

Duluth-Superior Metropolitan Interstate Council



2023- 2024

Unified Transportation Planning Work Program and Budget



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Duluth-Superior Metropolitan Interstate Council FY 2023 - 2024 Unified Transportation Planning Work Program and Budget

This document is available online at dsmic.org/upwp
Printed copies are available by contacting the MIC by email or by phone (contact info below)

Prepared by
Duluth-Superior Metropolitan Interstate Council



*Duluth and Superior urban area communities cooperating in planning and development
through a joint venture of*



[Arrowhead Regional Development Commission](#)



and

[Northwest Regional Planning Commission](#)



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For more information on the MIC's Title VI program and/or the procedures to file a complaint, contact MIC Director Ron Chicka at rchicka@ardc.org, by phone at (218) 529-7506, by mail or by visiting in person at the MIC office (address below). Complaint instructions and forms can also be found in the Title VI Non-Discrimination Program and Limited-English Proficiency Plan online at dsmic.org/titlevi-policy. If you would like a printed copy of the complaint instructions and forms mailed or emailed to you, or if this information is needed in another language or another format, please contact the MIC. A printed complaint form is also available at the MIC office.

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**Duluth-Superior Metropolitan Interstate Council
2023 - 2024 Unified Transportation Planning Work Program**

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DULUTH-SUPERIOR METROPOLITAN INTERSTATE COUNCIL

Member, Staff and Advisory Committee Listings

September 2022

MIC Policy Board	Transportation Advisory Committee
Broc Allen – Douglas Co. Suburban Townships	Chris Belden – Duluth Transit Authority (<i>Vice Chair</i>)
Ed Anderson – Superior Citizen Representative	David Bolf – City of Hermantown
Nick Baker – Douglas County Board (WI Co-chair)	Chris Carlson – City of Superior
Warren Bender – Superior City Council	Kate Ferguson – Duluth Seaway Port Authority
Wayne Boucher – City of Hermantown (MN Co-Chair)	Jim Foldesi – St. Louis County
Earl Elde – St. Louis County Suburban Townships	Krysten Saatela Foster – MnDOT District 1
Bill Fennessey – Douglas County Board	James Gittemeier – City of Duluth Planning
Ashley Grimm – St. Louis County Board	Jason Jackman – Douglas County Engineering
Janet Kennedy – Duluth City Council	Todd Janigo – City of Superior
Rosemary Lear – Douglas County Board	Chris Lee – City of Duluth
Nick Ledin – Superior City Council	Cari Pedersen – City of Duluth
Mike Mayou – Duluth City Council	Jess Rich – City of Proctor
Jason Reid – Duluth Citizen Representative	Dena Ryan – WisDOT NW Region
Sam Pomush – Douglas County Board	Karl Schuettler, The Northspan Group
Bob Quade – Rice Lake City Council	Cindy Voigt – City of Duluth
Tom Szukis – Duluth Transit Authority Board	Maren Webb – MnDOT District 1 Planning
Jenny Van Sickle – Superior City Council	Tom Werner – Duluth Airport Authority
Chad Ward – City of Proctor Mayor	Vacant – Bike/Pedestrian Representative

Harbor Technical Advisory Committee

Ed Anderson – MIC Policy Board Representative	Barb Huberty – MPCA
Dan Belden - WLSSD	Joel Johnson – Lakehead Boat Basin, Inc.
Cameron Bertsch – Douglas County LWCD	Shawn Krizaj – City of Duluth Fire Dept
Brian Boder – St Louis County Public Works	Jason Laumann – NWRPC
Steve Brossart – US Army Corps of Engineers	Robb McGhie – Perkins Specialized Transp Contracting
Natalie Chin, Ph. d – WI Sea Grant	Ed Montgomery – Sea Service, L.L.C.
John Downing – MN Sea Grant/UMD	Nick Patterson – JF Brennan Company Inc.
Kris Eilers – St Louis River Alliance	Patrick Phenow – MnDOT
Marshall Elder – Midwest Energy Resources	Steven Robertson – City of Duluth
Matti Erpestad – Recreation – Non-Motorized	Dena Ryan – WisDOT – Northwest Region
Vacant – Mn Dept of Natural Resources	Jason Serck – City of Superior
Ken Gerasimos – Great Lakes Fleet/Key Lakes	Ian Shoup – Compass Minerals
Gary Glass – Izaak Walton League	Jarrod M. DeWitz – USCG/Marine Safety Unit Duluth
Cherie Hagen – WI Dept of Natural Resources	Jeff Stollenwerk – Duluth Seaway Port Authority
Dan Hartman - DECC	Lou Weichseldorfer – CN

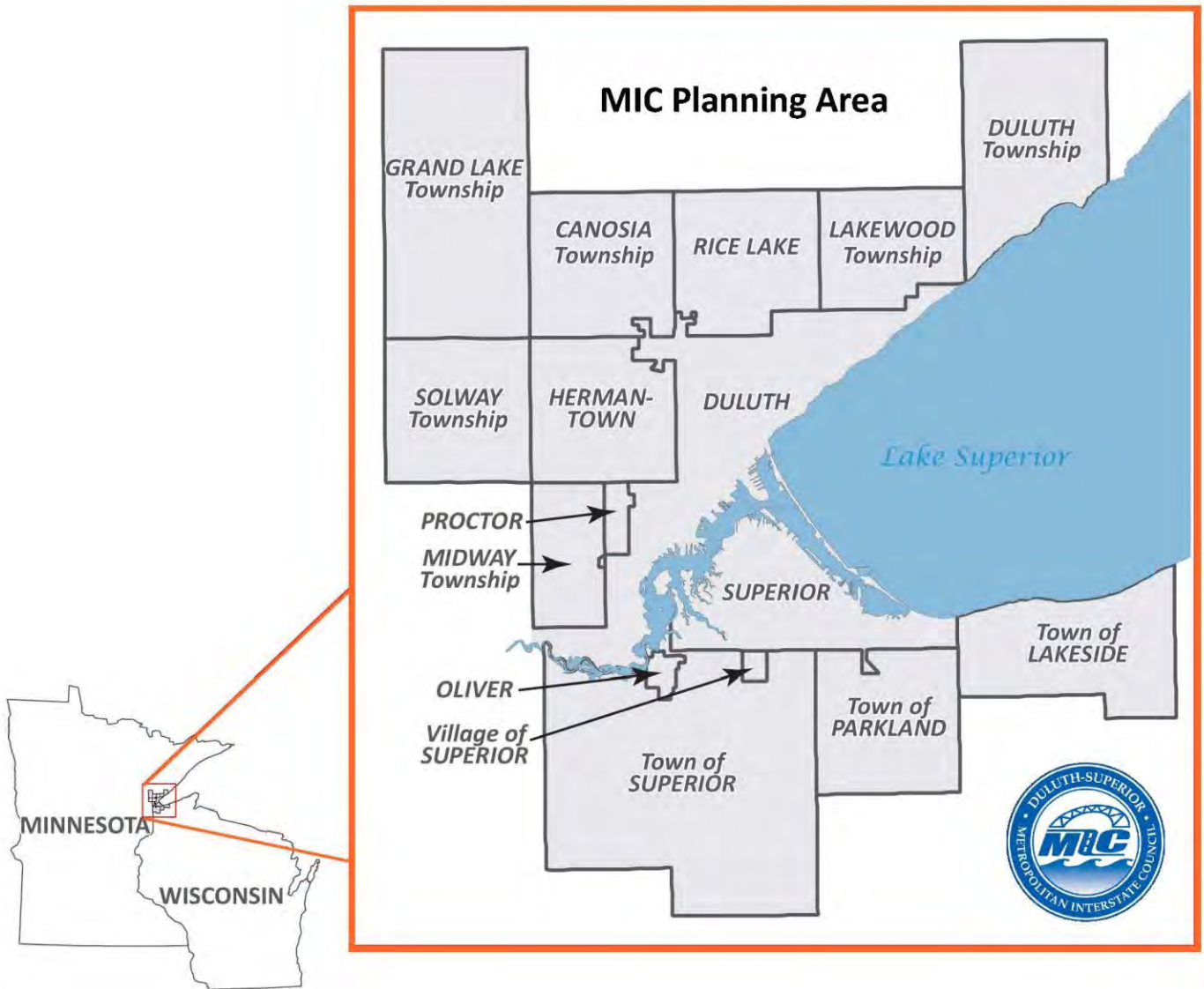
Bicycle and Pedestrian Advisory Committee (BPAC)

Carol Andrews – St Louis County Public Works	Dick Haney – Friends of Western Duluth Parks & Trails
Elanor Bacso – City of Duluth Planning	Cari Pedersen – City of Duluth Engineering
Chris Belden – Duluth Transit Authority	Dena Ryan – WisDOT
Chris Carlson – City of Superior Public Works	Andrew Slade – Great Lakes Program Director
Andrea Crouse – Zeitgeist Arts/SHIP/Active Transportation	Denis Sauve – Bike & Ped Industry Representative
Jason DiPiazza – Citizen Representative	Skip Williams – We Walk Duluth
Judy Gibbs – Citizen Representative	

MIC Staff

Ron Chicka – Director	Barb Peterson - Administrative Assistant
Sheldon Johnson – Deputy Director	Ricky Sarran - GIS Specialist
Kris Liljebblad – Senior Transportation Planner	Rondi Watson – Communications Coordinator
Prescott Morrill – Transportation Planner	

