Fire Alarm System
4. Parking Lot Improvements
5. Upgrade Shop Ventilation
6. Exterior Maintenance
7. Auto Vehicle Location Equipment
8. Disc Brake Tool
9. Concrete for ADA Boarding
10. Bus Shelter Replacements
11. Shop Pickup Replacement
12. Staff Car Replacement
13. Shop Pickup

5310 Funding Requests:

1. Mobility Manager
2. Replacement of ADA Minivan

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Kouba stated that these projects are all consistent with the MPO Transit Development Plan and staff is requesting a recommendation from this body to the MPO Executive Policy Board that they approve the 5339 and 5310 Candidate Projects as being consistent with our plans and give them priority ranking as listed.

Kuharanko referred to Items 8 and 9, and stated that he doesn't think the totals are correct and should be double checked.

Rood reported that the building remodel/expansion is underway. She commented that the first six items on this list were included in the bidding as all alternates so if additional funding is awarded they would be incorporated into the facility project, otherwise they will have to come back later and do some retrofitting; so some of these things would add cost if they aren't able to do them during the initial building phase, so that is why they are prioritizing these projects on the facility side.

Ellis commented that East Grand Forks cannot help with any of these additional projects because MnDOT will not allow funding construction projects that aren't in Minnesota; so they can purchase movable items such as buses, furniture, etc., but they can't put any funding into construction.

MOVED BY GENGLER, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE 5339 AND 5310 CANDIDATE PROJECTS, AND GIVE THEM PRIORITY RANKING AS LISTED; SUBJECT TO THE CHANGES/CORRECTIONS DISCUSSED.

Voting Aye: Riesinger, Johnson, Kuharneko, Kadrmas, Ellis, Gengler, Hopkins, and Rood.

Voting Nay: None.

Absent: Lang, Emery, Bail, Halford, Brooks, Audette, Laesch, Konickson, Williams, Hanson, Bergman, West, Magnuson, Sanders, and Christianson.

MATTER OF UPDATE ON CAT/UND SHUTTLE MERGER STUDY

Kouba reported that the first official meetings were held for this project in order to gather input from UND staff, students, CAT, the public, and other interested parties. She stated that they did receive good input from these meetings; one was held on campus and one off campus for the general public.

Kouba commented that the biggest take-aways is that we can see that there is quite a bit of change throughout UND's quarters of costs for their vehicles and such. She added through our analysis we found that we wouldn't qualify for any extra federal funding. She said that one of the biggest changes was that we were under the impression that UND wanted this to start this in the fall of 2019, but they are now saying that they want to wait until the fall of 2020.

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Haugen referred to a slide and explained that the study is focusing in on an hourly rate of \$37.50 as a rate assumed as the cost on a more regular annual basis; and it has swung from \$52.00 to \$26.00 per hour; so that would give us a starting point of \$360,000 for UND to operate their three shuttle services on campus, and then that is what they are working towards, to see how much it would cost CAT to provide the exact same service, but using CAT resources, and then have a comparison as to how close we are with those costs.

Haugen referred to a table and explained that they are focusing just on the Campus Shuttle, but there was an exercise done by our consultant that states that if we did the Airport Shuttle, that might open the door to some additional STIC funding being available to us. He said that the Steering Committee did discuss that, but the way the Airport Shuttle operates it would cause the need for an expansion to regular fixed routes and paratransit service in the city because once CAT takes over it becomes a public service, not a charter service to UND, and so because of that there really isn't much interest anymore to expand the shuttles from just beyond the campus, so we are back to that merger of how much it would cost Cities Area Transit to provide the service that currently is being operated by UND and that is three shuttles on campus only.

Reisinger commented that UND will continue to operate the shuttle as is out to the Airport for their needs. Haugen agreed, adding that he thinks we need to be careful because when we describe UND providing the services it is actually the UND Foundation, so he wants to make sure we understand that.

Rood stated that UND will continue to provide the shuttle service for events they are currently doing, such as sporting events, concerts, etc.; CATs scope would only be for the on-campus shuttles that circulate during regular hours.

Reisinger asked if CAT received many requests for transportation to the airport terminal. Rood responded that they get a few, but not very many. Kouba commented that when we look at needs for our Transit Development plan this is something that has come up, a shuttle out to the airport.

Haugen stated that they hope to have a presentation next month on what the arrangement might be between UND and CAT for this service. He added that wrapped into this is also a tentative purchase of three buses, and so once this study has reached it's likely conclusion that it is feasible for CAT to take over the service, we will have to do some follow-up things and thus will need to amend our Transit Development Plan to show the expansion of these three additional routes to the public, and we have to amend our T.I.P. to show the three coaches being purchased. He stated that we don't have to amend the T.I.P. to show the additional service yet as that would be in our next T.I.P., assuming everything goes through. He said that in June we will probably start the process of incorporating this service into those documents.

MATTER OF UPDATE ON FUNCTIONAL RECLASSIFICATION

Haugen reported that included in our work program this year is review of the functional classification in both North Dakota and Minnesota. He said that we are aware of the need to reclassify some roadways, but we have been holding off until the 2045 Metropolitan

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Transportation Plan was adopted, that was done, so now we are moving ahead to begin the process of doing the reclassification update. He added that this will be the first time that on the North Dakota side, in our area, that we will be utilizing the new Federal Highway Guidelines, so that may cause some changes in how we have done things in the past.

Haugen said that on the Minnesota side we went through this exercise through the whole State of Minnesota in 2014 and 2015, so our anticipation is that few if any changes on the Minnesota side will result in this reclass, and that most of our work will be on the North Dakota side.

Haugen stated that included in the packet is a reminder of where our Federal Urban Aid Adjusted Boundary is in relationship to Corporate Boundaries. He added that in the past this used to be a more determined boundary in functional class, it is not quite as determined anymore under the new guidelines, but none-the-less we do have to show that where we have extended these things on the functional class, it is up-to-date with the new Adjusted Urban Boundary, which it is.

Haugen referred to information in the packet and pointed out that it includes the current Functional Class Map for the North Dakota side and the 2015 City of East Grand Forks Functional Classification Map.

Haugen reported that also included in the packet is, the NDDOT has promulgated some policies on functional classification, and you will see some of the determining decision points we have to make. He said that also included in the packet was a map that the NDDOT provided to us a while back that will point out some of the things that we have to address that are handled differently on the Minnesota side.

Haugen commented that one of the first things you will notice is that they are requesting no extensions of future functional class on the official functional classification map. He said that the future, now, is formally described as being in a S.T.I.P. or T.I.P. document. He referred to a map and cited an example, explaining that if a roadway was showing up in our T.I.P., then we could show it in the functional class map as being eligible for federal aid, but until then the official functional class map can't show those. He added that we are encouraged, and we will be having a separate map for planning the streets for future classifications, but the official functional classification map is only showing the existing plus what is in the T.I.P./S.T.I.P. document.

Haugen reported that the new process means that after each T.I.P./S.T.I.P. we have to do a review to see if there are projects that would cause a need for a change to the functional class because roadways are being extended or upgraded, so in the past we could let functional class sit for a while, now with the program in place it is almost an annual review to see if the functional class is current and up to date. He stated that that is something that Minnesota is consistent with with North Dakota.

Haugen commented that a point where there are significant changes; on the Minnesota side you will see that they allow functional class stubs, they don't end at another higher classified roadway. He referred to the map and cited an example of a stub roadway, and pointed out that as

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you can see by the comments, North Dakota is not going to acknowledge these stub roadways until there is a connection to them; but if we want we can make a discussion point on their policy of why the feds allow it but North Dakota isn't allowing them. He then referred to the map and pointed out where Minnesota is allowing these stub roadways. He pointed out the roadway by New Heights Elementary and explained that the school is a traffic generator, so under the new federal guidelines stubs are allowed using the justification that it ends at a traffic generator, not needing to have an extension or connection to another roadway. He stated that that is one point of discussion that we will have with North Dakota if you want to because there are a several roadways on the North Dakota side that are stubs, and a lot of them don't have a traffic generator attached to the end of them that he is aware of, but maybe there have been some changes that he isn't aware of either.

Grasser asked if, theoretically using 36th up by Simplot as an example, let's say we wanted to apply for federal funds to do maintenance on that road, and it is no longer on the map is that going to be a catch 22 that we can't use it because it is not on the map and yet it has always been put together as a collector street. Haugen responded that that is one of the reasons we will have the discussion, because functional class is tied to federal aid, federal eligibility and a lot of programs. He said that not every program requires a direct connection to a federal aid route, but those that we work with most on our road systems do. Grasser stated that in reality it probably doesn't matter because we don't have near enough money to get in there and do it, but if the program ever became available with money, it would be unfortunate. Haugen responded that unfortunately we don't have anyone from North Dakota Central Office available to discuss this further.

Johnson joined the meeting on the phone.

Haugen commented that Mr. Johnson joined at an opportune time because we are discussing functional class, and he was just pointing out one of the differences between the Minnesota guidance and the North Dakota guidance regarding stubs; that they are allowed on the Minnesota side but the North Dakota guidance is saying no to stubs. Johnson responded that that is correct. Haugen said that a follow up question was if we declassify some of these stubs, then does that affect the federal aid eligibility. Johnson responded that it would; if they come off the system they are no longer federal aid eligible.

Haugen stated that this is one of the things that we may want have further conversation on about why the federal policy allows stubs, the Minnesota policy allows stubs, but North Dakota isn't allowing stubs, and maybe there are some stubs here that we might not need to have discussion on, but others we may want to have that discussion on. Johnson stated that we can have that conversation. He added that he isn't sure what Minnesota's interpretation of the Federal Highway Classification Guidance is.

Haugen said that the other catch-22 is not showing future extensions unless they are in a T.I.P. or S.T.I.P., but in order to get into the T.I.P. or S.T.I.P. a lot of these extensions need to show up in the functional classification map, unless they are always going to be stubs, we may never get an opportunity to put federal aid to the road. Johnson responded that on their side if you were to say

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that you wanted to pave a road that was currently not classified, what they would do would be to determine whether or not that project is going to get funding, and then if it gets funding they would work through the functional classification process. He added that ideally if you think you are going to build a road that is not classified, if it exists today you could classify it because it was eligible prior to this re-classification, but if it doesn't exist today then there is nothing to classify.

Haugen referred to the functional classification map that included NDDOT's comments and pointed out that 40th Avenue now connects to 38th Street so that can be classified, but as 34th Street extends south of 40th Avenue and 47th Avenue extends west of Columbia Road, those would currently be stubs because there isn't a connection between those. Johnson agreed. He added that, again, the way that they have interpreted the guidelines is that if there is a major traffic generator that that dead-ends into, such as the Industrial Park so something like that, it can still be considered for classification. Haugen stated that that is what he showed an example of in Minnesota, specifically a school. Johnson responded that they haven't considered schools, but if you wanted to try and make that argument, they could visit about that internally.

Haugen said that the other comment on the map is up in the Mill Road area. He pointed out that the date on the map is like 2004, but they presented a 2012 map that would have that area included, that was signed by NDDOT and FHWA in 2012. Johnson agreed, but he believes that this is the only functionally classified road that needed to be extended because the boundary changed a little bit, and the comment is still valid; just because that boundary got updated and approved they did not do an automatic extensions of functional classification to that boundary, there still needed to be a change request for the project, so that is the reason the boundary that they have on-line and are using still actively today is still the old boundary. Haugen stated, though, that they did present the map that NDDOT signed that showed the new functional class with this new boundary in 2012. Johnson responded that if there was functional class on their that was not the intent of that being signed, that was a boundary approval not a functional class approval. Haugen stated that there were two maps that were presented, one was the boundary approval and one was the functional update because of boundary approvals, and they also had some other discussions at that time. Johnson responded that he remembers talking about this before and he had said that if you did submit that he does not have record of that submittal and he asked that it be resubmitted, and he hasn't received it yet.

Haugen commented that this was just some general highlights walking into this functional reclassification, and included in the packet was a presentation Federal Highway gave about the revision, so you have all of that information. He said that the one thing that he did not mention yet is that North Dakota is not going into some of the options or guidance that was allowed for types of functional class subcategories. He referred to a slide and cited the example that Minnesota is using other expressways and freeways as a classification of the principal arterial; NDDOT policy guidance document said they won't be able to use that, everything is principal arterials, and then also the Minnesota side is using minor collector in urban areas, North Dakota is not going to make a distinction between major and minor collectors in their urban area.

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Haugen reported that in the past our practice has been when a roadway hits the federal adjusted urban aid boundary it automatically had to change functional class; the new policy of the new guidance from Federal Highway for both States is that roadways don't change their function simply because they cross a boundary. He said that this might affect some of our roadways on the periphery on the North Dakota side, it might change the classification because the way they are currently classified is based on the old philosophy of it changed boundary so it changed class.

Haugen stated that we will be sending out copies to the NDDOT of the signed 2012 map to show that back in 2012 we did an updated functional class. He said that they will also be sending out a map to our partners on the North Dakota side and have you write on the map functional class areas that you would like to have examined, re-examined, updated.

Haugen commented that on the Minnesota side we aren't anticipating much so we will probably be doing more of a simple review of are you aware of anything we need to change now.