MIC Planning Area



Population History

	1990	2000	2010	2015	2020	2015-20 Growth
United States	248,709,873	281,421,906	308,745,538	316,515,021	331,449,281	14,934,260
Minnesota	4,375,099	4,919,479	5,303,925	5,419,171	5,706,494	287,323
Wisconsin	4,891,769	5,363,675	5,686,986	5,742,117	5,893,718	151,601
St. Louis County, MN	198,213	200,528	200,226	200,506	200,231	-275
Douglas County, WI	41,758	43,287	44,159	43,799	44,295	496
MIC (MN)	109,841	113,033	115,242	115,719	116,838	1,119
<i>Duluth city</i>	85,493	86,918	86,265	86,178	86,697	519
<i>Hermantown city</i>	6,761	7,448	9,414	9,627	10,221	594
<i>Proctor city</i>	2,974	2,852	3,057	3,060	3,120	60
<i>Rice Lake city</i>	3,883	4,139	4,095	4,119	4,112	-7
<i>Grand Lake township</i>	2,355	2,621	2,779	2,789	2,720	-69
<i>Lakewood township</i>	1,799	2,013	2,190	2,449	2,276	-173
<i>Canosia township</i>	1,743	1,998	2,158	2,213	2,206	-7
<i>Solway township</i>	1,772	1,842	1,944	1,919	2,016	97
<i>Duluth township</i>	1,561	1,723	1,941	1,872	2,039	167
<i>Midway township</i>	1,500	1,479	1,399	1,493	1,431	-62
MIC (WI)	31,686	32,133	32,386	31,822	32,027	205
<i>Superior city</i>	27,134	27,368	27,244	26,817	26,751	-66
<i>Superior town</i>	1,911	2,058	2,166	2,035	2,264	229
<i>Parkland town</i>	1,326	1,240	1,220	1,330	1,231	-99
<i>Lakeside town</i>	569	609	693	581	681	-112
<i>Superior village</i>	481	500	664	700	677	-23
<i>Oliver village</i>	265	358	399	359	423	64
Total MIC	141,527	145,166	147,628	147,541	148,865	1,324

MISSION: *Guiding the future of transportation for the Twin Ports area.*

PURPOSE & OBJECTIVES:

Our region's mobility, quality of life, economic growth and competitiveness is based on our multi-modal transportation network. Every household and business depend on transportation for movement of people and goods. A transportation system is the urban framework upon which a city or metropolitan area develops.

Transportation systems need to move commodities and people economically, safely and without restraint. They also need to accommodate all users, whether they travel by car and truck, rail, water, air, bike, transit or on foot. These objectives have many challenges but must ultimately be met if we are going to achieve a higher quality of life for the people of our region.

Because many governmental units and agencies have spheres of responsibility that impact the metropolitan transportation system, it is necessary that they all cooperate in exploring the challenges and opportunities together. The best way to accomplish this objective is through a cooperative program that represents all local units of government in a metropolitan area. The Duluth-Superior Metropolitan Interstate Council (MIC) provides the leadership forum for this important activity to occur.

The objectives of the MIC and its work activities, described in this document, are:

- **To solve** major transportation issues and/or problems that affect multiple jurisdictions or agencies within the Duluth-Superior metropolitan area.
- **To develop** detailed transportation information to encourage decisions that both enhances livability and optimizes the movement of people and goods throughout the metropolitan area.
- **To make** the transportation network comprehensive, safe and fully integrated.
- **To gain** the maximum benefit from each public transportation investment.
- **To respond** to the social, economic and environmental interests of the region by conducting an area-wide transportation planning process that seeks out and incorporates the expressed needs and concerns of the area's residents, groups, units of government and affected agencies.

Summary of 2022 Key Accomplishments

Duluth Area I-35 Corridor Plan

The objective of this two-year, consultant-led plan is a comprehensive long-term corridor plan that systematically addresses current and future needs in a prioritized way and responds to input obtained from a wide range of community stakeholders. Work conducted this year included forming and conducting three meetings of the Steering Committee, developing a Communications and Engagement Plan, collecting data and producing a Current Conditions and System Performance Analysis. Project outreach activities included MIC staff participation in summer season community events and consultant-led focus group meetings with targeted stakeholders within each of the three corridor zones.

MIC Area Safety Action Plan

The goal of this two-year planning project is to prepare a comprehensive safety action plan that identifies prioritized recommendations to guide traffic safety efforts to reduce and/or eliminate risk factors for roadway crashes in the Duluth-Superior metro area. The plan will be consistent with the US DOT's National Roadway Safety Strategy, the Safe Streets for All Program, and the Highway Safety Improvement Program.

Work this year included developing a scope of work and forming a Project Management Team composed of the state DOTs and all local jurisdictions, and identifying key stakeholders including law enforcement, the DTA, trucking industry, Lighthouse for the Blind, and the MIC's Bike and Pedestrian Advisory Committee. MIC's consultant AECOM will prepare collision summaries and analysis as input to the plan.

Roadway Planning and Coordination

As part of the MIC's transportation planning and technical assistance role within the Duluth-Superior area, MIC Staff participated in the following initiatives:

Tower Ave (Belknap to 28th) Modeling Project – The MIC's traffic modeling consultant (AECOM) conducted a traffic analysis as part of a safety and operational plan of Tower Avenue in the City of Superior. The scope of the project was extended from Belknap to 21st Street to 28th street and MIC staff assisted with multimodal components of the project at key locations based on our prior plans and studies. This planning effort looks promising for the potential development of a "road diet" (4- to 3-lane conversion) being applied along the corridor. There are various operational issues from a traffic perspective that will need to be considered, and numerous pedestrian and safety improvements that could be implemented, should this project come to fruition.

London Road Reconditioning Project – MnDOT District 1 is advancing a roadway project from 26th Avenue East to Lester River in Duluth, evaluating the existing roadway for improvements in 2025 and 2026. MnDOT has a consultant design engineer working with them to consolidate input obtained from community outreach and consultation with City of Duluth staff. MIC staff assisted with multimodal components of the project at key locations derived from prior MIC planning efforts. These include narrowing the driving lanes and parking lanes to allow bike and pedestrian improvements, intersection safety upgrades, and concepts for roundabouts at two locations, 26th and 40th Avenues East.

(continued)

Blatnik Bridge Reconstruction Planning –MIC staff members continued to serve on several advisory committees and specialty work groups related to Minnesota and Wisconsin DOT’s planning efforts for the future improvement or replacement of the Blatnik Bridge between Duluth and Superior. MIC staff is involved to provide our perspective on the multimodal user needs of such a facility.

Freight Hazardous Material (HAZMAT) Movement – The MIC sponsored a virtual meeting that attracted over 70 participants, focused on the perceived potential risk associated with spill incidents caused by the transport of hazardous materials. MIC staff provided an informational presentation that covered federal, state, and local regulatory, enforcement, and emergency response topics, conducted additional research, and prepared and compiled results of an online survey that was completed by about a third of the participants. The input obtained by participants did not indicate a need for MIC staff to invest more work program effort at this time.

Transit Planning and Coordination

MIC staff continued to work cooperatively with DTA staff to promote and program projects and services that support and encourage transit use, to stay abreast of transit policy decisions, and to provide area-wide planning updates. This year MIC staff attended monthly Board meetings and other meetings, working toward implementing the redesign of the transit network in accordance with the DTA’s new ‘Better Bus Blueprint’ (Comprehensive Operations Analysis), to better meet the community’s needs. MIC staff also served as technical liaison and project champion for a research project conducted by the University of MN in conjunction with the Duluth Transit Authority, evaluating the potential of autonomous vehicles to provide first mile/last mile travel in the Miller Hill Mall area of Duluth.

Harbor Planning and Coordination

The MIC continued to provide transportation planning guidance and technical assistance with intermodal transportation issues within the Duluth-Superior port and harbor. This includes facilitating the Harbor Technical Advisory Committee (HTAC) and two issue-based subcommittees for dredging and navigation. HTAC is comprised of environmental regulatory agencies from both states, the US Army Corps of Engineers, US Coast Guard, the Seaway Port Authority, local jurisdictions, public interest organizations, and private industry representatives. The HTAC met four times this year (in a hybrid, in-person and online format) to discuss harbor-related issues and concerns, promote the harbor’s economic and environmental importance, and provide sound planning and management recommendations to the MIC.

Transportation Improvement Programs (TIPs) for Duluth and Superior

Numerous amendments and administrative modifications were made to the 2022-2025 Duluth and Superior TIPs, in accordance with the MIC’s Public Involvement Plan. In addition, the annual process of soliciting, prioritizing, and seeking public comment to develop and adopt the upcoming program of projects (for 2023-2026) was conducted for both the Duluth and Superior metropolitan areas, in accordance with the timelines established by MnDOT and WisDOT.

MPO TIP and DOT STIP Coordination

Conversations with MnDOT Central office and District 1 staff continued with the goal of improved coordination and mutual understanding of each agency’s TIP and STIP processes, timelines and public engagement requirements.

(continued)

Performance Measures

The MIC updated and adopted its transportation performance measure targets in accordance with federal requirements and guidance from WisDOT and MnDOT, for inclusion in Duluth- and Superior-area Transportation Improvement Programs (TIPs) and the upcoming 2050 update of the long range Metropolitan Transportation Plan.

Bicycle and Pedestrian Planning and Coordination

The Bike and Ped Advisory Committee (BPAC) to the MIC met four times this year, providing a stakeholder forum for discussing bike and pedestrian issues which face this region, as well as hands-on assistance with bike and pedestrian work tasks. This year's topics included potential bike/ped facilities on the upcoming the London Road reconstruction and Blatnik Bridge replacement projects, preliminary planning for a future workshop focused on pedestrian on-street design, and opportunities for Transportation Alternatives and SRTS grants.

Two new subcommittees were created to assist with implementing recommendations from the MIC's Bicycle and Pedestrian Plans, chaired by MIC and City of Duluth staff and meetings held between the quarterly meetings of the whole BPAC. Additionally, MIC staff and BPAC members conducted site visits to Raleigh Street and 40th Ave W/Haines Road in advance of roadway projects to develop initial input for the City and St. Louis County.

Administration/Program Coordination

The MIC Director and other MIC staff members conducted numerous administrative tasks including:

- Participation on numerous statewide planning efforts in both Minnesota and Wisconsin
- UPWP – budget development and approval.
- Attended (virtual) statewide MPO Directors meetings in Madison with the Wisconsin contingent and in St. Paul with the MnDOT and FHWA/FTA contingent.
- Planned and conducted monthly Policy Board and TAC meetings.
- Participated in meetings as a member of both the AMPO Board of Directors and AASHTO's Census Transportation Planning Products Oversight Board.
- Analyzed state and federal issues and reported to the MIC Policy Board on matters concerning the impacts of the federal transportation reauthorization bill and approvals of continuing resolutions at the federal level.

SHORT RANGE PLANNING

Duluth Area I-35 Corridor Plan

(402302)

Objective: *Prepare an I-35 Corridor Plan for the freeway between Midway Township and 26th Ave E in Duluth in coordination with MnDOT District 1. This study will engage the community in preparing a comprehensive plan that identifies system issues and needs, examines improvement scenarios, and selects and prioritizes improvements for staged implementation to satisfy local, state, and national transportation goals.*

Background:

I-35 is a limited access freeway that reached Duluth in 1971 and was completed through the downtown area in 1992. Portions of I-35 are approaching the end of its useful life (reconstruction of some segments of the interstate is now underway) and other segments are substandard relative to modern engineering design standards. A comprehensive examination of the corridor to identify and prioritize improvements is needed. Recognizing that limited funding places an emphasis on system maintenance, this study will position the MIC and MnDOT to incrementally address current and future priorities as funding resources become available over the course of the planning horizon.

Major Work Activities

- Existing and future conditions will be evaluated for the entire corridor, including interchanges, access ramps, frontage roads, and pedestrian and bicycle crossing facilities.
- Network safety and operations will be addressed as will maintenance needs, system resiliency, freight/transit/and other modal needs, bicycle and pedestrian accommodations, and social, cultural, economic, and environmental resources.
- The plan will position the freeway corridor to address evolving future needs including intelligent transportation systems (ITS) and connected Autonomous Vehicle (CAV) readiness.
- The participation of a large and diverse group of stakeholders will guide development of the plan, creating a corridor vision from which prioritized recommendations will flow.
- Recommendations will synthesize past planning recommendations, community input, current multimodal guidance, and recent planning initiatives.
- The resulting comprehensive implementation plan will identify and prioritize asset management, maintenance needs, corridor improvements, and investment strategies.

Final Product: Comprehensive vision for the I-35 corridor that includes conceptual designs for short- and long-term amenity needs for the length of the roadway in the MIC planning area. An anticipated completion date is on or before December 31, 2023.

Budget

\$ 80,100 CY 2023 (MIC Budget includes an estimated 675 staff hours and \$35,000 for consultant)
Plus MnDOT State Funds providing an additional ~~\$80,000~~ \$174,956.84 for the consultant.
(Increase per Administrative Modification #1 dated 5.9.23)

Short Range Planning Projects

MIC Area Wide Safety Plan

(402301)

Objective: *The project objective is to prepare a comprehensive safety action plan consistent with the US DOT's National Roadway Safety Strategy toward the goal of zero deaths and serious injuries on the nation's roadways. The Safety Action Plan is a key component of the Safe Streets and Roads for All (SS4A) Program, under the Bipartisan Infrastructure Law (BIL) and consistent with the Highway Safety Improvement Program (HSIP). The Safety Action Plan will identify prioritized recommendations to guide traffic safety efforts to reduce and eliminate risk factors for roadway crashes and qualify local jurisdictions to compete for related federal funds.*

Background:

The metropolitan area Short Range Transportation Plan is more than a decade old and requires updating to satisfy local/regional needs and federal transportation guidance. Recent federal guidance indicates that a Safety Action Plan is a prerequisite for federal funding to correct roadway deficiencies that lead to collision-related deaths and injuries.

Major Work Activities

- **Project Management Team** – MIC staff will conduct the work in conjunction with some consultant support. The work will be conducted with the advice and consent of a Project Management Team comprised of representatives of MnDOT, WisDOT, St. Louis County Public Works, Douglas County Public Works, and the cities of Duluth, Superior, Hermantown, Proctor, and Rice Lake. The PMT will provide oversight for the planning work as well as leadership that ties back to the local jurisdiction planning bodies for monitoring implementation.
- **Engagement and Collaboration** – The project will engage key stakeholders and the general public, including populations of underserved communities, law enforcement, the trucking industry, the Duluth Transit Authority, and pedestrian and bicycle users of the system. The most critical outreach activities will be associated with a) identifying high risk locations, b) reviewing safety intervention strategies, and c) providing input to implementation priorities.
- **Research Collision Data for the Metropolitan Functional Roadway System** – A comprehensive review of crash data will be conducted for the metropolitan area's functional roadway network for a multi-year timeframe. Data will be organized by jurisdiction and analyzed for intersections by traffic control type and by collision type for non-intersection crashes (road departure, head-on, angle, etc.). Speed limits, time of day and roadway design type will be differentiated. Geographic information systems will be utilized to identify demographic factors that should be considered both the analysis and prioritization of recommendations.
- **Identify Safety Issues and Risk Factors** – The systematic safety analysis will be data-driven and proactive to identify safety issues and risk factors for the various types of facilities involved. The analysis of collisions will consider the roadway environment factors of speed, roadway design, time of day, traffic control type, signal timing, and signal detection type. The analysis involving pedestrians and bicycles will include the preceding plus the presence of marked or unmarked crosswalks, traffic and non-motorized volume, and anticipated changes associated with planned transit and/or non-motorized facilities.

(continued)

- **Recommend Project Actions for High-Risk Areas** – A menu of low-cost safety strategies will be developed that are appropriate for roadway facilities of the various functional classes and design types. A list of design features will be prepared for every functional roadway facility type; these features should be incorporated in subsequent capital improvement projects for the subject roadways. Examples include edge line stripes and rumble strips, enhanced pavement markings, enhanced curve delineation, improved signing and lighting, dynamic warning devices, and enhanced red-light enforcement. Proven safety countermeasures for pedestrian users will be included in the recommendations.
- **Prioritize Recommendations by Risk Factors** – The priorities for recommendations will include demography as well as safety risk factors. Recommended actions will be identified for short-, mid-, and long-range implementation timing.
- **Prepare the Safety Action Plan** – The plan will provide a metropolitan area guide to improve traffic safety for all system users. In addition to the short-, mid-, and long-range implementation actions, changes in policy and/or processes may be appropriate to prioritize safety measures and improve safety culture. A monitoring effort will be incorporated to identify conditions and trends, and to measure implementation progress over time with transparent reporting. An ongoing leadership commitment and goal setting by participating jurisdictions should be established.

Final Product:

Duluth-Superior Area Safety Action Plan

An anticipated completion date is on or before December 31,2023

Budget

\$ 103,900 CY 2023 (MIC Budget includes 850 staff hours and \$50,000 for consultant)

ONGOING INITIATIVES

BICYCLE / PEDESTRIAN PLANNING, COORDINATION & IMPLEMENTATION (402380)

Objective: *To implement various bicycle and pedestrian planning activities and tasks to improve the bicycle and pedestrian environment in the Duluth-Superior Metropolitan Area.*

Background:

The ISTEA federal legislation passed in 1991, called for metropolitan planning organizations (MPOs) to include bicyclists and pedestrians within the transportation planning process. This prompted the MIC's adoption and publication of the Metropolitan Bikeways, and Pedestrian Plans (1994 and 1999, respectively) with a goal to improve the bicycle and pedestrian environment in the region. These plans are regularly improved and updated. Additionally, in 2010 the MIC instituted the Bike and Pedestrian Advisory Committee (BPAC) in response to SAFETEA-LU (2005) legislation, prompting more MPO input in bike and pedestrian infrastructure issues. Finally, with the passage of IJJA legislation, there is more funding across a variety of bike/ped programs, and additional language stressing the importance of bike and pedestrian planning going forward.