Haugen stated that we will also discuss where we fit with the percentages, so if we are trying to add something that you are aware of that might be going against the ranges of percentages, but those are just guidance, they aren't absolutes, so we can be above some of them and below others.

Haugen summarized that this was the intent of this agenda item today; to give a general update on the process that we follow; to list some of the discussion items that we will need to have, some of the impacts reclassification might have on some roadways and their eligibility for funding sources.

Kuharenko commented that he has read that future roadways may only be functionally classified if it is within the approved T.I.P./S.T.I.P. document. He asked if that would also extend to, say a City's Six Year Capital Improvement Plan. Johnson responded that that would depend on your local processes. He said that if the City is not willing to put something in the T.I.P. unless it is in the C.I.P. than that would be your local preference, they aren't going to have any preference or control over that relationship. Kuharenko said that that is what he is saying; right now it is calling out that a future roadway may only be functionally classified if it is in the T.I.P./S.T.I.P., his question is if the City is putting it into our own 6-year C.I.P., and we are constructing the road, whether through local funds or special assessments, would we be able to include it in the Roadway Classification Map. Johnson responded that if you put it in the T.I.P. as a locally funded regionally significant project.

Haugen reported that this is the first discussion we have had on this item. He added that we aren't on an absolute deadline to get this done, so if it takes us three or four months. Johnson commented that that might change, a letter might be going out in the next month with a deadline for this.

Johnson stated that if staff needs baseline percentages on what they currently have approved on their existing map he can get it to you. Haugen responded that he can send them whether we need them or not; we'll just have them again.

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OTHER BUSINESS

a. 2019 Annual Work Program Project Update

Haugen reported that included in the packet was the monthly progress report.

b. Grand Forks Airport Master Plan

Reisinger stated that he would like to give an update on the Airport's Master Plan they have been working on. He said that some here did participate in focus group meetings,

Reisinger commented that this was kicked off over three years ago, so it has been a long process for them. He explained that when it first started the primary discussion was on how to reconstruct their primary runway, which needs to be done in the next ten-year time-frame; but to do so in a way that they would maintain their air-carrier operations on the field, which is critically important.

Reisinger stated that in the past, when they have done mill and overlay rehab type projects, they are typically done in one construction season, and the last time that was done was in 2001, just prior to 9/11 and the air-carrier operations at that time operated in and out of the Air Force Base, passengers came to the old terminal building to be processed and went on buses to the Air Force Base to get on a flight, but we feel it isn't palpable to do that for an extended time as it will take up to three construction season to be able to facilitate the work required to reconstruct the primary runway; we would basically be putting a "closed" sign on our front door through the construction season, so they had to come up with alternatives to be able to facilitate the operations of the larger aircraft to stay on the field.

Reisinger commented that they did look at reconstruction of our parallel taxi-way, to make that into a temporary runway, but that had limitations because of restrictions with distances to buildings and other such aspects plus the taxi-way as it currently exists is in good condition and they would need to completely reconstruct it because it isn't designed for high speed or for runway use.

Reisinger stated that they also considered constructing a completely new runway, a north-south runway 550 feet to the west of the current primary runway; they could build that and once it was done, close the current runway, that would be another way to help the facility operation during construction.

Reisinger commented that a third alternative was to extend our crosswind runway to make it longer for the commercial operations, and then reconstruct the primary runway and use that extended crosswind as the primary runway during that new construction. He stated that ultimately this one also accomplishes several other things; capacity enhancements, safety enhancements relative to the number of operations that they have.

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Reisinger reported that throughout this whole study their number of take-offs and landings have increased from roughly 300,000 to 368,000. He said that last year they set an all-time record for operations; UND enrollment went up, and this makes us the 21st busiest airport in the United States, which a lot of people don't realize, and so we are constantly looking at ways that we can enhance safety with a lot of policies and procedures in place, and with UND and the Traffic Control Tower, extending the crossroad would be a significant capacity enhancement and safety enhancement because the larger aircraft and east/west traffic flow would be able to operate in the same direction during those sorts of wind conditions as they do with north/south wind direction.

Reisinger said he wanted to bring this up today because they have been having successful meetings with the FAA; which, because of the costs involved with these sorts of projects we will need to get approval from the FAA Headquarter as well, and he is happy to report that they held some meetings back in February and indication is that they are considering these projects to be eligible and justifiable; so their goal right now is to move forward with wrapping up their Master Plan process, and one of the things they haven't done yet it to hold a public open house so that has been tentatively scheduled for Thursday, May 30th from 3:00 p.m. to 7:00 p.m. He said that they will be sending out a press release on that, and certainly everyone here is invited to participate in that, seeking the public comment as part of the Master Plan process.

Reisinger stated that once they receive the comments and consider those things, they will also be moving towards their Airport Authority making the final determination on the preferred alternative. He said that he would say that at this stage the extension of the crossroad and subsequent reconstruction of the primary runway is their preliminary preferred alternative. He added that, along that line, the extension of the crosswind would likely require a partial relocation of County 5, just to the west of the airport, and they have been in conversations with the County throughout this process. He said that that sort of a relocation is eligible for federal funding through the FAA and is part of that work; so he wanted to bring to your attention that that would be at least one piece that would be subject for consideration

Reisinger said that he just wanted to give this brief update on the process, and would certainly be happy to give a more detailed presentation if desired. Haugen responded that we will have further conversation about that, but for now the open house will take place on May 30th. He asked where it will be held. Reisinger responded that it will be in their board room in the Terminal.

c. MnDOT Decarbonization Project

Haugen reported that earlier this morning he sent information on a new project that MnDOT is doing; it is decarbonizing transportation. He stated that the most interest is they are having some regional meetings and our closest opportunity is in Bemidji on June 5th. He said that there are two different timelines; 2:30 to 4:30 or 6:00 to 8:00 at Bemidji State University in the Memorial Union.

Haugen stated that if anyone wants more information on this; they did hold a meeting of some technical stakeholders back in April so there are slides, notes, and other information available to

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look at to get some sense of what the purpose of this is. He added that there is a State Next Generation Energy Act, which is a State of Minnesota document that talks about goals on reduction they want to meet and achieve, and their current status is that they aren't progressing to reach this 30% reduction by 2025, so renewed interest on this issue. He commented that if anyone is interested you can contact the coordinator to double up on rides.

Hopkins reported that MnDOT is looking to, in 2023, request three signals on 2-B. He said that there was a meeting held last week where, after this Mn220No Corridor Study, they are looking at adding a signal at 14th and 220 into that project, as well as the ADA crosswalk at 220 and 17th Street. He explained that those are both pending the results of Darren Laesch's discussion on available funding from the City; about a \$600,000 cost share, so depending on what funding they have available, they will see if it will be included or not. He added that they have an ADA review wack on the three signals on 2B, as well as 14th and 17th Streets; so he is wondering if anyone from the MPO would like to join their Central Office ADA Coordinator, who is looking into scheduling this and it is a high priority, in participating.

ADJOURNMENT

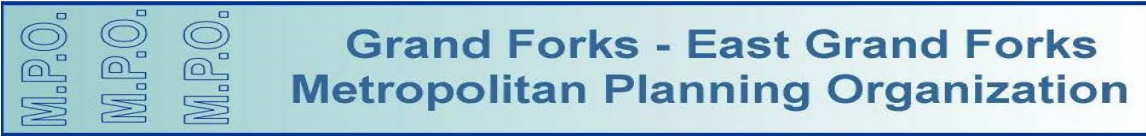
***MOVED BY ROOD, SECONDED BY KUHARENKO, TO ADJOURN THE MAY 22ND, 2019
TECHNICAL ADVISORY COMMITTEE MEETING AT 2:27 P.M.***

Respectfully submitted by,

Peggy McNelis,
Office Manager

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

"A community that provides a variety of complementary transportation choices for people and goods that are fiscally constrained."

MPO Staff Report
Technical Advisory Committee: June 12, 2019
MPO Executive Board: June 19, 2019

RECOMMENDED ACTION: Adoption of the Final Draft East Grand Forks ADA Transition Plan for Public Right-of-Way.

Matter of the Adoption of the Final Draft East Grand Forks ADA Transition Plan for Public Right-of-Way.

Background:

FHWA-MN and MnDOT placed renewed emphasis on progress towards ADA compliance, particularly within the public right of way. In order for the agencies requesting federal transportation funds to be programmed in the TIP, an ADA transition plan must be done.

The City and the MPO hired SRF in April to do the necessary work to prepare a Transition Plan for the City. At the end of June/beginning of July SRF was out collecting data for the self-evaluation portion of the plan. They have spent July and most of August doing a quality control checks on the data collected. A focus group meeting with members of the community that are most affected by the improvements to accessibility was held on October 4th. A public meeting was held on the same day.

The Draft East Grand Forks ADA Transition Plan for Public Right-of-Way allows for the public to know who they can contact for accessibility issues and gives them a process to follow to have issues resolved. The plan also gives an updateable database to track ADA compliance as the City works toward making the right-of-way more accessible to all. A public meeting was held on Dec. 6th from in East Grand Forks City Hall Training Room. No comments came from the public meeting. Public comments were due by Dec. 21st.

The final draft plan was presented to East Grand Forks City Council Work Session on Jan. 8. After FHWA reviewed the transition plan they asked for an evaluation of Transit Shelters. Because of the time of year, the plan was held until Spring. The data was gathered in May and the document updated with its inclusion. The City Council is set to approve the document at their June 18th Council Meeting.

Findings and Analysis:

- The Plan has all elements to needed for a compliant ADA Transition Plan.
- Staff recommends adoption of the Plan

Support Materials:

- Draft East Grand Forks ADA Transition Plan for Public Right-of-Way.

City of East Grand Forks

Americans with Disabilities Act

Transition Plan for Public Right of Way

February 2019

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Executive Summary

The City of East Grand Forks ADA Transition Plan for Public Rights-of-Way is the summary of a three-phase approach to evaluating accessibility of the community's infrastructure and achieving compliance with the Americans with Disabilities Act. This plan includes documentation of the following:

- The purpose and need of the document, and a summary of applicable federal law related to accessibility
- Documentation of the City of East Grand Forks' policies and procedures related to accessibility of public rights-of-way
- Project field review guide
- Inventory of curb ramps and other facilities and their condition
- Public outreach efforts
- Required elements of an ADA Transition Plan – public comments, grievance procedure, appointment of ADA Coordinator, monitoring of the ADA Transition Plan, etc.

Through this effort, the City of East Grand Forks determined that 22 percent of inventoried facilities are compliant with ADA standards. The City of East Grand Forks set a policy goal of achieving compliance through scheduled updates over the next 30 years.

Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals based on disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of East Grand Forks must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, “...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the City of East Grand Forks has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all the facilities are accessible to all individuals.

This Transition Plan applies to City of East Grand Forks Public-Rights-of-Way (City owned sidewalks, curb ramps, signals, pedestrian trails, transit shelters etc.), and other areas of ADA Compliance are inventoried under the auspices of other local documents. County, State, or Transit (Cities Area Transit) contacts and information may be found in [APPENDIX E](#).

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial

assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, City of East Grand Forks must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.
- Must reference the ADA requirements specific to accessible transportation facilities as it applies to public right-of-way [[49 CFR 37.9](#) and [Subpart C](#)] [[United States Access Board Chapter 4: Accessible Routes](#)].

This document has been created to specifically cover accessibility within the public rights-of-way and does not include information on the City of East Grand Forks programs, practices, or building facilities not related to public rights-of-way.

Public Rights-of-Way

In this plan public rights-of-way in the City of East Grand Forks include roadways and their adjacent facilities that serve a transportation purpose. This includes sidewalks, curb ramps, and signals. Public rights-of-way do not include buildings, publicly accessible technology, recreational trails and facilities, and private property. These are subject areas that are covered outside of Title II of ADA or other City of East Grand Forks documents.

Transit Facilities

The city of East Grand Forks partners with Cities Area Transit (CAT) in the development and deployment of transit facilities. These facilities include stops and shelters, and portions of the pedestrian network that approach these locations. Per 49 CFR 37.9(c) transit and transportation facilities in the public right-of-way must be accessible, and meet the standards set forth by the United States Access Board. A self-evaluation of transit shelter stops was done in May 2019. Many stops are curbside stops that will be better connected to the pedestrian network on an ongoing basis by CAT and City of East Grand Forks and will be addressed in other CAT planning and policy documents.

Self-Evaluation

Under Title II of the Americans with Disabilities Act (ADA) and in compliance with 28 CFR35.105, the city of East Grand Forks is required to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs to identify programs which are insufficiently accessible. This self-evaluation specifically examines the accessibility of the City of East Grand Forks' pedestrian access route and public rights-of-way. Evaluations for each ADA feature class within public rights-of-way consisted of the following: curb ramps to include trail crossings at city roads; sidewalk control points to include every driveway; shared-use paths and trail facilities; and on-street transit facilities. In addition to compliance, the self-evaluation includes an attribute indicating which jurisdiction the ROW facility belongs to. With this information, the public ROW may be categorized visually by the jurisdiction (local, county, state, etc.).