Major Work Activities

- Facilitate the MIC's Bicycle/Pedestrian Advisory Committee (BPAC) consisting of representatives from local and state jurisdictions, organizations and agencies.
- Assist local jurisdictions in grant writing, coalition building and public participation to acquire funding for bicycle and pedestrian projects, and to include and enhance bicycle and pedestrian improvements in other roadway projects. This includes participating in ad hoc committees as needed regarding bicycle and pedestrian planning and implementation projects as opportunities arise.
- Act as a bicycle and pedestrian liaison between local municipalities, agencies and organizations.
- Use the tools and strategies in the MIC's Public Involvement Plan to encourage meaningful public involvement from a broad range of community stakeholders, before key decisions are made and while there is ample opportunity to influence decisions.
- MIC staff will work through the BPAC and its subcommittees to determine projects

Special Projects – Short Range

- **Duluth–Superior Metropolitan Safe Routes to School:**
Provide technical assistance, planning support and coordination with schools and local roadway jurisdictions on plans, projects and programs.
- **Cross City Trail:**
Provide coordination and technical assistance to implement and fund the Lakewalk to Munger Trail missing connection.
- **Campus Connector Trail:**
Segment 5-St Marie Street— coordinate with the City of Duluth on a feasibility and alternatives study and stakeholder engagement for the Campus Connector Trails was adopted in 2019. Two segments are already completed, and the next priority is the St Marie St segment.

(continued)

- **Bicycle & Pedestrian Count Program:**

Continue to develop the Twin Ports bicycle and pedestrian count program. Evaluate the program, and to ensure long term sustainability, continue to build relationships with jurisdictions agencies and organizations, especially public works departments.

- **Duluth Superior Metropolitan Bikeways Plan & Pedestrian Plan Implementation:**

Work with the BPAC's Bikeways Plan and Pedestrian Plan subcommittees to prioritize projects and provide guidance on implementing the recommendations in each Plan.

Other project assistance:

In addition to specific projects, work in coordination with other local municipalities and jurisdictions to inform bike and pedestrian-related design elements of major projects in the region. These include, but are not limited to the Blatnik Bridge reconstruction, London Road, 40th Ave W, and others.

Final Product

Products vary depending on the specific tasks within this element. Some tasks are purely administrative or coordination in nature.

2.5%, \$11,055 of FHWA funds set-aside for complete streets and bike/ped projects; these funds will be used through the BPAC and its subcommittees to work with local jurisdictions to provide safe and accessible transportation options within their projects. They will also work towards keeping the MIC Bike Plan and MIC Pedestrian Plan a living document and make updates when needed.

Budget

\$ 47,000	CY 2023	(MIC Budget includes an estimated 900 staff hours)
\$ 56,500	CY 2024	(MIC Budget includes an estimated 1,000 staff hours)

Roadway Planning, Coordination & Implementation

(402381)

Objective: *To continue the MIC's transportation planning and technical assistance role regarding the issue of roadway planning within the Duluth-Superior metropolitan area; implementation follow-up meetings and/or analysis of previously conducted planning efforts.*

Special Projects – Short Range

- **Superior – North Tower Avenue -Belknap to 21st:** The City of Superior's *Tower Avenue Road Diet Feasibility Study* is continuing, and the scope has been extended from 21st to 28th Street. The MIC will make its Travel Demand Model available as needed and may further investigate the findings by fully analyzing the multimodal potential of this roadway and provide a list of recommendations that Superior might undertake. This would be done with the assistance of City staff and City Council along with the DOT and public input.
- **Blatnik Bridge:** Coordinate with MnDOT and WisDOT by participating in the project steering committee as well as public and stakeholder engagement activities for this major transportation project.
- **London Road:** Participate in and assist MnDOT with planning for the London Road resurfacing project.
- **MIC Area Roadway Capacity Study:** in accordance with a recommendation from the MIC's 2045 long-range Metropolitan Transportation Plan, begin to research and compile a database of area roadway facilities that might be candidates for a 4- to 3-lane reduction.

Budget

- \$ 31,300 CY 2023 (MIC Budget includes an estimated 525 staff hours)
- \$ 37,700 CY 2024 (MIC Budget includes an estimated 600 staff hours)

Harbor Planning, Coordination & Implementation

(402382)

Objective: *To continue the MIC’s transportation planning and technical assistance role by providing guidance and assistance with intermodal transportation issues within the Duluth-Superior harbor.*

Ongoing Work Activities

- Provide primary staff support for the MIC’s Harbor Technical Advisory Committee (HTAC).
- Provide a forum for interagency discussion and cooperation on harbor business and environmental issues.
- Provide support and staff time toward the development of the Dredge Material Management Plan (DMMP) for the ports of Duluth and Superior.
- Assist in finding and promoting viable use/reuse of dredge materials locally.
- Assist with efforts to establish Environmental Windows within the harbor and estuary to provide greater certainty for work in and near the water. This is a MN Sea Grant lead effort in conjunction with the Dredging Subcommittee. The MIC staff will assist where needed.
- Assist the Duluth Seaway Port Authority as needed with redevelopment or use of the Clure Terminal or Clure Expansion, such as CN Cargo Connect
- Assist with implementation of the St Louis River Area of Concern Implementation Framework
- Advocate for port use and improvements.
- Support and advocate for the implementation of the 26 recommendations of the 2016 Port Land Use Plan. Many recommendations concern ongoing maintenance (for example – maintaining navigable channels and good roadway access to waterfront industry) and have ongoing utility. The recommendations require cooperation by a variety of agencies/jurisdictions.
- Seek additional funding sources to supplement work activities
- Staff HTAC subcommittees
 - ◊ Dredging
 - ◊ Navigation & Safety
 - ◊ Membership & By-Laws
- Report HTAC activities to the MIC Policy Board.
- Present the HTAC as a model for other ports and communities to replicate

Final Product

Provide staff support to the MIC Harbor Technical Advisory Committee and its subcommittees at meetings throughout the year. Staff also conducts research on specific harbor issues and/or interacts with partners or consultants hired to undertake special studies.

Budget

\$ 34,400	CY 2023 (MIC Budget includes an estimated 500 staff hours)
\$ 46,300	CY 2024 (MIC Budget includes an estimated 675 staff hours)

Transit Program Administration, Coordination and Monitoring (402283)

Objective: *To ensure a coordinated and effective transit planning process is carried out within the Duluth-Superior Metropolitan area. MIC staff will maintain its technical assistance role by working cooperatively with the Duluth Transit Authority (DTA) on programs that affect and promote transit use.*

Major Work Activities

- Prepare and attend regular meetings of the DTA Board of Directors and other ad hoc meetings with DTA staff.
- Provide regular progress reports on transit planning activities to ARDC, NWRPC and state and federal agencies.
- Provide continued support/assistance to DTA including data needs and analysis as they begin to implement plan recommendations from their recent “Better Bus Blueprint” Comprehensive Operations Analysis.
- Assist DTA with strategic planning initiatives and ADA items, as needed.
- Assist NWRPC and/or jurisdictions including the City of Superior with update of their Coordinated Public Transit-Human Services Transportation Plan.
- Assist ARDC and/or jurisdictions including the City of Duluth with update of their Coordinated Public Transit-Human Services Transportation Plan.
- Complete quarterly invoices and progress reports for submittal to state and federal agencies.

Special Projects: MIC Staff will continue to assist the DTA staff as the need arises, per our DTA-DOT-MIC Memorandum of Understanding (MOU).

Bus Rapid Transit Corridor Study: The DTA will be leading a study with a consultant that will assess the feasibility of bus rapid transit (BRT) and will evaluate the needs along two primary corridors that are planned for high-frequency transit. The study is being funded by the FTA’s Areas of Persistent Poverty program and will be funded at 90% (\$315,000) and a local match of 10% (\$35,000). MIC staff will provide assistance as needed for this upcoming DTA project.

Budget

- \$ 36,300 CY 2023 (MIC Budget includes an estimated 625 staff hours)
- \$ 50,800 CY 2024 (MIC Budget includes an estimated 800 staff hours)

Freight Planning, Coordination & Implementation

(402284)

Objective: *To continue the MIC’s transportation planning and technical assistance role regarding the issue of freight movement both landside and waterborne within and through the Duluth-Superior metropolitan area and the broader northeast Minnesota-northwest Wisconsin region.*

Major Work Activities

- Continue consultation with WisDOT and City of Superior regarding long term planning options for US HWY 2/Winter St corridor and Belknap Street regarding freight movement.
- Work with all area agencies and jurisdictions toward implementing the recommendations and policies outlined in the Minnesota and Wisconsin Freight Plans.
- Assist with the most recent update of the State of Wisconsin’s Freight Plan and participate on the Freight Advisory Committee.
- Continue efforts to integrate freight movement needs into mainstream transportation planning.
- Integrate freight movement needs into the MIC’s long range Metropolitan Transportation Plan.
- Monitor area freight needs, review and update recommendations of the MIC’s Truck Route Study and the MnDOT District 1 Regional Freight Plan.
- Facilitate one or two meetings annually of the stakeholders who participated in the MIC’s recent update of the Truck Route Study to provide continued assistance in identifying routes and overcoming barriers to oversize load movements through the MIC area.
- Assist in considering risk and potential options for hazardous materials freight transport.
- Represent the greater Minnesota MPOs on the Minnesota Freight Advisory Committee at its quarterly meetings in the Twin Cities.

Budget

\$ 19,800 CY 2023 (MIC Budget includes an estimated 275 staff hours)
\$ 27,400 CY 2024 (MIC Budget includes an estimated 400 staff hours)

LONG RANGE PLANNING & COORDINATION

Objective: *In October 2019 the MIC adopted its current long range Metropolitan Transportation Plan (MTP) – Sustainable Choices 2045. Throughout 2023 MIC staff will continue to implement, review, and amend the 2045 plan as necessary, and will begin the two-year planning process to develop the 2050 update of the MTP, due October 2024.*

Sustainable Choices 2045 Implementation

- MIC staff will use public comments received during the development of *Sustainable Choices 2045* to assist in pertinent projects and plans it works on. Similarly, these comments will be shared with partners and local jurisdictions, as appropriate as they pertain to given projects and studies.
- All required updated federal and state performance measures will continuously be listed and incorporated into the implementation of *Sustainable Choices 2045*.

2050 Metropolitan Transportation Plan Update

Initial steps for the 2050 MTP update will be undertaken. These include:

- Identify any new requirements from the IIJA/BIL federal transportation legislation and look to each State's plans for guidance in MTP components, including an emphasis on performance-based planning.
- Review the debrief of the work required to complete *Sustainable Choices 2045* to make improvements for the 2050 MTP process and develop a timeline for its completion, including:

Year 1 Tasks

- Define MIC-area demographic trends;
- Describe current transportation system conditions;
- Identify future system performance needs based on the updated Travel Demand Model;
- Conduct public engagement activities to identify local transportation issues, needs and priorities;
- Develop goals, objectives and priorities that align with federal and state requirements and local priorities for the area's transportation system;
- Collect data for system performance assessment and progress in meeting performance targets;
- Determine financial resources including historic and projected funding levels and sources;
- Conduct consultations with area jurisdictions to determine planned future investments including short-, mid-, and long-term roadway, bicycle, pedestrian, and transit projects and to discuss performance targets and the Plan's goals, objectives and priorities;
- Perform financial constraint analysis.

Year 2 Tasks

- Identify "transportation vision" or illustrative projects that are important to the MIC area but do not fit within the fiscally constrained elements of the plan;
- Describe emerging transportation trends and technologies;
- Assess system performance with an expanded emphasis on the federally-required performance measures for the MIC area and progress toward meeting them;
- Assess project impacts on low-income and minority populations;
- Address system security and resiliency assessment and strategies;
- Develop an environmental mitigation, archaeological and historical resources discussion;

(continued)

- Develop recommendations for policy and issues for possible future study;
- Identify elements of the MTP that support the federal transportation planning factors.
- Conduct public engagement activities to gain feedback and elicit comments on the draft document.
- Work with consultants as needed to “ground truth” the output from the updated TDM.
- Work as a team and with consultants to develop a detailed public involvement plan for the duration of the planning process.
- Work as a team and with consultants to undertake initial public engagement activities.
- Work with local partners to begin gathering necessary data for multiple sections of the MTP.

Travel Demand Model (TDM) Update:

An RFP will be posted, and a consultant will be hired to:

- Update socioeconomic data that is at the foundation of the Duluth-Superior Travel Demand Model, as well as exploring options for improving its associated process, structure, and/or inputs. This will include moving from a TAZ-based model to one that is census block based, per the new standard of data collection.
- Provide assistance with some elements of the planning process, including public engagement and demographic trends, and develop content for various sections of the Plan.

Minnesota and Wisconsin Statewide Planning Initiatives

Continue work with WisDOT and MnDOT on implementation measures related to the state’s long range multi-modal plans, highway investment plans and statewide freight plans.

Transportation Performance Management

In coordination with MnDOT and WisDOT, MIC staff will adopt updated federally required transportation performance measure targets for the MIC planning area.

Traffic Signal System Assessment

Begin to document the MIC area’s traffic signal coordination and technology as a project that has connections to the Safety Action Plan and possible transit and emergency service benefits, if implemented. Such a database may assist efforts with transit signal priority plans and provide a template for Connected and Automated Vehicle (CAV) technology.

Final Product

Ongoing implementation of *Sustainable Choices 2045* while also working on the 2050 update of the long range Metropolitan Transportation Plan.

Budget

\$165,800	CY 2023 (MIC Budget includes 1,550 staff hours and \$60,000 for consultant)
\$201,600	CY 2024 (MIC Budget includes 2,225 staff hours and \$50,000 for consultant)

**TRANSPORTATION IMPROVEMENT
PROGRAM (TIP)**

Transportation Improvement Program

(472023)

2024 – 2027 Transportation Improvement Program (CY 2023)

2025 – 2028 Transportation Improvement Program (CY 2024)

Objective: *To develop the Minnesota and Wisconsin components of the MIC area’s Transportation Improvement Program (TIP) for submission to federal and state sources. The MPO is charged with developing and promoting programs and projects that best meet the needs of the regional transportation network.*

Ongoing Work Activities

- Ensure that federal investments are tied to planning, priorities and policies as defined in the MIC’s current Long-Range Transportation Plan.
- Solicit, review and confirm LRTP compliance for all new projects that are to be included in the TIP and assist MnDOT with Area Transportation Partnership (ATP) as member of steering committee and work group.
- Conduct consultation with the agency partners.
- Provide public input opportunity.
- Prepare a fiscally constrained document.
- Summarize proposed projects effect on Performance Measures and Transit Asset Management targets.
- Meet with member jurisdictions to discuss possible project submittals.
- Complete all federal requirements pertaining to TIP development, including relating TIP projects to the federal planning factors.
- Transmit approved TIP to federal and state agencies.
- Amend TIP as necessary in response to changes in project schedules and/or scopes.
- Interactive mapping.
- Project lists discussion.

Special Projects – Short Range

- **Create a TIP Project Change Application:** An application format that jurisdictions can use when asking for as TIP Amendment/Administrative Modification. For potential completion Fall 2023 for the Duluth 2024-2027 TIP.

Final Product

Each state’s TIP will follow a schedule as determined by MnDOT and WisDOT together with MIC and NWRPC staff.

Budget

- \$ 72,600 CY 2023 (MIC Budget includes an estimated 1,100 staff hours)
- \$ 84,300 CY 2024 (MIC Budget includes an estimated 1,200 staff hours)

MIC ADMINISTRATION

Program Administration, Coordination and Monitoring

Purpose: *Ensure a coordinated and effective transportation planning process is carried out within the Duluth-Superior metropolitan area.*

Objective: To ensure a coordinated and effective transportation planning process is carried out within the Duluth-Superior metropolitan area.

Major Work Activities Program Administration

- Project task administration and communication between the MIC and its advisory committees.
- Prepare budgets and quarterly progress reports.
- Administer strategic planning for the MPO staff and advisory committees.
- Assist MnDOT and WisDOT with grant applications, as need.
- Provide the MPO Policy Board, ARDC Board, Northwest RPC Board and other relevant agencies and/or public leaders with information on the MPO's planning functions.

Program Coordination

- Consult with all MIC-area levels of government.
- Conduct mid-year review meeting with state and federal agencies.
- Track and/or respond to federal and state transportation issues.
- Cooperate with ARDC staff and all MPO jurisdictions with regard to GIS activities.
- Prepare and conduct ad hoc meetings to promote transportation initiatives.

Work Program Development & Monitoring

- Prepare a comprehensive Work Program (including amendments) each year.
- Prepare and monitor invoices, quarterly reports and other administrative functions.
- Monitor status of the Consolidated Planning Grant as it relates to Work Program development.

Statewide and District Planning

- Assist both MnDOT and WisDOT in statewide multimodal planning efforts.
- The MIC's Travel Demand Model will be made available upon request to assist area jurisdictions with their transportation planning initiatives.

Training, Workshops and Conferences

- Attend WISDOT and MNDOT statewide MPO directors' meetings as scheduled.
- Attend various statewide functions or workshops relevant to the MIC.
- Attend workshops that promote staff development. These will take the form of computer software training, personal writing, and speaking courses or similar presentation skills training.
- Participate in meetings/workshops of AASHTO's Census Transportation Planning Products Oversight Board.
- Attend/participate on Association of Metropolitan Planning Organization (AMPO)'s Board of Directors. Spring 2023—Annual Board meeting; Fall 2023—National Meeting/Conference
- Attend select National Association of Development Organizations (NADO) and American Planning Association (APA) workshops and conferences.
- Continue to implement and conduct staff training as necessary for the MIC's Title VI and LEP requirements.

(continued)

Communication Initiatives

We will continue to maintain and update our dsmic.org website and employ a range of traditional and online media outlets to effectively communicate with project stakeholders and the public about our transportation planning activities.

All planning activities that are open to the public (e.g., meetings of the MIC Policy Board, advisory committees, open houses for the TIP and MTP), will continue with a hybrid meeting model so that participants will have the option of attending either in person or virtually (online via Microsoft Teams).

Final Product

Final products take the form of budgets, working papers, group facilitation, meeting attendance, training sessions, report writing, staff oversight, etc. All are ongoing tasks carried out throughout the course of the year.

Budget

\$ 309,700 CY 2023 (MIC Budget includes an estimated 3,575 staff hours)
\$ 326,500 CY 2024 (MIC Budget includes an estimated 3,675 staff hours)

MIC Administration

MIC Administrative Cost Allocation

NOTE:

Beginning with the 2015 CY Budget, the MIC accounts for financial staff time from our host agency (ARDC) in a manner changed from prior years. ARDC administrative staff time is incorporated into our budget in the same manner as any other staff person of the MIC. (Hour estimates for ARDC staff are noted on page vi). A copy of the 2022 ARDC Cost Allocation Plan can be found in the Appendix page 38 or can be found on our website at: [2022 ARDC Cost Allocation Plan](#).

Additionally, billable items such as building use space, utilities and other items previously within the indirect component of the budget are, likewise, now accounted for within the direct expenditure component (Program Administration – this element) of the budget.