An inventory of the current curb ramps, sidewalks, and signalized intersections were conducted during June 2018 in East Grand Forks. This evaluation inventory gives the opportunity to evaluate pedestrian facilities on a case by case basis and create an improvement schedule based upon priority areas. Currently, 17% of curb ramps are fully compliant with ADA standards; non-compliance in ramps is due to the ramp construction, noncompliant markings or tactile elements, signalization of the intersection, or a technically infeasible location.

Currently, 55% of signalized intersections with pedestrian indications are ADA compliant; signals did not meet Accessible Pedestrian Signal requirements when the landing is missing or inadequate, pushbuttons are not 10 feet apart, a vibrotactile pushbutton with an arrow in the correct direction is not present, and/or an audible indication is missing. Sidewalks are 27% ADA compliant; sidewalk deficiencies are typically the result of materials, lack of width, lack of adequate passing space, and/or slope.

The inventory will continue to be developed and monitored on an ongoing basis by City of East Grand Forks staff or project partners.

The inventory of pedestrian facilities within its public right-of-way consisted of the evaluation of the following facilities:

- 601 sidewalk points to equal 51.36 miles of sidewalk including shared use paths (27% compliant)
- 937 curb ramps (17% compliant)
- 44 accessible pedestrian signals (55% compliant)

A detailed evaluation on how these facilities relate to ADA standards is found in [APPENDIX A](#) and will be updated periodically.

As the City of East Grand Forks continues to implement its Capital Improvement Program (CIP), other public rights-of-way including sidewalks and other pedestrian linkages will be evaluated and improved for ADA compliance.

Field Manual for Data Collection

The field manual was developed to serve as a tool for the City's data collection process. The Field Manual includes all the materials used to conduct the field review of facilities and public rights-of-way for the City's future reference. In addition to detailed instructions and graphics, the guide contains steps to develop the GIS database. The GIS database is an online cloud-based mapping application. The purpose of the GIS database is to house the inventory of all existing ADA locations within the City with the capability to update, add, and share information as necessary. The database will serve as a management tool for the City. Field guide materials are attached in [APPENDIX F](#).

Policies, Programs and Practices

In addition to the review of infrastructure, part of the self-evaluation also involves reviewing City policies and procedures. The City of East Grand Forks is committed to providing accessible services to all citizens and addressing the areas for improvement identified in the self-evaluation. The City of East Grand Forks will consider and respond to

all accessibility improvement requests. All accessibility improvements that have been deemed necessary to comply with ADA will be scheduled consistent with facility priorities.

All accessibility improvement requests can be submitted to the ADA Coordinator, see [APPENDIX D](#) for contact information.

City Policies

The City of East Grand Forks' goal is to continue to provide accessible pedestrian design features as part of the City of East Grand Forks capital improvement projects. The City of East Grand Forks will ensure that all new or updated pedestrian facilities are ADA compliant to the maximum extent feasible. The maintenance and construction of all pedestrian facilities within the public access route will follow the policies established by Title II of the ADA, and the guidelines established by Minnesota Department of Transportation (MnDOT) (see [APPENDIX F](#)). These standards and procedures will be kept up to date with nationwide and local best management practices. The following documents were reviewed as part of the self-evaluation. In addition to the City Policies, Polk County developed the Polk County Highway Department ADA Transition Plan. A copy of the Plan may be found in [APPENDIX F](#).

ADA Transition Plan and Self Evaluation (2018)

The City of East Grand Forks is concurrently working on an ADA Transition Plan to be approved in 2019 that applies to all municipal services, facilities, programs and city parking lots only. However, this plan is focused on public rights-of-way and will address the following gaps in the citywide plan:

- The new plan will be updated to reflect the most current ADA guidance and design standards, including language developed by the Minnesota Local Roads Research Board (LRRB) and Proposed Guidelines for Accessible Rights-of-Way (PROWAG)
- The establishment of direct routes and areas of high pedestrian activity will be acknowledged as a factor for right-of-way project prioritization, but not a substitute for full ADA compliance.
- A field review specific to public rights-of-way will be updated to note the past twenty years of progress in meeting ADA compliance and more thoroughly noting where gaps exist.
- The City of East Grand Forks will have a separate grievance procedure for accessibility issues on its public right-of-way.

The City's Draft ADA Transition Plan and Self Evaluation may be found in [APPENDIX F](#).

Capital Improvement Program (CIP)

Projects in the City of East Grand Forks CIP are listed and prioritized based on assessment of pavement condition, financial impacts and other technical analyses (ex. Safety, need for

signal improvements, development, etc.). The need for ADA updates and input from the public will be considered with programmed projects in the CIP. The CIP is intended to provide developers with information about future projects, local utility companies with notice of locations where utility work may be required in conjunction with a local street project to improve coordination, guide city staff in the allocation of resources, and support City code requirements. This plan incorporates the criteria for the CIP by reference.

Winter Maintenance Operations

Keeping pedestrian facilities reasonably clear of snow and ice is a component of ADA compliance. The City declares snow and ice existing on public sidewalk constitutes a public nuisance. Clearing public sidewalks of snow and ice is the responsibility of adjacent private property owner and/or tenant and is delineated in the City's ordinances. City Ordinance Chapter 96, Section 5 requires a property owner and/or occupant to clear snow and ice from adjacent public sidewalks within 12 hours following the end of a snow or ice event. No owner and/or occupant shall be required to remove snow and ice during the continuance of snowstorms. If an owner and/or occupant fails to clear the snow and ice within 24 hours after snow and ice ceased to fall, the City will remove it at the expense of the property owner and/or occupant. At the direction of the Council, the City Administrator will assess the cost and expense of such removal of snow and ice and extend the cost of removal as a special assessment against the lots or parcels adjacent to the public sidewalks, which were cleared. The special assessment will be certified for collection at the time of certifying taxes to the County Auditor. An alternative, the Council may direct the City Administrator to bring suit in a court of competent jurisdiction to recover the cost of clearing and the cost and disbursements of a civil action therefor.

Improvement Schedule

Types of Improvements

Typically, improvements will be made either as a retrofit or as a part of a capital project to address deficiencies in accessibility. The following are examples of projects that the City of East Grand Forks or its partners will undertake:

- Intersection corner ADA improvements
- Sidewalk/Trail ADA improvements (to include at-grade crossings and sidewalk ramps)
- Traffic control signal Accessible Pedestrian Signal upgrades

Rough estimates for the various types of improvements, using 2017-unit prices, are listed in Table 1 below.

Table 1: Improvement Cost Estimates

Infrastructure Element	Cost
Curb Ramp	\$1,750-\$2,500 per unit
Concrete Sidewalks	\$8-\$10 per square foot
Accessible Pedestrian Signals	\$8,000-\$12,000 per eight button intersection
Bus Shelter Improvements	\$4,040 per shelter stop

The lower estimate includes the addition of eight APS buttons on existing infrastructure, while the higher estimate consists of a full improvement to include pushbuttons and pedestrian station. It is important to understand that much of these costs will be incorporated into existing and planned projects. Cost estimates are based on review of peer projects and are in calendar year 2017 dollars.

Prioritization

Prioritizing and scheduling of improvements will be established by the City of East Grand Forks City Staff. Factors that determine this include, but are not limited to severity of non-compliance, barriers to access a program, feasibility of remedies, safety concerns, and whether a location receives high public use. Consideration will also be given to locations that would most likely not be updated by other City programs. During the public input meeting held on October 4, 2018, attendees expressed that higher project prioritization be placed on areas completely without curb ramps over other spot improvements. Further, priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991 (marking the formalization of ADA requirements), and accessibility features were omitted. Resident requests and location are also considerations for prioritizing improvements. To best use public resources, the priority areas for planned improvements projects were identified in the completion of this plan. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. A list of priority areas within the City of East Grand Forks and a detailed description of priority area criteria can be found in [APPENDIX B](#).

Public External Agency Coordination

Some external agencies are responsible for right-of-way pedestrian facilities within the jurisdiction of the City of East Grand Forks. The City will coordinate with those agencies to track and assist in the facilitation of eliminating accessibility barriers along their routes.

- MnDOT programmed ADA improvements include those along Demers Avenue (2023).

- At the time of this plan's development the Highway 220 Corridor Study is in progress. It is assumed that recommendations and improvements related to ADA will be developed through this study and may affect public right-of-way in the City of East Grand Forks.

Additionally, this Transition Plan supports the goals of other adopted planning documents that affect public right-of-way within the City of East Grand Forks planning area. External Agencies' plans may be found at the following links:

MnDOT ADA Transition Plan, 2015

http://www.dot.state.mn.us/ada/pdf/2014_TransitionPlanFinal.docx

Cities Area Transit (CAT)

<http://www.grandforksgov.com/government/city-departments/cities-area-transit-cat>

Contact information for each external agencies' ADA staff may be found in **APPENDIX E**.

Implementation Schedule

The City of East Grand Forks has set the following schedule goals for the improvement of accessibility to public right-of-way and pedestrian access routes:

- *Baseline of the City's total existing facilities' condition: 22% compliant including four sidewalk segments.*
- *After 10 years, 40% of accessibility features that were constructed after January 26, 1991, would be ADA compliant.*
- *After 20 years, 65% of accessibility features within the priority areas identified by East Grand Forks staff would be ADA compliant.*
- *After 30 years, 95% of accessibility features within the jurisdiction of East Grand Forks would be ADA compliant.*
- *On a yearly basis, shelter accessibility improvements are planned by CAT for one existing shelter facility per year.*

The 30-year time frame to achieve 95 percent accessibility and the required commitment of funding is framed as a policy goal. The availability of funding and future development trends in the City of East Grand Forks may affect how these projects are prioritized, and the timing of public right-of-way improvements may affect progress toward the compliance goal. As stated earlier in this document, ADA compliance will be achieved in two manners: 1) through scheduled improvements to utilities and public rights-of-way, and 2) through specific ADA retrofit projects. These projects will be determined by the city CIP or on a case by case basis determined by the ADA Coordinator and the City's grievance procedure. A

detailed schedule and budget for the CIP and specific projects can be found on the City's website at <http://www.efg.mn>

ADA Coordinator

In accordance with 28 CFR 35.107(a), the City of East Grand Forks has identified an ADA Title II Coordinator to oversee the City of East Grand Forks policies and procedures. Contact information for this individual can be found in **APPENDIX E**.

Public Outreach

Prior to the development of the Plan, a public input meeting and a focused discussion meeting were held on October 4, 2018 in the Training Room of East Grand Forks City Hall. The focus of the meeting was to gather public input on the ADA transition plan and provide guidance on prioritization. Stakeholders involved in the efforts included Options staff and various City Staff. Further details including the presentation and public comments may be found in **APPENDIX C**.

Public Comment

The ADA Transition Plan for Public Rights-of-Way was posted on the City of East Grand Forks ADA website and made available for public comment for approximately Number weeks prior to its recommendation for adoption. A link to the Plan and a public notice was distributed in December 2018. Additionally, the draft version of the Plan was distributed to key stakeholders including school administrators, local senior centers, and businesses and service centers that have been identified as high priority areas for right-of-way improvements. The City will make a reasonable effort to incorporate public comments into the final version of the report. A printed hard copy of the draft document is also available for review at City of East Grand Forks City Hall, 600 DeMers Avenue, East Grand Forks, MN 56721.

Further detail is included in **APPENDIX C**.

Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities regarding the ADA. A version of this public notice is provided in **APPENDIX D**. If users of City of East Grand Forks' facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.

To monitor the progress of compliance, the City of East Grand Forks, in accordance with 28 CFR 35.107(b), has established a grievance procedure for the prompt and equitable resolution of comments, concerns or questions from the citizens of East Grand Forks. The ADA grievance form is available online and at City Hall and can be returned to the ADA Coordinator. The form may be used by anyone wishing to file a complaint, comment, or concern regarding discrimination based on disability. A sample of the Grievance Form can be found in [APPENDIX D](#).

Monitor the Progress

The City of East Grand Forks' ADA Transition Plan for Public Rights of Way is an evolving document requiring periodic updates as conditions within the city change. The City will evaluate the Plan as projects progress and complete updates to the document as necessary. At a minimum, the City will update the plan every 5 years. The update will document the changes that occurred from the base year described in the Implementation Schedule on page 12. The City of East Grand Forks will establish a public comment period with each future modification to the main body of the plan.

Management Database

As a part of the development of the draft plan, the City of East Grand Forks implemented a management system through their existing GIS geodatabase to improve prioritization and scheduling. The City's geodatabase joined with the facilities' inventory survey, which was completed during the development of the draft, and serves as a tracking system that may be used to identify the City's progress in achieving complete ADA compliance. Through strict and consistent collection procedures established by the City, projects in remediation will be periodically assessed and re-defined as "scheduled," "in progress/in-design," and "completed" within the management system to ensure the most accurate information is available. With access to the most up-to-date information, the City of East Grand Forks may efficiently map and identify future improvements based on the CIP. Additionally, categories and priorities may change over time, along with state and federal accessibility policies. It is intended that as projects are completed and policies are updated the geodatabase can accommodate these changes.