2023 BUDGET

MIC Unified Transportation Planning Work Program

2023 FUNDING SOURCES

MINNESOTA

Consolidated Planning Grant (CPG – Minnesota)	\$ 640,491.00
Minnesota State Funds (MnDOT)	\$ 60,524.00
Arrowhead Regional Development Commission (ARDC – Match)	\$ 114,730.00

MINNESOTA TOTAL **\$ 815,745.00**

WISCONSIN

Federal Highway Administration (CPG -Wisconsin)	\$ 68,124.00
Wisconsin State Funds (CPG Match-WisDOT)	\$ 3,166.00
Northwest Regional Planning Commission (Local Match-NWRPC)	\$ 13,865.00

WISCONSIN TOTAL **\$ 85,155.00**

WISCONSIN + MINNESOTA FUNDING TOTALS **\$ 900,900.00**

**Anticipated funding levels – subject to change upon further review from all sources.*

Duluth – Superior Metropolitan Interstate Council

2023 MIC TRANSPORTATION PLANNING PROGRAM ELEMENTS

Project Type	Project	Hours	Salaries	Fringe	Indirect	Direct	Totals*
Short Range							
Duluth Area	I-35 Corridor Plan	675	\$29,506	\$10,327	\$3,904	\$36,363	\$80,100
MIC Area-wide	Safety Action Plan	850	\$36,067	\$12,623	\$4,772	\$50,438	\$103,900
MIC Area-wide	Metropolitan Bike/Ped Planning	900	\$31,020	\$10,857	\$4,104	\$1,019	\$47,000
MIC Area-wide	Roadway Planning and Coordination	525	\$20,611	\$7,214	\$2,727	\$748	\$31,300
MIC Area-wide	Harbor Planning	500	\$22,492	\$7,872	\$2,976	\$1,060	\$34,400
MIC Area-wide	Transit Planning	625	\$23,975	\$8,391	\$3,172	\$762	\$36,300
MIC Area-wide	Freight Planning and Coordination	275	\$12,801	\$4,480	\$1,694	\$825	\$19,800
SUB TOTAL		4,350	\$176,472	\$61,765	\$23,347	\$91,216	\$352,800
Long Range							
MIC Area-wide	Long Range Planning/Coordination	1,550	\$62,207	\$21,230	\$8,230	\$73,591	\$165,800
TIP							
MN and WI	Transportation Improvement Program	1,100	\$39,973	\$13,974	\$5,282	\$13,421	\$72,600
Administration							
MIC Area-wide	MIC Administration / Coordination	3,575	\$157,547	\$55,142	\$20,844	\$76,167	\$309,700
GRAND TOTAL *		10,575	\$436,150	\$152,653	57,703	\$254,394	\$900,900

*Rounding results in some totals off by \$ 1.

**DULUTH - SUPERIOR METROPOLITAN INTERSTATE COUNCIL
2023 COMBINED MN/WI COST SHARE ALLOCATION PERCENTAGE**

	Total (MN/WI)	MN - CPG* Federal	MN State Match	MN ARDC Match	WI - CPG* Federal	WI State Match	WI NWRPC Match
Short Range Planning	\$ 352,800	\$ 250,821	\$ 23,702	\$ 44,929	\$ 26,678	\$ 1,240	\$ 5,430
	100.00%	71.09%	6.72%	12.73%	7.56%	0.35%	1.54%
Long Range Planning	\$ 165,800	\$ 117,875	\$ 11,139	\$ 21,115	\$ 12,537	\$ 583	\$ 2,552
	100.00%	71.09%	6.72%	12.74%	7.56%	0.35%	1.54%
TIP	\$ 72,600	\$ 51,615	\$ 4,877	\$ 9,246	\$ 5,490	\$ 255	\$ 1,117
	100.00%	71.10%	6.72%	12.74%	7.56%	0.35%	1.54%
Administration	\$ 309,700	\$ 220,180	\$ 20,806	\$ 39,440	\$ 23,419	\$ 1,088	\$ 4,766
	100.00%	71.09%	6.72%	12.73%	7.56%	0.35%	1.54%
TOTALS	\$ 900,900	\$ 640,491	\$ 60,524	\$ 114,730	\$ 68,124	\$ 3,166	\$ 13,865
	100.00%	71.09%	6.72%	12.74%	7.56%	0.35%	1.54%

Rounding results in some totals off by \$1.

* Consolidated Planning Grant

DULUTH - SUPERIOR METROPOLITAN INTERSTATE COUNCIL
2023 COST SHARE ALLOCATION
-- MINNESOTA PORTION --

MIC Project Description	TOTAL COSTS	MN-CPG* Federal (a)	MN - State MATCH (a)	MN - Local MATCH
Short Range/Ongoing Planning	\$319,45	\$250,821	\$23,702	\$44,929
	100.00%	78.52%	7.42%	14.06%
I-35 Corridor Plan	\$ 72,527	\$ 56,946	\$ 5,382	\$ 10,199
Safety Action Plan	\$ 94,075	\$ 73,865	\$ 6,982	\$ 13,228
Metropolitan Bicycle / Ped Planning	\$ 42,558	\$ 33,414	\$ 3,158	\$ 5,985
Roadway Planning and Coordination	\$ 28,342	\$ 22,253	\$ 2,102	\$ 3,986
Harbor Planning and Coordination	\$ 31,150	\$ 24,457	\$ 2,312	\$ 4,381
Transit Planning	\$ 32,869	\$ 25,808	\$ 2,438	\$ 4,623
Freight Planning and Coordination	\$ 17,931	\$ 14,078	\$ 1,331	\$ 2,523
Long Range Planning				
Long Range Planning	\$150,129	\$117,875	\$11,139	\$21,115
	100.00%	78.52%	7.42%	14.06%
Transportation Improvement Program				
TIP	\$65,738	\$51,615	\$4,877	\$9,246
	100.00%	78.52%	7.42%	14.06%
Administration				
MIC Administration	\$280,426	\$220,180	\$20,806	\$39,440
	100.00%	78.52%	7.42%	14.06%
GRAND TOTALS	\$815,745	\$640,491	\$60,524	\$114,730
	100.00%	78.52%	7.42%	14.06%

* Consolidated Planning Grant

**DULUTH - SUPERIOR METROPOLITAN INTERSTATE COUNCIL
2023 COST SHARE ALLOCATION
-- WISCONSIN PORTION --**

MIC Element / Project #	Total Costs	WI-CPG* Federal	WI - State MATCH	WI - Local MATCH
Short Range Planning	\$28,000	\$22,400	\$1,043	\$4,557
	100.00%	80.00%	3.73%	16.28%
I-35 Corridor Plan				
Safety Action Plan				
Metropolitan Bicycle / Ped Planning				
Roadway Planning and Coordination				
Harbor Planning and Coordination				
Transit Planning				
Freight Planning and Coordination				
Long Range Planning	\$15,672	\$12,537	\$583	\$2,552
Long Range Planning	100.00%	80.00%	3.72%	16.28%
Transportation Improvement Program (TIP)	\$6,862	\$5,490	\$255	\$1,117
TIP	100.00%	80.01%	3.72%	16.28%
Administration	\$29,273	\$23,419	\$1,088	\$4,766
MIC Administration	100.00%	80.00%	3.72%	16.28%
GRAND TOTALS	\$85,155	\$68,124	\$3,166	\$13,865
	100.00%	80.00%	3.72%	16.28%

* Consolidated Planning Grant

2024 BUDGET

MIC Unified Transportation Planning Work Program

2024 FUNDING SOURCES

MINNESOTA

Consolidated Planning Grant (CPG – Minnesota)	\$ 584,651
Minnesota State Funds (MnDOT)	\$ 60,524
Arrowhead Regional Development Commission (ARDC) - Match	\$ 100,770

MINNESOTA TOTAL **\$ 745,945**

WISCONSIN

Federal Highway Administration (CPG -Wisconsin)	\$ 68,124
Wisconsin State Funds (CPG Match-WisDOT)	\$ 3,166
Northwest Regional Planning Commission (Local Match-NWRPC)	\$ 13,865

WISCONSIN TOTAL **\$ 85,155**

WISCONSIN + MINNESOTA FUNDING TOTALS **\$ 831,100**

**Anticipated funding levels – subject to change upon further review from all sources.*

Duluth – Superior Metropolitan Interstate Council

2024 MIC TRANSPORTATION PLANNING PROGRAM ELEMENTS

Project Type	Project Name	Hours	Salaries	Fringe	Indirect	Direct	Totals*
Short Range							
MIC Area-wide	Metropolitan Bike/Ped Planning	1000	\$37,45	\$13,010	\$4,541	\$1,497	\$56,500
MIC Area-wide	Roadway Planning and Coordination	675	\$30,55	\$10,866	\$3,728	\$1,148	\$46,300
MIC Area-wide	Harbor Planning	400	\$17,95	\$6,328	\$2,185	\$932	\$27,400
MIC Area-wide	Transit Planning	800	\$33,79	\$11,895	\$4,112	\$1,002	\$50,800
MIC Area-wide	Freight Planning and Coordination	600	\$24,92	\$8,771	\$3,033	\$968	\$37,700
SUB TOTAL		3,475	\$144,68	\$50,870	\$17,599	\$5,547	\$218,700
Long Range							
MIC Area-wide	Long Range Planning/Coordination	2,225	\$93,78	\$33,222	\$11,430	\$63,164	\$201,600
TIP							
MN and WI	Transportation Improvement Program	1,200	\$47,74	\$17,052	\$5,831	\$13,675	\$84,300
Administration							
MIC Area-wide	MIC Administration / Coordination	3,675	\$168,93	\$60,546	\$20,653	\$76,367	\$326,500
GRAND TOTAL *		10,575	\$455,14	\$161,690	\$55,513	\$158,753	\$831,100
<i>*Rounding results in some totals off by \$ 1.</i>							

**DULUTH - SUPERIOR METROPOLITAN INTERSTATE COUNCIL
2024 COMBINED MN/WI COST SHARE ALLOCATION PERCENTAGE**

	Total (MN/WI)	MN - CPG* Federal	MN - ST Match	MN - L Match	WI - CPG* Federal	WI - ST Match	WI - L Match
Ongoing Planning	\$ 218,700	\$ 153,848	\$ 15,927	\$ 26,517	\$ 17,926	\$ 833	\$ 3,649
	100.00%	70.35%	7.28%	12.12%	8.20%	0.38%	1.67%
Long Range Planning	\$ 201,600	\$ 141,819	\$ 14,681	\$ 24,444	\$ 16,525	\$ 768	\$ 3,363
	100.00%	70.35%	7.28%	12.13%	8.20%	0.38%	1.67%
TIP	\$ 84,300	\$ 59,302	\$ 6,139	\$ 10,221	\$ 6,910	\$ 321	\$ 1,406
	100.00%	70.35%	7.28%	12.12%	8.20%	0.38%	1.67%
Administration	\$ 326,500	\$ 229,682	\$ 23,777	\$ 39,588	\$ 26,763	\$ 1,244	\$ 5,447
	100.00%	70.35%	7.28%	12.12%	8.20%	0.38%	1.67%
TOTALS	\$ 831,100	\$ 584,651	\$ 60,524	\$ 100,770	\$ 68,124	\$ 3,166	\$ 13,865
	100.00%	70.35%	7.28%	12.12%	8.20%	0.38%	1.67%

Rounding results in some totals off by \$1.

* Consolidated Planning Grant

**DULUTH - SUPERIOR METROPOLITAN INTERSTATE COUNCIL
2024 COST SHARE ALLOCATION
-- MINNESOTA PORTION --**

MIC Project Description	TOTAL COSTS	MN-CPG* Federal (a)	MN - State MATCH (a)	MN - Local MATCH
Ongoing Planning	\$196,292	\$153,848	\$15,927	\$26,517
	100.00%	70.35%	7.28%	12.12%
Metropolitan Bicycle / Ped Planning	\$ 50,711	\$ 39,746	\$ 4,114	\$ 6,851
Roadway Planning and Coordination	\$ 33,838	\$ 26,521	\$ 2,746	\$ 4,571
Harbor Planning and Coordination	\$ 41,557	\$ 32,570	\$ 3,373	\$ 5,614
Transit Planning	\$ 45,595	\$ 35,737	\$ 3,699	\$ 6,159
Freight Planning and Coordination	\$ 24,594	\$ 19,275	\$ 1,996	\$ 3,323
Long Range Planning				
Long Range Planning	\$180,944	\$141,819	\$14,681	\$24,444
	100.00%	70.35%	7.28%	12.13%
Transportation Improvement Program				
TIP	\$75,662	\$59,302	\$6,139	\$10,221
	100.00%	70.35%	7.28%	12.12%
Administration				
MIC Administration	\$293,047	\$229,682	\$23,777	\$39,588
	100.00%	70.35%	7.28%	12.12%
GRAND TOTALS	\$745,945	\$584,651	\$60,524	\$100,770
	100.00%	70.35%	7.28%	12.12%

* Consolidated Planning Grant

** Rounding results in some totals off by \$1.

**DULUTH - SUPERIOR METROPOLITAN INTERSTATE COUNCIL
2024 COST SHARE ALLOCATION
-- WISCONSIN PORTION --**

MIC Element / Project #	Total	MN-CPG*	MN - State	MN - Local
	Costs	Federal	MATCH	MATCH
Short Range Planning	\$22,408	\$17,926	\$833	\$3,649
	100.00%	80.00%	3.72%	16.28%
Metropolitan Bicycle / Ped Planning Roadway Planning and Coordination Harbor Planning and Coordination Transit Planning Freight Planning and Coordination				
Long Range Planning	\$20,656	\$16,525	\$768	\$3,363
Long Range Planning	100.00%	80.00%	3.72%	16.28%
Transportation Improvement Program	\$8,637	\$6,910	\$321	\$1,406
TIP	100.00%	80.00%	3.72%	16.28%
Administration	\$33,454	\$26,763	\$1,244	\$5,447
MIC Administration	100.00%	80.00%	3.72%	16.28%
GRAND TOTALS **	\$85,155	\$68,124	\$3,166	\$13,865
	100.00%	80.00%	3.72%	16.28%

* Consolidated Planning Grant

** Rounding results in some totals off by \$1.

APPENDIX

MPO Planning Priorities, Planning Factors & Planning Emphasis Areas

Planning Priorities

The MIC's planning priorities not only meet the most critical planning needs identified within the Duluth-Superior area, but also closely match federal, state and local planning priorities. The IJJA, the FAST Act, the MnDOT and WisDOT modal and highway investment plans, and the transportation sections of the Duluth, MN and Superior, WI Comprehensive Plans together have created a comprehensive policy direction for the greater metropolitan area to work cooperatively to provide a well-maintained, integrated, accessible and multi-modal transportation system to safely and efficiently move people and freight.

The MIC's metropolitan planning area features a broad range of infrastructure across all modes of transportation (four Class I railroads, local roads, an Interstate highway, an international seaport, an international airport, a public transit system and miles of hiking and biking trails). The MIC's planning priorities, as reflected in our recent and upcoming planning initiatives, seek to preserve and develop these assets in accordance with our community values, including health of people and the environment, livable communities and equity, safety for all modes, moving people and goods and economic vitality.

In addition, our planning processes prioritize public engagement and the MIC's responsibility to provide full, fair and meaningful opportunities for participation by:

- Explicitly considering the needs of those who have been traditionally underserved by existing transportation systems, including households with low income, minorities, and people with disabilities, as well as those who travel by bus, bicycle and walking;
- Measuring and periodically assessing the reach and effectiveness of public involvement efforts;
- Measuring and assessing the extent to which demographics of public participants reflects the demographics of the local community;
- Employing a range of traditional and online media outlets to effectively communicate with project stakeholders and the public about our transportation planning activities;
- Continue with a hybrid meeting model so that participants will have the option of attending either in person or virtually

METROPOLITAN PLANNING FACTORS

The federal FAST Act (Fixing America’s Surface Transportation) transportation bill created ten planning factors that are to be considered by Metropolitan Planning Organizations when developing transportation plans and programs:

1. Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism

FAST Act Metropolitan Planning Factors in the MIC’s 2023-2024 UPWP											
UPWP Category	UPWP Elements	Metropolitan Planning Factors									
		1	2	3	4	5	6	7	8	9	10
Short Range	I-35 Corridor	X	X	X	X	X	X	X	X	X	X
	MIC Area Wide Safety Plan	X	X	X				X	X	X	X
Ongoing	Bike and Pedestrian Planning	X	X		X	X	X	X	X	X	X
	Roadway Planning	X	X	X	X	X	X	X	X	X	X
	Harbor Planning	X			X	X	X	X	X	X	X
	Transit Planning	X	X	X	X	X	X	X	X	X	X
	Freight Planning	X	X	X					X	X	X
Long Range	LRTP Update – Compliance	X	X	X	X	X	X	X	X	X	X
TIP	Transportation Improvement Program 2024-2027	X	X	X	X	X	X	X		X	X
Administration	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X

Update based on: [https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450#p-450.306\(b\)](https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450#p-450.306(b))

PLANNING EMPHASIS AREAS FOR USE IN THE DEVELOPMENT OF METROPOLITAN WORK PROGRAMS

The MIC's metropolitan transportation planning process is encouraged to incorporate Federal Highway Administration/Federal Transit Administration planning emphasis areas (PEAs), which include:

1. **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future.**
Providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals
2. **Equity and Justice.**
Advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.
3. **Complete Streets.**
Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
4. **Public Involvement.**
Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process.
5. **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination.** Encourage MPOs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
6. **Federal Land Management Agency (FLMA) Coordination.**
Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Enhance the integration and connectivity of the transportation system for all modes.
7. **Planning and Environment Linkages (PEL).**
Implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making **that** considers environmental, community, and economic goals early in the transportation planning process
8. **Data in Transportation Planning.**
Incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

IJA Metropolitan Planning Emphasis Areas in the MIC's 2023-2024 UPWP									
UPWP Category	UPWP Elements	Metropolitan Emphasis Areas							
		1	2	3	4	5	6	7	8
Short Range	I-35 Corridor	X	X		X	X	X	X	X
	MIC Area Wide Safety Plan	X	X	X	X			X	X
Ongoing	Bike and Pedestrian Planning	X	X	X	X		X	X	X
	Roadway Planning	X	X	X	X	X	X	X	X
	Harbor Planning	X	X		X	X	X	X	X
	Transit Planning	X	X	X	X	X	X	X	X
	Freight Planning	X	X		X	X	X	X	X
Long Range	LRTP Update	X	X	X	X	X	X	X	X
TIP	Transportation Improvement Program 2023-2026	X	X	X	X	X	X	X	X
Administration	Unified Planning Work Program	X	X	X	X	X	X	X	X