Appendices

A. Self-Evaluation Results

B. Schedule and Budget for ADA Improvements

C. Public Outreach

D. Grievance Procedure

E. Contacts

F. City of East Grand Forks ADA Design Standards and Procedures

G. Glossary of Terms

Attachments

A-1: Facility Inventory Report

C-1: Public Input Meeting Presentation

F-1: City of East Grand Forks Transition Plan and Self-Evaluation (2018)

F-2: Polk County Transition Plan

F-3: PROWAG

F-4: Minnesota Accessibility Code

F-5: City of East Grand Forks ADA Transition Plan Inventory Manual

F-6: Applicable forms, checklists, maps, etc.

Appendix A – Self-Evaluation Results

Data Collection for the city of East Grand Forks Self-Evaluation occurred in the Summer of 2018. An Americans with Disabilities Act (ADA) consultant and their staff completed the Data Collection inventory through a GPS application.

At the time of the inventory the City of East Grand Forks was following general ADA design guidance and procedures, which included a commitment to providing access to all users but did not have any formal policies or practices regarding ADA accessibility within the public Right-of-Way transportation system.

This initial self-evaluation of pedestrian facilities yielded the following results:

Figure 1: Self Evaluation Results

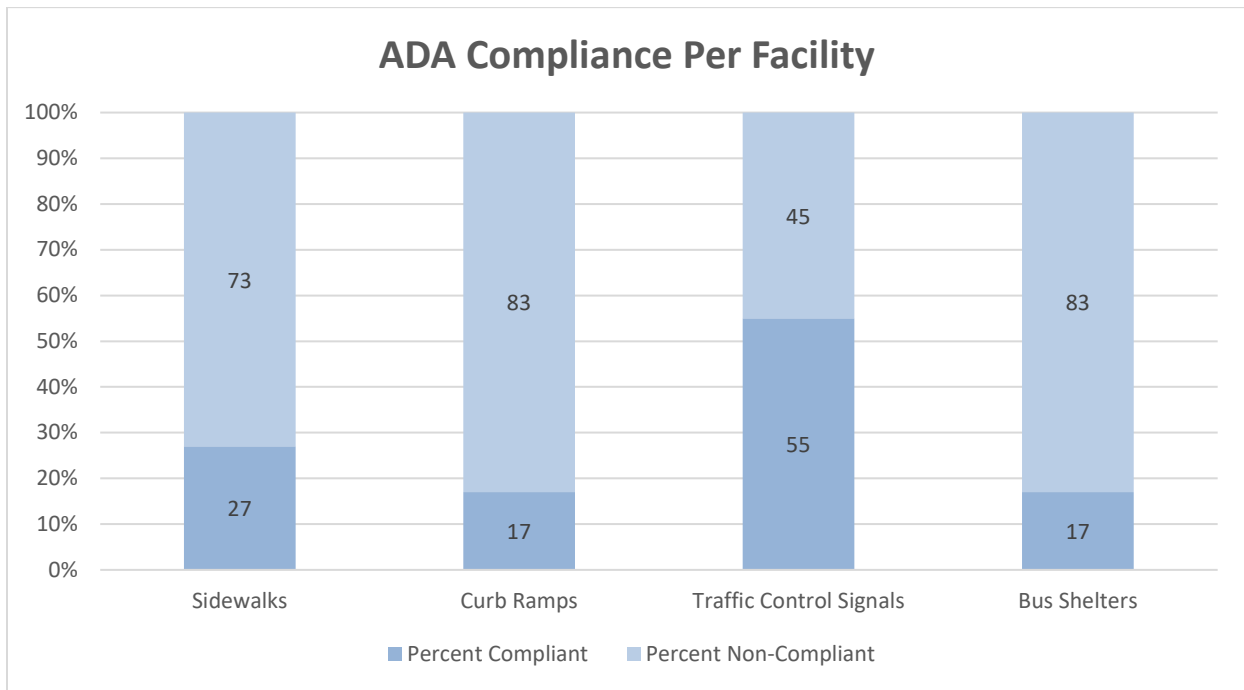


Figure represents percent ADA compliance for city.

Chart Description: Twenty-seven percent of sidewalks were ADA compliant. Seventeen percent of curb ramps were ADA compliant. Fifty-five percent of traffic control signals were ADA compliant. Seventeen percent of bus shelters were ADA compliant.

Appendix B – Schedule and Budget for ADA Improvements

Cost Estimates

Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2017 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Concrete Sidewalk / Trail ADA improvement retrofit: +/- \$8.00 - \$10.00 per square foot

Curb Ramp ADA improvement retrofit: +/- \$1750 - \$2500 each

Traffic control signal APS upgrade for entire intersection: +/- \$8,000 - \$12,000 each

Single Traffic control signal pushbutton station replacement +/- \$1500 each

For the entire jurisdiction's budgeting purpose, the cost to improve a concrete sidewalk was estimated to be \$10 per square foot and a single curb ramp was estimated to be \$2500.

Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the total jurisdiction is \$1,981,890. Table 2 provides cost estimates by jurisdiction by facility. However, the indicated jurisdiction is not necessarily responsible for these costs. The table identifies how improvement costs are distributed between local, county, and state rights-of-way. The intent of these tables and summaries is to inform future plans and investment decisions. Additionally, it is typical for these costs to be included as a portion of an overall project, rather than a stand-alone ADA upgrade or improvement and that is also a consideration for decision-makers. The City of East Grand Forks will take a systematic approach to providing accessibility to absorb the cost into the City's budget for improvements to the public right of way.

Table 2 Jurisdictional Cost Estimates by Facility

Curb Ramp				
Jurisdiction	Unit Cost	Unit	Points Collected	Cost
Local	\$2,500.00	EA	747	\$1,867,500
County	\$2,500.00	EA	0	\$0
State	\$2,500.00	EA	32	\$80,000
Total			779	\$1,947,500
Sidewalks				
Jurisdiction	Unit Cost	Unit	Points Collected	Cost
Local	\$10.00	SF	439	\$4,390.00
County	\$10.00	SF	0	\$0
State	\$10.00	SF	0	\$0
Total			439	\$4,390.00
Accessible Pedestrian Signals				
Jurisdiction	Unit Cost	Unit	Points Collected	Cost
Local	\$1,500.00	EA	8	\$12,000
County	\$1,500.00	EA	0	\$0
State	\$1,500.00	EA	12	\$18,000
Total				\$30,000
Bus Shelter				
Jurisdiction	Unit Cost	Unit	Points Collected	Cost
Local	\$4,040.00	EA	5	\$20,200
County	\$4,040.00	EA	0	\$0
State	\$4,040.00	EA	0	\$0
Total				\$20,200

Prioritization Areas

The City of East Grand Forks has established the following criteria to establish priority levels. The City will consider all resident requests as received, which may affect the prioritization levels when appropriate.

Highest priority—Category 1A: Gap in Facilities in a High Priority Area

- No curb ramp where sidewalk or pedestrian path exists and location near a medical center, school, transit facility, government building, non-auto dependent households or similar facility.

Category 1B: Poor Facility in a High Priority Area

- Existing curb ramp with a noncompliant running slope and location near a medical center, school, transit facility, government building or similar facility.

Category 2A: Gap in Facilities

- No curb ramp where a sidewalk or pedestrian path exists (not located near a medical center or similar facility).

Category 2B: Poor Facility

- An existing curb ramp with a noncompliant running slope (not located near a medical center or similar facility).

Category 3: Inaccessible Crosswalk

- No curb ramp where a striped crosswalk exists.

Category 4: Incomplete Intersection

- One curb ramp per corner and another is needed to serve the other crossing direction.

Category 5A: Curb Ramp with Poor Landing

- An existing curb ramp with an insufficient landing.

Category 5B: Obstructed Curb Ramp

- An existing curb ramp with obstructions in the ramp or the landing.

Category 5C: Non-Compliant Curb Ramp

- An existing curb ramp with any of the following conditions:
 - A cross slope greater than 2%
 - A width less than 48 inches
- No flush transition or median, or island crossings that are inaccessible.

Category 5D: Curb Ramp in Poor Location

- An existing curb ramp with returned curbs where pedestrian travel across the curb is not permitted.

Category 5E: No Crosswalk Extension

- An existing diagonal curb ramp without the 48-inch extension in the crosswalk.

Category 5F: Lack of Tactile Indicator

- An existing curb ramp without truncated dome texture contrast or without color contrast.

Lowest Priority – Category 6: Non-Compliant Signal or Push Button

- The pedestrian pushbutton is not accessible from the sidewalk or from the ramp.

Transit Improvement Prioritization Areas

While most of the general improvement priorities for Transit Facilities will mirror the geographic and condition criteria identified in the six categories above, several transit factors can also be considered when determining phasing of ADA related improvements.

Lack of Safe Landing Pad – Areas with bus stops that do not have a paved area for transit passengers who use mobility devices to safely board and alight transit vehicles using lifts or ramps.

Insufficient Sidewalk Connections – Areas that may have boarding pads, but lack sidewalk or trail connections to/from the boarding pad.

Appendix C – Public Outreach

The City of East Grand Forks recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of the City of East Grand Forks.

As part of the ADA Transition Plan’s development process, the City of East Grand Forks posted the draft plan document on the City website at <http://www.egf.mn/>, and made it available for public comment for a period of fifteen days on December 6, 2018.

Additionally, a printed copy of the draft plan was made available at the City of East Grand Forks City Hall, 600 DeMers Avenue, East Grand Forks, MN 56721.

To whom it may concern:

The City of East Grand Forks is seeking input from the public on its draft plan to support accessibility for people using its facilities. We invite you to review the draft version of the plan, posted on the City’s website <http://www.egf.mn> as it is being finalized. Feel free to distribute this email to your colleagues, or other that may find this plan to be of interest. The purpose of this notice is to introduce the ADA Transition Plan to the public and inform those that work in “priority areas” related to accessibility about the City’s work thus far. Any comments that you provide may be incorporated into the final version of the plan and help the City of East Grand Forks to identify key areas for improvement, including curb ramps, sidewalks, and traffic signals.

If you need a reasonable accommodation, assistance, or require more information please contact the City East Grand Forks ADA Coordinator, Nancy Ellis.

Thank you for your input,

City of East Grand Forks

Comments received during this period can be found in the following pages of this Appendix.

Record of Public Outreach Summary

A public input and focused discussion meeting were held on October 4, 2018 in the Training Room of East Grand Forks City Hall to gather public input on the ADA transition plan. Officials from the City of East Grand Forks, the Grand Forks-East Grand Forks MPO, and Options: Resource Center for Independent Living were present along with members of the consultant team (SRF Consulting Group).

Most of the discussion during the meeting was educational regarding the purpose and need of the ADA Transition Plan. Visualization of data was also provided for review and as a discussion point. The only point of feedback on project prioritization was that for people with disabilities who navigate the City, areas completely without curb ramps should receive higher priority over other spot improvements. The City and partners received positive feedback for undertaking the ADA Transition Plan effort.

Public Meeting Advertisement

PUBLIC INPUT NEEDED

ADA Transition Plan Open House

The Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO) and the City of East Grand Forks is preparing an ADA Transition Plan for the City Of East Grand Forks. The Plan will:

- Establish a methodology for evaluation of Public Right-Of-Way,
- Evaluate the Public Right-Of-Way for ADA compliance,
- Establish contacts of responsible City Staff,
- Establish City Policies and Practices in reference to ADA, and
- Establish a prioritization plan and improvement schedule.

The public is encouraged to attend the Open House to provide input and feedback on issues or priorities when it comes to accessibility to Public Rights-Of-Way.

ADA Transition Plan Public Open House

October 4th, 2018

East Grand Forks City Hall- Training Room

600 DeMers Ave

5:00 PM to 6:30 PM

For more information regarding the ADA Transition Plan, please contact:

Teri Kouba, GF-EGF MPO – teri.kouba@theforksmmpo.org

The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888. . Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with LEP by Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

Appendix D – Grievance Procedure

Under the ADA, each agency is required to publish its responsibilities regarding the ADA. A draft of this public notice is provided in **APPENDIX C**. If users of public rights-of-way believe the City of East Grand Forks has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107 (b), the City has developed the following grievance procedure for the prompt and equitable resolution of citizens' complaints, concerns, comment, and other grievances.

The City understands that members of the public may desire to contact staff and discuss ADA issues without filing a grievance. Members of the public wishing to contact the ADA Coordinator, listed in **APPENDIX E**, are encouraged to do so. Contacting staff to informally discuss ADA issues is welcome and does not limit a person's ability or right to file a formal grievance later.

As per ADA requirements, the City has posted a notice outlining its responsibilities. This notice can be found in this Appendix.

The city appreciates and welcomes your comments. The grievance form should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation. To provide feedback, please complete a grievance form located in the following pages (p.24-25), or contact the ADA Coordinator listed in **APPENDIX E**.

Those wishing to file a written grievance with the City of East Grand Forks may do so by one of the following methods:

Internet

Visit the City of East Grand Forks website (<http://www.egf.mn/>) to locate the ADA Grievance Form. Fill in the form online and click "submit." A copy of The ADA Grievance Form is included in this Appendix.

Telephone

Contact the ADA Coordinator listed in the Contact Information section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Paper Submittal

Contact the pertinent East Grand Forks staff person listed in the Contact Information section of Appendix E to request a paper copy of the city's grievance form, complete the

form, and submit it to the ADA Coordinator. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

After a grievance form is submitted, the following actions will take place:

- Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording.
- If the response by the ADA coordinator or designee does not satisfactorily resolve the issues, the complainant and/or his/her designee may appeal the decision within 15 calendar days receipt of the response to the contact or his/her designee.
- Within 15 calendar days after receipt of the appeal, the Human Resources contact, or his/her designee will meet with the complainant to discuss the complaint and possible resolutions.
- The Human Resources contact, or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint within 15 calendar days after meeting with the complainant.

All communication between the complainant, ADA Coordinator or designee and/or Human Resources will be retained by the City for at least three years.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990, the City of East Grand Forks will not discriminate against qualified individuals with disabilities on the basis of disability in City's services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the office of ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City will not place a surcharge on an individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

ADA Grievance Form

Please fill out this form completely, in black ink or type. If you need any accommodation or assistance in completing this form, please contact the ADA Coordinator, Nancy Ellis, at 218-773-0124 or nellis@eg.mn. Sign and return to Nancy Ellis, ADA Coordinator at 600 DeMers Avenue, East Grand Forks, MN 56721.

This ADA Grievance Form is for the use of complaints, concerns, and other grievances associated with the City of East Grand Forks' public rights-of-way. If one wishes to file a grievance form for the CAT, please refer to the following:

Cities Area Transit <http://www.grandforksgov.com/home/showdocument?id=22429>

Section I –Discrimination Description	
Date of Alleged Discrimination (Month, Day, Year):	_____
Have efforts been made to resolve this complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the status of the grievance?	_____
Has the complaint been filed with the Department of Justice or any other Federal, State or local civil rights agency or court?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes:	
Agency or Court:	_____
Contact Name:	_____ Contact Title: _____
Agency Name:	_____ Phone: _____
Description of Grievance/Discrimination:	_____

Section II – Complainant Information	
Complainant Name:	_____
Street Address:	_____
City:	_____ State: _____ Zip: _____
Home Phone:	_____ Work Phone: _____
Mobile Phone:	_____ Email: _____
Preferred method of communication:	Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/>

Section III – Completed by	
Are you filling this complaint out on your own behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, complete Section III	
If No, please supply the name and relationship of the person for whom you are complaining:	
First and last name of person for whom you are filling:	_____
Relationship of the person for whom you are filling:	_____
Please explain why you have filed for a third party:	_____
Please confirm that you have obtained the permission of the aggrieved party, if you are filing on behalf of a third party.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section IV – Previous
Have you previously filled an ADA complaint with this agency? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section VI – Remedy Sought
State the specific remedy sought to resolve the issues (s): _____

You may attach any written or other information that you think is relevant to your complaint.

Signature: _____ Date: _____

I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

Appendix E – Contacts

City of East Grand Forks

- **Responsible for:**
City-owned right-of-way: sidewalks, trails, curb ramps, driveways, and signals
- **Associated staff may include:**
ADA Coordinator, Planning Staff, Public Works staff

Cities Area Transit

- **Responsible for:**
Bus stops, shelters, transit operations, and portions of approaching pedestrian network
- **Associated staff may include:**
Transit Manager, Mobility Manager, Fleet and Facilities Manager, East Grand Forks ADA Coordinator

Polk County

- **Responsible for:**
County-owned right-of-way (e.g. County Roads)
- **Associated staff may include:**
ADA Coordinator, Transportation Engineer, Civil Engineer, Public Works staff

MnDOT

- **Responsible for:**
State-owned right-of-way (e.g. state highways)
- **Associated staff may include:**
ADA Coordinator, Transportation Engineer, Civil Engineer, Public Works staff

Current ADA Contact Information

City of East Grand Forks

ADA Coordinator

Name: Nancy Ellis

Address: 600 DeMers Avenue
East Grand Forks, MN 56721

Phone: 218-773-0124

E-mail: nellis@egf.mn

Cities Area Transit

ADA Coordinator

Name: Ali Rood, Mobility Manager

Address: 450 Kittson Avenue
Grand Forks, ND 58201

Phone: 701-757-1503

Email: arood@grandforksgov.com

Polk County

ADA Contact – Highway Department

Name: Richard Sanders

Address: 820 Old Highway 75 South
Crookston, MN 56716

Phone: 218-470-8253

Email form: <https://www.co.polk.mn.us/index.asp?SEC=C9D0F3CC-A878-413A-AAF6-585173F9983A&Type=QUICKFORM>

Minnesota Department of Transportation

ADA Contact

Kristie Billiar

Kristie.billiar@state.mn.us

651-366-3174

Appendix F – City of East Grand Forks ADA Design Standards and Procedures

City of East Grand Forks- Public Rights-of-Way

Design and Maintenance Procedures

The City of East Grand Forks follows the guidance provided by the United States Department of Transportation (USDOT) and United States Department of Justice (US DOJ) on what constitutes a maintenance project and what constitutes an alteration project.

Maintenance projects include the following work types:

- Crack Filling and Sealing
- Surface Sealing
- Slurry Seals
- Fog Seals
- Scrub Sealing
- Joint Crack Seals
- Joint repairs
- Dowel Bar Retrofit
- Spot High-Friction Treatments
- Diamond Grinding
- Pavement Patching

Alteration Projects include the following work types:

- Open-graded Surface Course
- Cape Seals
- Mill and Fill/Mill and Overlay
- Hot In-Place Recycling
- Microsurfacing/Thin Lift Overlay
- Addition New Layer of Asphalt
- Asphalt and Concrete Rehabilitation and Reconstruction
- New Construction

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the

scope of any project. Those limitations will be noted, and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted, and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

Accessible Pedestrian Signals

The purpose of this document is to provide guidance for the City of East Grand Forks on 1) the installation of Accessible Pedestrian Signals (APS) for new construction and existing traffic signal modifications, and 2) the evaluation of existing traffic signal locations after receipt of a reasonable accommodation request for APS installation.

This guidance is specific to APS and the incorporation of APS equipment and functionality into new, modified, and existing traffic signals.

The City of East Grand Forks based this guidance on existing practice and the following: 1) Guidelines for Accessible Pedestrian Signals, APS Prioritization Tool - NCHRP 3-62, 2) Guidelines for Accessible Pedestrian Signals, Final Report – NCHRP 117B, and 3) Accessible Pedestrian Signals: A Guide to Best Practices (Workshop Edition 2010) – NCHRP 150. Per the Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD), an APS is “a device that communicates information about pedestrian timing in nonvisual format such as audible tones, speech messages, and/or vibrating surfaces.” (MnMUTCD, December 2011, Section 1A, page 14).

New Construction of Traffic Signals

At proposed traffic signal locations with any pedestrian elements (countdown timers, marked crosswalks, pedestrian indicators, pedestrian ramps, sidewalk/trail, etc.), whether existing or part of the proposed construction, the city will install an APS traffic signal.

The City will not consider an APS traffic signal for any crossing leg where a pedestrian crossing of that leg is a prohibited movement.

Existing Traffic Signals

The City, after receipt of a reasonable accommodation request for an Accessible Pedestrian Signal (APS) at an existing traffic signal location, shall evaluate the intersection and each crosswalk at the location.

As part of the City's evaluation of a reasonable accommodation request, a meeting between city staff and the person requesting the APS traffic signal will take place at the intersection. The purpose of the meeting would be to ensure that the city fully understands the request and its context and determine if there are other viable accommodations available (e.g. increase the pedestrian walk or clearance times, increase pedestrian understanding of the traffic signal operations, etc.). In addition, the pedestrian's routes of travel should be determined at the meeting.

In its evaluation, engineering department staff may refer to evaluation tools used by peer agencies or other industry standards to determine whether the signal merits immediate modification. Additionally, the department may, based on a balancing of several factors including engineering judgment and the context of the location, install an APS traffic signal even though the evaluation results of the crosswalk by means of this APS evaluation tool do not meet the threshold.

The City will not consider an APS traffic signal for any crossing leg where a pedestrian crossing of that leg is a prohibited movement. The City will consider any upcoming traffic signal or capital projects that are funded, or in the scoping or design phase, in its response to a request to evaluate and/or modify an existing traffic signal as an APS traffic signal (i.e. if construction of a capital project is anticipated the City may elect to postpone such modification and include it in the capital project).

Scheduling

Many factors go into the timing and scheduling for installation of APS traffic signals:

- APS equipment items are unique and project ordering and receiving requires an extended lead time.
- Depending on the timing of the request and the extent of the work required, the department may schedule requests during the following construction season.
- APS installations that require the upgrade of the existing traffic signal controller hardware, the installation of electrical conduits, or pedestrian ramp construction will have an increased schedule length.

For the medication and review of existing traffic signals for the installation of APS, the scheduling of the installation will consider an upcoming capital projects (i.e. if construction of a capital project is anticipated within a year, the City may elect to postpone such modification and include it in the capital project that is funded or in the scoping or design phase).

Bus Stops

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted, and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of City staff.

Other Transit Facilities

Additional transit facilities are present within the limits of City of East Grand Forks. Those facilities fall under the jurisdiction of CAT. The City of East Grand Forks will work with CAT to ensure that those facilities meet all appropriate accessibility standards. CAT is operated jointly by the cities of East Grand Forks, MN and Grand Forks, ND.

Transit Design Standards

City of East Grand Forks has PROWAG, as adopted by MnDOT, as its design standard. Links to the most current applicable design standards are included in [ATTACHMENT F-2](#).

Additionally, design standards for transit facilities and accessible routes can be found in FTA's Circular on ADA, C 4710.1. <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/americans-disabilities-act-guidance-pdf>.

Appendix G – Glossary Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT’s transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county’s transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.



**MPO Staff Report
Technical Advisory Committee: June 12, 2019
MPO Executive Board: June 19, 2019**

RECOMMENDED ACTION: Update of the CAT/UND Shuttle Merger Study.

Matter of Update of the CAT/UND Shuttle Merger Study.

Background:

Cities Area Transit and University of North Dakota have been having continued discussions about merging the two systems. Essentially, the merger is conceptually considered that UND would contract with CAT to operate a public transportation service like the current UND Campus Shuttle system.

In March SRF started more in-depth review of costs and put a report together for a review by CAT and UND. On April 24th CAT and UND met with the MPO and SRF to go over the costs and discuss if this is still a viable venture. Since then a more in-depth review of what it would cost for CAT to run the campus shuttle service. A final cost is still being worked on and will be presented soon.

On April 24th the possibility of this merger was presented to the public. A meeting was held in the Lecture Bowl in the Memorial Union on the UND campus. While it was open to the public it was held a time that the students could attend and get information. A meeting was also held that day in Grand Forks City Hall aimed at the general public. The last day for comments was May 10th.

At the start of this study it was thought that if CAT started running the campus shuttle service it would be for the 2019-2020 school year. UND has decided to run the campus shuttle for the 2019-2020 school year. CAT would start running the service on Aug. 2020.

In May a five-year cost comparison was put together. Cost of service done by CAT was compared over a five-year period with that of costs if UND continued with the service as they have it today. Negotiations are still on going.

Findings and Analysis:

- Update

Support Materials:

- Current operating cost analysis summary.
- Five Year Cost Comparison



To: Teri Kouba, Senior Transportation Planner
Grand Forks/East Grand Forks MPO
255 North 4th Street
Grand Forks ND 58203

From: William Troe, Principal

Date: May 9, 2019

Subject: UND – CAT Transit Integration Feasibility Study

Purpose of Memo

The purpose of this memorandum is to document refined cost estimates for Cities Area Transit (CAT) operating the UND on-campus shuttle routes. Original estimates presented to the working committee on April 24, 2019, reflected the current CAT service parameters. The cost model results reported in April were based on budget information known at the time. In the interim, CAT has been working on developing final 2019 budget estimates, which reflect a higher annual operating cost as revenue hours and miles are anticipated to increase (even without adding shuttle service parameters). Figures presented in this memo represent the updated revenue hour, revenue miles and peak vehicles parameters for 2019.

Revised Financial Analysis

Updated costs were developed using budget information for 2019 input into CAT's three-part allocation model. Parameters included are:

- Revenue hours of service: This measure is a surrogate for estimating the annual cost of drivers assigned to routes.
- Revenue miles of service: Maintenance costs are reflective of the level of use of each bus while in service. Revenue miles are an appropriate measure of the level of use tied to maintenance costs and are used to estimate the maintenance cost element.
- Peak buses in service: This parameter is used to estimate the administrative costs associated with providing service.

Administration costs per peak vehicle for the 2019 budget year are estimated to be \$64,332. The proposed shuttle concept requires three peak period vehicles for a total administration element charge of \$192,996.

The updated per revenue hour cost is estimated to be approximately \$37.5638 and the updated revenue mile estimate is approximately \$1.51676 per mile.

The cost formula is as follows:

$$\text{UND Shuttle Cost} = \text{Revenue Hours} \times \$37.5638 + \text{Revenue Miles} \times \$1.51676 + \text{Peak Buses} \times \$64,332$$

Calculations

Table 1 shows the updated cost of providing the current level of shuttle service through CAT.

Table 1. UND Shuttle Service through CAT – Operational Cost Calculation

Item	Units ¹	Cost per Unit	Annual Cost
Revenue Hours	5,096	\$37.5638	\$191,425
Revenue Miles	47,499	\$1.51676	\$72,044
Peak Buses	3	\$64,332	\$192,996
Total			\$456,465

Note: 1 – Units estimated by CAT and reflect added miles/hours due to travel from/to transit garage. Previous figures were estimates for 2018-19 school year and included the affects of days service was cancelled due to weather.

Estimates included in Table 1 reflect operating cost only. The estimate of \$25,000 to \$30,000 annually for vehicle replacements on a 10 to 12 year cycle need to be added.

As a comparison, the original estimate for service was \$446,048.

Administration Cost Allocation – Peak Bus Element

Based on application of model, the Grand Forks and East Grand Forks cost allocation for administrative costs could decline with the addition of UND as a partner. Table 2 documents the potential Administrative allocation across each budget element incorporated into the model. For 2019, including UND as a partner **reduces** the Grand Forks and East Grand Forks allocations by:

- Grand Forks: \$115,000
- East Grand Forks: \$33,000

Including the university area shuttle in the CAT family of services has both incremental and shared/non-incremental costs in the model. Incremental costs will increase the overall CAT operating costs by adding to insurance costs, utility costs, some administrative services costs charged by the city, etc. The estimated incremental costs sum to approximately \$44,285 of the \$192,997 annual 2019 administrative cost allocation.

Table 2. Administration Cost Budget Items - Amount and Allocation

Budget Item	Model Administration Allocation to UND	Allocation Source			Incremental Cost of Adding UND
		Transfer from GF or EGF			
		Total	GF Portion	EGF Portion	
Administration Staff Wages/Benefits	\$32,688	-\$25,187	-\$19,591	-\$5,596	\$7,501
Police/Fire Protection/IT (By City Departments)	\$51,526	-\$39,703	-\$30,881	-\$8,822	\$11,823
Maintenance Supplies	\$8,655	-\$6,669	-\$5,187	-\$1,482	\$1,986
Utilities	\$20,954	-\$16,146	-\$12,558	-\$3,588	\$4,808
Contracted Services (Advertising/Printing/Auditing)	\$28,889	-\$22,260	-\$17,314	-\$4,946	\$6,629
Building/Grounds Maintenance	\$11,314	-\$8,718	-\$6,781	-\$1,937	\$2,596
Insurance/Taxes	\$14,430	-\$11,119	-\$8,672	-\$2,447	\$3,311
Other	\$24,541	-\$18,910	-\$14,684	-\$4,226	\$5,631
TOTALS	\$192,997	-\$148,712	-\$115,668	-\$33,044	\$44,285

Notes:

Rounding error exists and explains deviation from previous totals reported.

UND Model Allocation - Administrative Cost element distributed based on Peak Buses

Transfers - Reductions observed in Cost Allocation Model line item values when UND is included as a cost partner

Incremental Cost of Adding UND - Increased CAT Administration costs as responsibilities expand with shuttle route operations

Each cell in the table represents the cost by budget line item, but looking at each cell pushes the intent of the cost model, which is simply a locally accepted tool/method for distributing costs between service partners.

A logical argument can be established that of the approximately \$193,000 in administrative costs assigned to the university through the allocation model, a minimum of \$44,000 should be included in the university assigned element as it represents the **incremental cost for 2019 to CAT**. The remaining \$149,000 falls into the category of it is a business decision between university and city administration as to how to allocate the costs.



To: Teri Kouba, Senior Transportation Planner
Grand Forks/East Grand Forks MPO
255 North 4th Street
Grand Forks ND 58203

From: William Troe, Principal

Date: June 5, 2019

Subject: UND – CAT Transit Integration Feasibility Study: Five Year Operating and Capital Cost Estimates

Purpose of Memo

As part of their due diligence the university has requested a five-year estimate of costs that include operating and annualization of capital costs for the shuttle. The purpose of this memorandum is to document the assumptions and estimates of future costs for the shuttle operated by CAT relative to the costs associated with the university retaining operating responsibility.

Future Cost Assumptions

Forward extrapolation of the estimated operating costs for either a system operated by the university or by CAT requires incorporation of a number of assumptions. Central to the estimate is addressing the volatility the university has experienced in costs, which are mainly associated with variable vehicle rent costs. Change in labor costs from one year to the next is relatively consistent, however, vehicle rent varies substantially. Over the last five-years, as documented in an earlier memo, vehicle rent has been as low as \$25.00 per vehicle hour to over \$52.00 per hour, a range of close to 110 percent. Addressing the volatility is critical in making a fair comparison between the operator concepts.

As critical as considering the range in vehicle rental costs is addressing the sustainability of the 2020 assumption that Grand Forks would permit a portion of the administrative cost saving identified through application of the cost allocation model to be used to pay down the model cost to the university. For 2020, the city has agreed to re-assign \$94,700 of the \$115,700 in administrative cost “savings” to the university to offset higher operating costs with CAT as the operator. While the city has agreed to re-allocation for 2020, a plan for the future needs to be addressed before the due diligence step by either the city of Grand Forks or the university is complete. Additionally, there needs to be an understanding of what the “savings” may be in the future relative to overall service cost. If service costs for the shuttle increase and the “savings” stays constant at \$115,700, there will be a point in the near future where the “savings” would be exhausted. In the years after that point, the university’s responsibilities would likely have to grow to cover the balance. Whether the

“savings” will grow over time (consistent with budget increases) is a determinant that will need to be identified.

Other key assumptions incorporated into the five-year future cost estimates:

- CAT operating costs would increase by approximately 2.7 percent per year, which is consistent with the cost per revenue change between 2012 and 2019.
- University annual change in costs are 3.3 percent per year, consistent with the trendline slope (average annual change) of bus rental rates over the period from 2012 to 2018.
- Annualize capital costs for bus replacements were estimated to be \$25,000, which represents the 20 percent local match for three buses of a cost of \$500,000 each. The annualization period is 12 years, which is a conservative estimate of how often buses would be replaced. Daily mileage would not be as much as the typical CAT bus. Thus, there is a good likelihood that maintenance costs would be less than the typical route CAT bus and the 10-year replacement schedule could be extended.
- University operated costs need to address the volatility in rental costs. Thus, cost estimates using the trendline rate and the upper and lower rate of one standard deviation above and below the average. Incorporating costs for each of the three rates will address the potential volatility in rental rates over the last five years.
- For either the service being operated by CAT or the university, the starting operating cost was \$361,800, which represents the university cost for 2020 from applying the average trendline rental rate.
- The \$94,700 in Administrative cost “savings” transferred from Grand Forks to the university requires discussion. The current “savings” totals \$115,700 (which based on the workings of the cost allocation model would increase each year as long as the system characteristics of revenue miles, revenue hours, and buses are relatively similar to the current). Thus, there is some added capacity to transfer additional funds in the future as long as Grand Forks agrees. A concern is that the allowable tax levy is at the 5 mil limit and additional funding above what is generated by the transit mil levy must come from the general fund or other sources.

Table 1 documents the results of the five-year cost estimate analysis. Information in the table includes:

- Estimates of annual operating costs for the shuttle assuming a similar operating plan as the current (three daytime and one night route).
- UND allocated cost – Represents the fully allocated operating cost less the committed \$94,700 transfer from Grand Forks.

- The column labeled GF Remaining Admin “Savings” represents the remainder of the allocation model reduction in the Grand Forks allocation less the \$94,700 transfer in 2019. Future year estimates reflect an increase at the CAT annual cost escalation rate, which the allocation model is tied to.

Key takeaways from the information presented are:

- As a CAT provided service, the shuttle would cost between \$386,800 and \$451,900 per year between 2020 and 2025, respectively. These values include operating costs and annualized capital costs for buses.
- Operated by the university, the range of costs in 2020 are \$315,800 and \$402,400 and this cost range would increase to \$371,500 to \$473,300 in 2025. The average cost, or most likely based on historical data, ranges from \$361,800 in 2020 to \$425,500 in 2025.
- CAT operated service would cost less than university operated service for only situations where the upper vehicle rental rate assumptions are used. It needs to be noted that the upper limit from the historical rate analysis over the period (\$50.50 per hour) is lower than the rate (\$52.00) experienced in 2018. Thus, while the \$50.50 per hour rate that results in the \$425,500 cost represents the upper limit of a 95% confidence interval of the dataset, there is evidence that cost can be higher at least for some portion of a year.

Table 1. Future UND Cost Assignment (2020 through 2025)

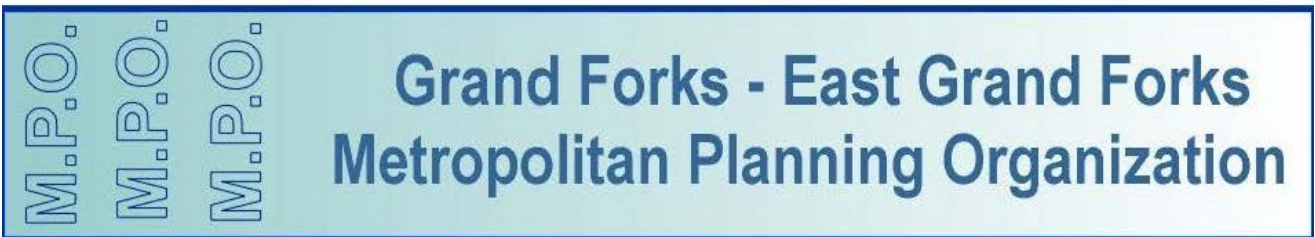
Year	CAT Operated					UND Operated				
	Annual Increase	Estimated Allocation Model Operating Cost ¹	UND Allocated Operating Cost ²	GF Remaining Admin "Savings" ³	Annualized Vehicle Replacement Cost	Total Annual Operating + Capital Cost	Annual Increase ⁴	Operating Costs by Variable Rent Amount ⁵		
								Low	Middle	Upper
2020	0.0%	\$456,500	\$361,800	\$21,000	\$25,000	\$386,800	0.0%	\$315,800	\$361,800	\$402,400
2021	2.7%	\$468,800	\$374,100	\$21,600	\$25,000	\$399,100	3.3%	\$326,200	\$373,700	\$415,700
2022	2.7%	\$481,500	\$386,800	\$22,200	\$25,000	\$411,800	3.3%	\$337,000	\$386,000	\$429,400
2023	2.7%	\$494,500	\$399,800	\$22,800	\$25,000	\$424,800	3.3%	\$348,100	\$398,700	\$443,600
2024	2.7%	\$507,900	\$413,200	\$23,400	\$25,000	\$438,200	3.3%	\$359,600	\$411,900	\$458,200
2025	2.7%	\$521,600	\$426,900	\$24,000	\$25,000	\$451,900	3.3%	\$371,500	\$425,500	\$473,300

Notes

- 1 - 2020 Operating Cost reflects amount assigned to UND (\$94,700 of Administrative cost allocation accepted by Grand Forks)
- 2 - Assumes the agreed to \$94,700 is subtracted from the Estimated TOTAL Operating Cost going forward
- 3 - In 2020 - GF Admin Cost reduction remaining after accepting \$94,700 is \$21,000 - Can this be reassigned in future to UND?
- 4 - Annual percent change reflects average change from estimated trend line of 2013-2019 bus rent.
- 5 - 2019 costs based on recalculating total based on using trend average, one standard deviation lower and one standard deviation higher rates.
Annualized capital cost assumes local match for replacing 3 vehicle after 12 years at \$500,000 per vehicle.

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

MPO Staff Report

Technical Advisory Committee: June 12, 2019

MPO Executive Board: June 19, 2019

RECOMMENDED ACTION: Possible Amendment to 2020 Work Program for a 32nd Ave S Bridge Feasibility Study

Matter of the Possible Amendment to 2020 Work Program.

Background: At the last MPO Board meeting, staff was asked to develop a possible work program amendment so that a bridge feasibility study could begin on 32nd Ave S. The intent was to not let this future bridge corridor remain dormant until the next 5 year cycle update to the MTP. Rather, the Board desires to make progress towards this future bridge. After discussion, the work scope centered on a study similar to what was done for the Merrifield future bridge site.

Attached is the scope of work from the RFP issued for the Merrifield Bridge Feasibility Report. The thought would be to copy this scope and insert 32nd Ave S in place of reference of Merrifield. Also, Cole Creek was an important natural feature for that location; yet there is no similar feature at 32nd Ave S. – so it will not be included. The contracted consultant cost was \$60,000. Here is a link to the final report: <https://theforksmpo.com/merrifield-road-red-river-bridge-crossing-feasibility-study/>

The estimated budget for the 2020 32nd Ave Study was calculated to be \$110,000 for consultant costs. MPO staff has been in communication with NDDOT as to the eligibility of MPO funds to conduct this type of study. Further communication is needed to make final determination if any of the scope is not eligible. If any items in the scope are ineligible, then another funding source(s) will need to be found.

Currently, the adopted 2020 Work Program has all known available funds programmed to activities. See attached pages from the document. Beyond the required, annual work activities of the MPO, the 2020 Work Program focuses on assisting each City update its respective Land Use Plans. In addition, a couple of other studies are identified. The studies total \$127,000 and are:

- Bus Route Study – this study was scheduled for 2020 assuming the CAT/UND merger would take place in 2019. With the delay implementation, CAT has concurred that this study can be delayed and incorporated into the 2021 update of the Transit Development Plan.
- School Safety Study – this study is intended to take the 2015 Summary of all school

safety studies to the next level by assessing the recommendations versus implementation and to re-visit possible new recommendations for the individual schools.

- Traffic Count Program – this is intended to extend the traffic counting program to the new traffic signals as they are installed or upgraded for video detection.
- Technical Assistance – for various, short term, quick studies that are identified during the year.

Staff believe these can be placed on hold for 2020 and instead use the program funds towards the 32nd Ave Bridge Feasibility Study. The total of \$127,000 would include \$110,000 for the consultant cost. Brief discussion has also been had with the respective City Planners as to the updates to the land use plans could be split funded between 2020 and 2021 Work Programs. The updates typically take over one year to complete; so split funding would be doable.

The MPO Board also is seeking the two Counties hold a joint meeting to further the progress of the Merrifield Bridge project. Initially, a meeting was scheduled for June 18th; however, it will be rescheduled for another date.

Findings and Analysis:

- The MPO Board desires to consider undertaking a 32nd Ave Bridge Feasibility Study in 2020.
- The adopted 2020 Work Program already has activities programmed so there is no un-allocated funds to placed towards this.
- The 2020 Work Program has some activities that could be delayed in order to re-allocate funds needed to undertake the 32nd Ave Bridge Feasibility Study.

Support Materials:

- Copy of Merrifield Bridge Feasibility RFP.
- Copy of 2020 Work Program.

**REQUESTS FOR PROPOSALS
FOR
MERRIFIELD ROAD RED RIVER BRIDGE
FEASIBILITY REPORT**

**Prepared by
Grand Forks – East Grand Forks Metropolitan Planning Organization**

2004

Deadline:
Proposals due April 27, 2004 at NOON

INTRODUCTION.

The Grand Forks – East Grand Forks Metropolitan Planning Organization (hereinafter referred to as the MPO) is a planning entity in urban areas with populations of 50,000 or greater. The MPO planning area is comprised of the City of Grand Forks, the City of East Grand Forks, and portions of Grand Forks and Polk Counties. The purpose of the Grand Forks – East Grand Forks MPO is to provide a forum for public officials, citizens, and other interested groups to establish policies/plans for effectively addressing various metropolitan transportation and land-use issues.

Background.

The Grand Forks – East Grand Forks Metropolitan Planning Organization has adopted a Long Range Transportation Plan that includes a new bridge crossing the Red River along a corridor known as the Merrifield Road Corridor. This corridor also includes a new interchange with Interstate #29. The corridor is planned to function as a “by-pass” or truck route allowing traffic to avoid the heart of the metro area. The purpose of this study is to complete an analysis of this corridor to identify existing conditions, alternative crossing locations, alternative bridge designs, and alternative funding sources. The area of focus will be from the east end of the flood protection project on the North Dakota side to the connection with Polk Co #58 on the Minnesota side (see attached map). A concept drawing was prepared for the LRTP showing the intent behind the river crossing.

The corridor consists of primarily county highways that exist and on the North Dakota side will be rebuilt as a result of the Flood Protection Project, except the road in the focus area. One mile of this corridor is currently own and maintained by adjoining townships with an ultimate plan for this one mile stretch to become part of the county highway system.

This Study will need to evaluate the need and consider alternatives of an additional bridge over Cole Creek, which crosses this corridor very near the Red River Bridge crossing location. Cole Creek has a large drainage area extending into several other counties. An additional issue that is connected to this study is the fact that a legal drain parallels the corridor. Recent studies as part of the Flood Protection Project have identified key information that can be utilized for this portion of the study. Drainage issues will be important in the ultimate preferred layout and cost of creating a new crossing of the Red River on this corridor. Three options have been explored with leaving this “as is” (constructing a bridge over Cole Creek), extending the drain along the corridor to the Red River and using the excavation for fill for Red River Bridge and removing the need for the Cole Creek bridge, and shifting the drain extension southward 1,100 feet but still using the excavation for approach fill (these last two options may cause the need for another structure to allow a road to extend south from the corridor) (see attached drawing)

INSTRUCTIONS TO PROPOSERS.

A. Solicitation.

The MPO will negotiate a professional service agreement with successful respondents. All respondents are responsible for the costs incurred in responding to this proposal.

the same materials shall not be released or made available to any third party or used for other purposes at any time without the written approval of the MPO.

DRAFT SCOPE OF WORK

OBJECTIVES

At minimum during the update, the successful consultant will:

- Document the existing facilities and conditions, meaning that the document should identify how the corridor will look after the flood protection project is completed using the latest design information.
- Update the quantities of commodities and hazardous materials movements into and through the Grand Forks - East Grand Forks Metropolitan Area.
- Identify alternative designs of one or more bridges.
- Consider drainage issues utilizing a 50 year design event and develop alternatives that create benefits to both resolving potentially eliminating the bridge over Cole Creek and providing fill material for approaches to the Red River bridge and preferred structure over Cole Creek. Identify the land needs for the bridge(s) including the amount of excavation needed for each alternative developed for embankments of bridge(s).
- Utilize the recently adopted Long Range Transportation Plan's forecasted travel demand forecasts
- Provide an estimate of the costs, funding sources, and a strategy to secure funding associated with the construction of any proposed improvements.
- review of all known environmental features will be conducted to determine the impacts and potential mitigation to construction of the proposed bridge over the Red River
- Conduct a minimum of three public meetings with affected property owners. The consultant, after seeking MPO concurrence, will be responsible for responding to all comments received, including preparation of a summation of public participation and include all public input as an appendix to the study.

TASKS

The consultant will be responsible for the preparation of the Study. The following tasks and sub-tasks are the minimum scope of work requirements that the consultant must address in their preparation of their submittal to this RFP.

TASK 1: History of Locating Additional Red River Bridges

- I. Briefly discuss past Planning Studies and Findings

TASK 2: Data Collection and Issue Identification

- I. Document Existing Conditions:
 - A. Urban and rural demographic trends and projections as needed
 - a. Land use info
 - b. Political Boundaries
 - B. Travel and commodities movement information and trends
 - a. Update information provided from prior work
 - b. Emphasis on local and regional freight movements
 - C. Flood Protection Structures
 - a. Planned structures
 - b. Alternatives analyzed
 - D. Identify existing street network and controlling road authority
 - a. ROW and Cross Section of Roadway

TASK 3: Traffic Operations

- I. Report Existing Traffic Operations
- II. Report Plan's Traffic Modeling Forecasting Results
 - a. As stand alone Project
 - b. As part of overall plan recommendations

TASK 4: Document Crossing Alignment and Profile

- I. Document preliminary concepts suggesting alignment and profile
 - a. Includes alternatives for both Cole Creek crossing and Red River Crossing
 - b. Address drainage issue and identify alternatives that work in conjunction with bridge project
- II. Document estimate of costs
 - a. Prepare preliminary cost estimates for each alternative
 - b. Conduct an economic analysis considering alternatives comparable initial and life cycle costs.
 - c. Identify funding sources and prepare a strategy to secure funding.

TASK 5: Impact assessments

- I. Environmental – review any known existing environmental data that would impact the design or construction. This would include the dissemination of a Solicitation of View letter to local, state, and federal agencies asking for an opinion of potential impacts within the proposed bridge area.
- II. Environmental Justice issues
- III. Local Comprehensive Plan consistency
- IV. Document Local Support for Project

TASK 6: Summary/Conclusion

INFORMATION AVAILABLE FOR CONSULTANT

A. General Information

The following resource data / information is available for the project:

1. 2003 Long Range Transportation Plan – Street/Highway Element
2. 2003 TRANPLAN model forecasts
3. 1996 South Bypass Study
4. 2002 Merrifield Road Interchange Justification Report
5. 2003 Arial Photography (color)
6. Flood Control Project: Phase 4 Drain Four Alternatives Draft Report
7. Flood Control Project: Phase 4 Design Draft
8. Digital Topography at 1' contours with spot elevations (ND side)
9. Water Resource District Proposed Plan and Alternate Plan

The MPO's Responsibility for Acceptance.

The MPO will, in all cases, determine the quality, acceptability, and fitness of the deliverable products that are to be paid for and will decide all questions that may arise as to the fulfillment of the contract. The MPO will base the decision for acceptance/rejection on the Acceptance Criteria. The MPO will have the right to correct any clerical, mathematical, or minor errors or omissions in the technical specifications when such corrections are necessary for the proper fulfillment of this document. The MPO review time period for acceptance is four (4) weeks after receipt of products.

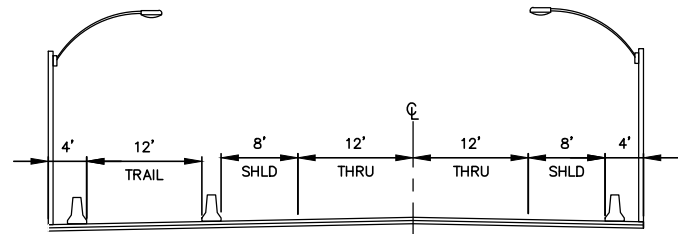
GRAND FORKS - EAST GRAND FORKS

2020 ANNUAL WORK PROGRAM

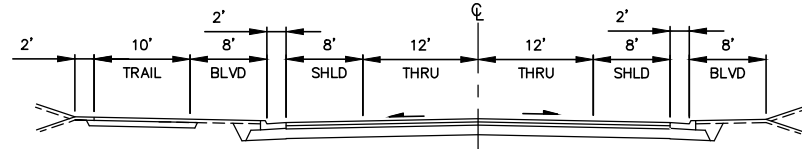
Activity	Funding Source			STAFF							
	FED/STATE	STATE LOCAL*	TOTAL	Ex. Dir FTE=1.0	Planner FTE=1.0	Planner FTE=1.0	Office Man FTE=1.0	Intern FTE=1.0	TOTAL Staff Hrs	Consultant Cost	
100.0 PROGRAM ADMINISTRATION											
100.1	General Administration	24,000	6,000	30,000	160	35	40	290		525	
100.2	UPWP Development	9,600	2,400	12,000	50	10	10	155		225	
100.3	Financial Management	9,600	2,400	12,000	25			225		250	
100.4	Facilities and Overhead	\$22,400	\$5,600	28,000							
200.0 PROGRAM SUPPORT AND COORDINATION											
200.1	Interagency Coordination	28,800	7,200	36,000	50	110	50	550		760	
200.2	Pub. Info. & Cit. Part.	8,000	2,000	10,000	130	20	25	135		310	
200.3	Education/Training & Travel	16,000	4,000	20,000	130	65	50	50		295	
200.4	Equipment	\$12,000	\$3,000	15,000							
300.0 PLANNING AND IMPLEMENTATION											
300.1	Transportation Plan Update & Imp.	33,200	8,300	41,500	100	75	90	25	0	290	\$0
	ATAC	8,000	2,000	10,000							\$10,000
300.2	Corridor Planning	25,600	6,400	32,000							\$25,000
	300.21 ATAC Traffic Count	21,600	5,400	27,000	20	5	10		0		
	300.22 Corridor Preservation	4,000	1,000	5,000			120				
300.3	TIP and Annual Element	17,600	4,400	22,000	160	75	100	100	0	435	
300.4	Land Use Plan	148,000	37,000	185,000	500	300	360			1160	\$95,000
	Grand Forks 2050 Land Use Plan										\$60,000
	East Grand Forks 2050 Land Use Plan										
300.5	Special Studies	93,760	26,240	120,000							
	300.51 FAST Implementation	13,760	6,240	20,000	90	90	90	100		370	
	300.53 School Safety Study	20,000	5,000	25,000	90	125	135		0		
	300.54 Technical Assistance	12,000	3,000	15,000							
	300.54 CAT Route Study	48,000	12,000	60,000	150	200	250				\$50,000
300.6	Plan Monitoring, Review & Evaluation	28,000	7,000	35,000							
	300.61 Monitoring & Surveillance Annual	16,000	4,000	20,000	10	10	250	50	500	820	
	300.62 Data Collection	12,000	3,000	15,000	90	105	100	60	400	755	
300.7	GIS Development & Application	32,000	8,000	40,000	10	555	100	25	750	1440	
TOTAL		516,560	131,940	648,500	\$163,157	\$85,849	\$89,641	\$75,719	\$19,800	\$434,165	\$240,000
					1765	1780	1780	1765	1650	8740	

* Minnesota and North Dakota State Funding will be used for local match.

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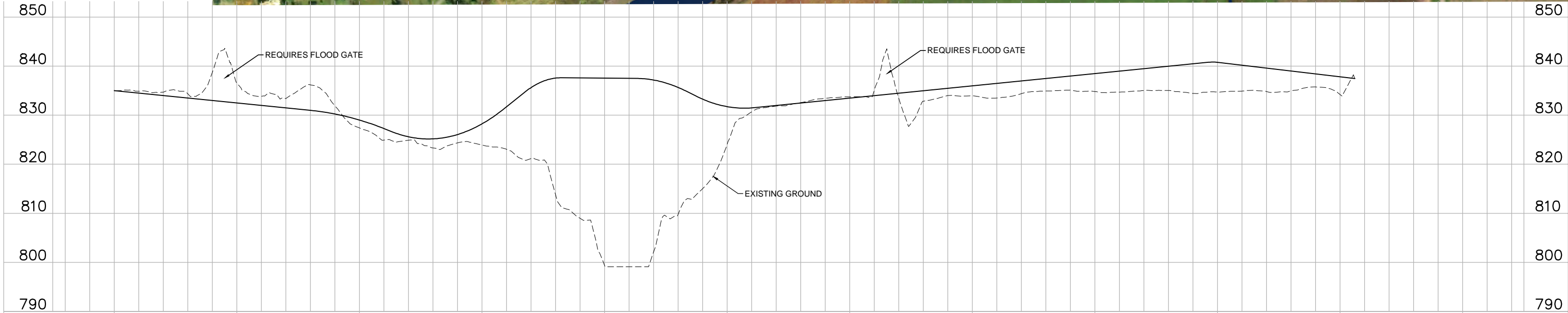
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TYPICAL ROADWAY SECTION

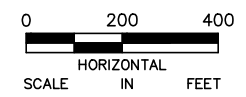
QUANTITIES

ITEM	QUANTITY	UNIT
COMMON EX.	13900	CY
COMMON FILL	22300	CY
WALK	50900	SF
BITUMINTUS	202500	SF
CURB AND GUTTER	8200	LF
BRIDGE	1000	LF

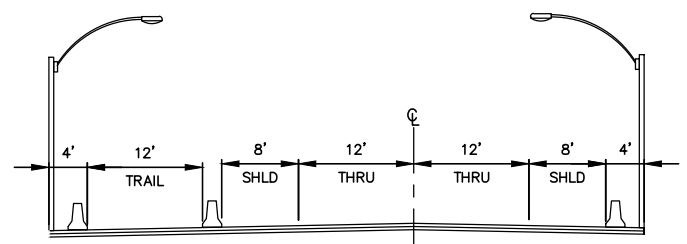


PLANNING CONCEPTS ONLY.
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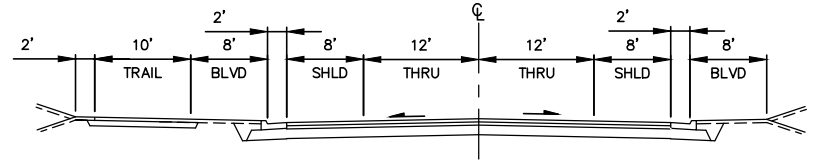
GRAND FORKS
32ND AVENUE RIVER CROSSING
LOW BRIDGE WITH FLOOD GATES



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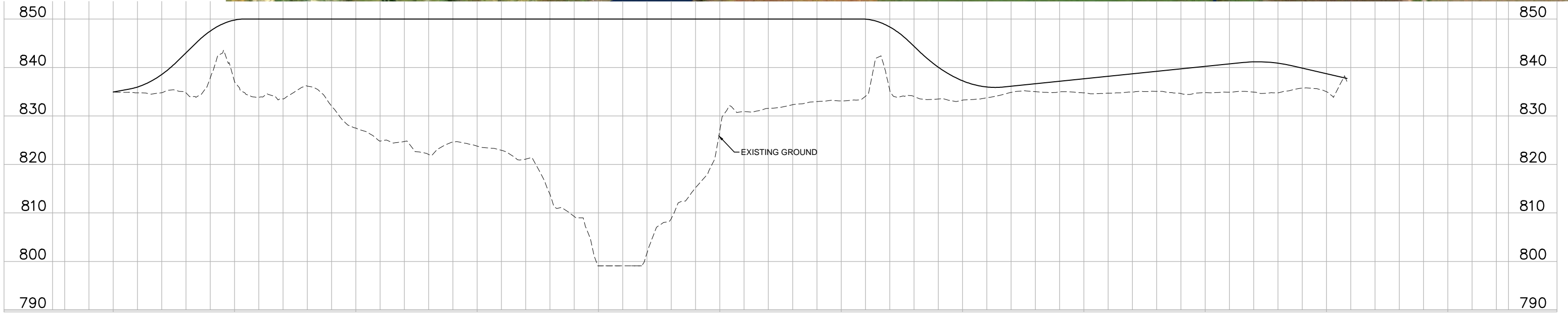
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TYPICAL ROADWAY SECTION

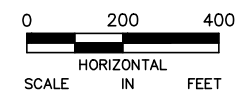
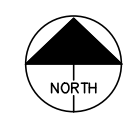


QUANTITIES		
ITEM		UNIT
COMMON EX.	300	CY
COMMON FILL	53700	CY
WALK	50900	SF
BITUMINTUS	203000	SF
CURB AND GUTTER	5200	LF
BRIDGE	2500	LF



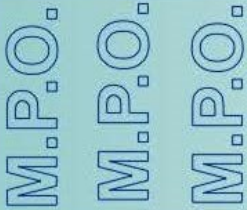
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GRAND FORKS
32ND AVENUE RIVER CROSSING
HIGH BRIDGE



Overcoming Barriers

Strengthening Connections



**Grand Forks - East Grand Forks
Metropolitan Planning Organization**

Ensuring Opportunities

Planning One Community

MPO Staff Report

Technical Advisory Committee: June 12, 2019

MPO Executive Board: June 19, 2019

RECOMMENDED ACTION: Update on Functional Re-Classification

Matter of the Functional Re-Classification.

Background: Last month we introduced the activity to update the functional classification, particularly on the North Dakota side. Since then we have emailed staff on both sides. For the Minnesota side we included the current map. What we received back was no real change was necessary

For the North Dakota side, we included the map NDDOT had provided that they had placed some comments upon. We received some feedback, particularly of some future extension or stubs not highlighted. Additionally, some need to review 62nd Ave S, specifically east of S. Washington.

MPO staff has draft the attached map to include those discussion points and to also identify some additional discussion points. Many of which have been brought up at one time or another in the recent past. For example, the map highlights the frontage roads as being classified as collectors. During the MTP2045, it was briefly stated that perhaps they should not be classified. One primary reason in the past there were classified was to make them eligible for federal aid. Does that justification still exist? Do they function as collectors under the new guidance?

So that is the purpose of the map; it is to lead into discussions about the highlighted segments in particular so start reaching conclusions on whether to

change classification or not.

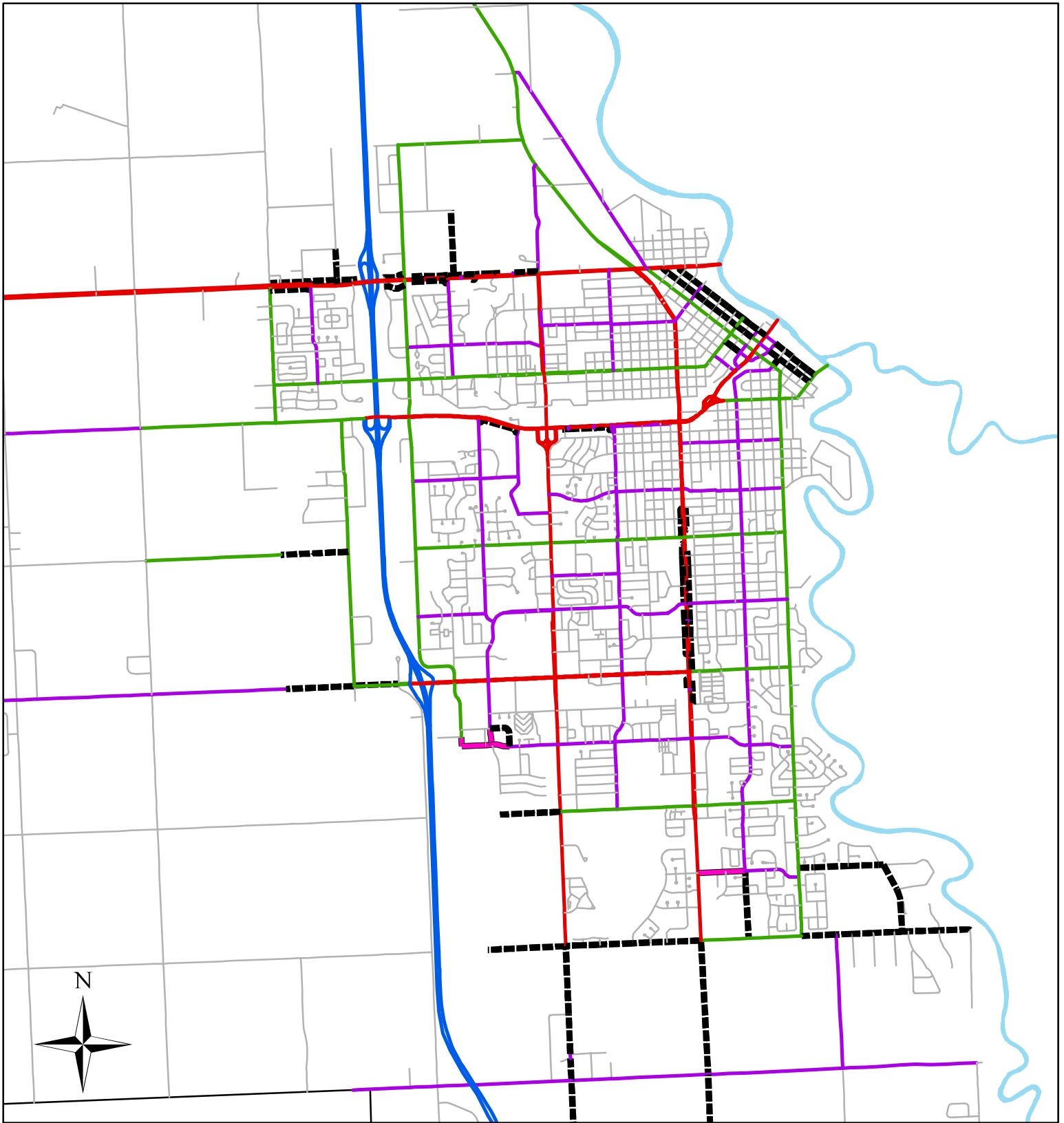
Findings and Analysis:

- The functional classification needs to be reviewed and updated.
- FHWA updated their guidance in functional classification and this will be the primary guide used. Each state has promulgated state specific guides that will be followed.
- The Minnesota side was recently updated so the review will be more limited.
- The North Dakota side will require more review due to this is the first update under the new guides.
- The Work Program has identified this activity being done this year.

Support Materials:

Discussion Map

Functional Classification Discussion



Function Class

- Principal Arterial
- Minor Arterial
- Major Collector
- Local
- MPO Study Area
- Discussion Areas
- Should Be Classified
- Interstate

1 in = 1 miles

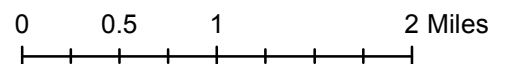


TABLE OF CONTENTS- UPDATE JUNE, 2019

**TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION
ACTIVITIES**

MPO UNIFIED PLANNING WORK PROGRAM -UPDATE , 2019	CODE	AREA	TASK	%	ORIGINAL COMPLETION DATE	PROJECTED COMPLETION DATE	
	200.2	Public Participation Plan	MPO staff has begun assembling reference materials on this topic. Additionally, MPO staff have been participating in a series of FHWA webinars on innovative engagement techniques.	5%	On-going		
	3001	Functional Classification (Update)	MPO staff did distribute to respective agencies the existing map with NDDOT comments. MPO staff also produced a "discussion" map which further identified possible changes that will be discussed at TAC.	30%	30-Jun-19		
	300.1	ITS Regional Architecture (Update)	Attempted to redo the project kick off to include more stakeholders. Converted the existing Turbo Architecture database into the new Regional Architecture Development for Intelligent Transportation (RAD-IT) software. Scheduling for stakeholder group meetings by focus area to occur after mid June through early July based on stakeholders' availability.	15%	31-Dec-19		
		CAT Route Changes	Completed				
	300.2	CORRIDOR PLANNING	US 2/US 81 Skewed Intersection Study	The Alternatives are almost done. Consultant and MPO staff will be looking to do a steering committee meeting at the end of June or beginning of July.	45%	30-Jun-19	
			Grand Forks Downtown Parking Study	Public input from the May 1st event has been summarized. The consultant has drafted a full report which is being reviewed by staff.	85%	30-Jun-19	
			MN 220 N Corridor Study	Draft report submitted on 5/22. Scheduled final SRC and EGF workshop for 6/25. Final report is anticipated on 6/28.	95%	31-May-19	
			Downtown Transportation Study	THE Request For Proposals (RFP) garnered 4 proposals. The Selection Committee interviewed all 4 proponents. Selection Committee has recommended KLJ as top choice. Negotiations are currently underway with KLJ.	5%	30-Jun-20	
			Traffic Count Program	Vision Camera Data Collection & Traffic Analysis Enhancements.	10%	On-going	
300.5	SPECIAL STUDIES EGF ADA Transition Plan	Transit stop information has been incorporated into Document. Adoption is expected in June, 2019	99%	Dec. 2018	30-Jun-19		
300.54	CAT/UND Shuttle Merger	Memo of the five year estimates for the campus shuttle service is being reviewed.	NA	30-Jun-19			