2022
Cost Allocation Plan

221 West First Street
Duluth, MN 55802

Telephone (218) 529-7546
Fax (218) 529-7592

E-mail : mmatthew@ardc.org

Website: <https://ardc.org>

EIN: 41-0914274

Cost Allocation and Indirect Cost Plan Checklist

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 1. Contact Person Information | |
| | o Entity Name | Arrowhead Regional Development Commission |
| | o Employer Identification Number (EIN) | <u>41-0914274</u> |
| | o Point-of-Contact Name and Position Title | <u>Lorna M. Morrisroe</u> |
| | o Email Address | <u>mmatthew@ardc.org</u> |
| | o Phone & Fax numbers | <u>218-529-7546 Fax 218-529-7592</u> |
| | o Entity's Internet Website Address | <u>https://ardc.org</u> |
|
 | | |
| <input type="checkbox"/> | 2. Signed Certificate of Indirect Costs | Page 3 |
| <input type="checkbox"/> | 3. Signed Lobbying Certificate | Page 4 |
| <input type="checkbox"/> | 4. Purpose and History of the ARDC | Page 5 |
| <input type="checkbox"/> | 5. Description of Accounting System | Page 5 |
| <input type="checkbox"/> | 4. Organization Chart | Page 6 |
| <input type="checkbox"/> | 5. Leave Policy | Page 6 |
| <input type="checkbox"/> | 6. Fringe Benefits and Indirect costs | Page 7 |
| <input type="checkbox"/> | 7. Allowable Costs and Indirect costs | Page 7 |
| <input type="checkbox"/> | 8. Indirect Rate Description and Summary | Page 8 |
| <input type="checkbox"/> | 9. Fringe Rate | Exhibit A |
| <input type="checkbox"/> | 10. Indirect Cost Computation 2022 and Analysis | Exhibit B |
| <input type="checkbox"/> | 11. Elements of Cost | Exhibit C |
| <input type="checkbox"/> | 12. Narrative description of Expense Allocation | Exhibit D |

CERTIFICATE OF INDIRECT COSTS

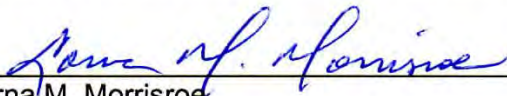
This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated November 29, 2021 to establish indirect costs rate(s) for calendar year 2022 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocated to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.
- (3) The indirect cost rate calculated within the proposal is 9.80 % which was calculated using an indirect cost rate base type of Salaries and Fringe. Calculations were based on actual costs at October 31 balances annualized for employees for calendar year 2021 to obtain a federal indirect cost billing rate for calendar year 2022.

All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct:

Organization Name: Arrowhead Regional Development Commission

Signature: 
Name of Authorized Official: Lorna M. Morrisroe
Title: Finance Director
Date of Execution: November 29, 2021

LOBBYING CERTIFICATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

As the official having the authority to negotiate the indirect cost rates on behalf of the ARDC, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs in as set forth in OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments", in the development of the indirect cost billing rate for the fiscal year ending 2022, based on 10 month annualized actual costs from fiscal year 2021.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: Arrowhead Regional Development Commission

Signature: 

Name of Authorized Official: Lorna M Morrisroe

Title: Finance Director

Date of Execution: November 29, 2021

Purpose

The purpose of this cost allocation plan for calendar year 2022 is to summarize, in writing, the methods and procedures that the Arrowhead Regional Development Commission (ARDC) will use to allocate costs to various programs, grants, contracts and agreements.

The plan addresses elements of costs incurred by ARDC and identifies common/shared costs that require consistent and sound allocation to be equitably shared by all work elements. The plan will not increase shared costs and provides for identification and equitable distribution on an agency-wide basis.

History

ARDC was created for the seven northeastern counties of Minnesota as Region III pursuant to Minnesota Statutes Section 462.381-462.396. The purpose of regional development commissions is to work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns of each region of the state. The commission may assist with, develop, or implement plans or programs for individual local units of government.

ARDC has been designated:

- Minnesota Board on Aging as the Area Agency on Aging for Region III Planning and Service Area (PSA), Region III comprises the counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.
- Metropolitan Planning Organization (MPO), to provide guidance and leadership on transportation and land use planning issues in the Duluth-Superior metropolitan planning area
- Northeast Minnesota Economic Development District, which provides economic development planning assistance to communities in the counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The business and affairs of the Commission are managed by a Board of Commissioners. The Board of Commissioners has the power to designate management, and has the ability to significantly influence operation and primary accountability for fiscal matters. The Commission receives funding from local, state and federal government sources and must comply with the requirements of these funding source entities.

ACCOUNTING SYSTEM DESCRIPTION

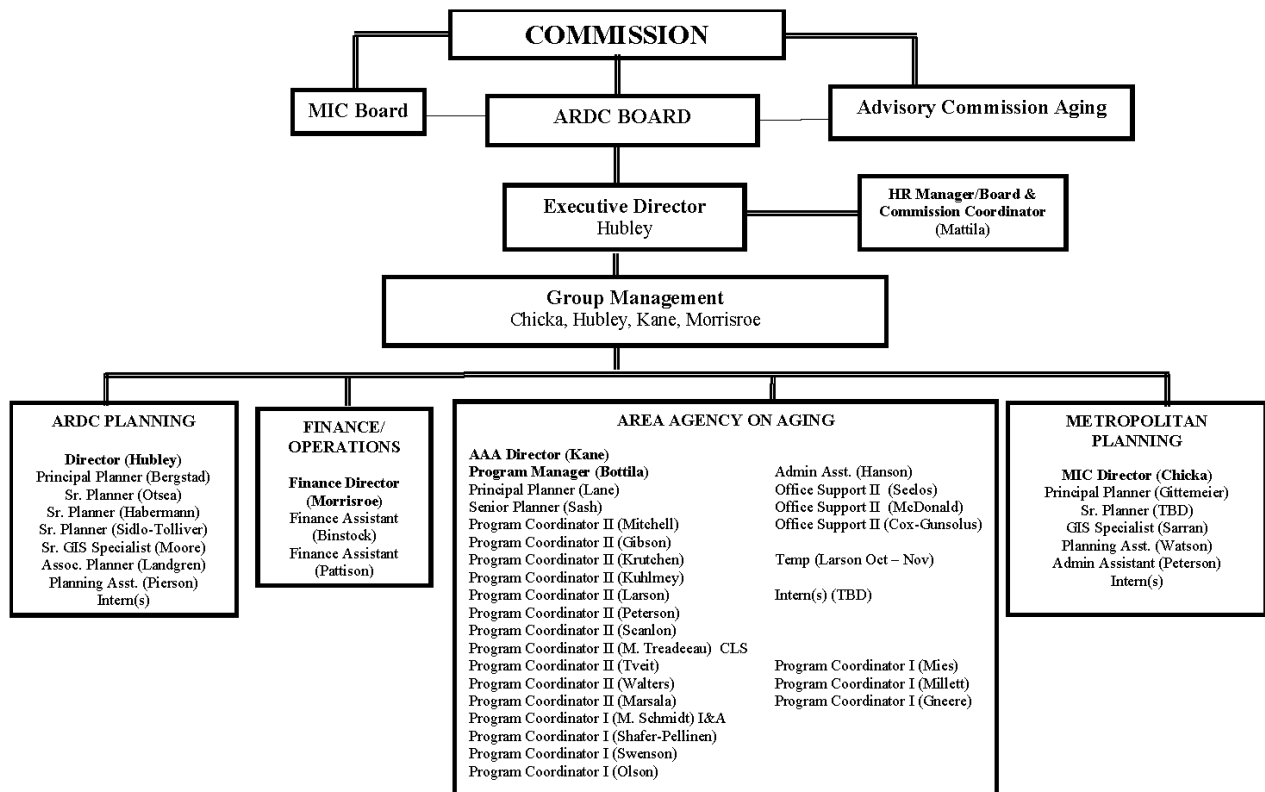
The ARDC uses a totally integrated Grants Management System (GMS) software designed specifically for public and non-profit multi-funded organizations receiving contract and grant funds. Separate journals and ledgers (organization codes and project numbers) are maintained for each individual program in the direct cost base. A separate journal and a general ledger (organization codes and project numbers) are also maintained for the indirect cost pool.

The composition of total costs of a project is allowable direct costs plus the allocated portion of the allowable indirect costs of the Commission. The Cost Allocation Plan has been developed using allowable costs as documented in *Final OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards 2CFR 200.27 Subpart F, Appendix IV, Appendix V, Appendix IX*.

The cost allocation structure contained in this plan provides the agency with an ability to monitor the various components of allocated cost. It also provides the basis for a consistent budgetary, accounting and reporting structure for the agency so that all components of the financial management system are compatible. The direct and indirect characteristics of each category of expenditures are delineated.

Arrowhead Regional Development Commission

Organizational Chart 2022



Leave Policies of the Commission

The leave pool does not require the issuance of a rate since leave is budgeted as a part of salaries. Salaries are budgeted in terms of annual salaries without distinction between service and leave time. Therefore, the billing rate per hour is the hourly rate paid to the employee increased by the portion that has been taken as leave. Treatment of paid absences: Vacation, holiday, sick leave and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages.

Fringe Benefits and their Cost

Fringe benefits are established by the ARDC Commission Board of Directors and are documented in the Employee Handbook. Actual costs for the fringe benefits are accumulated in the accounting system on an accrual basis. The accumulated pool costs are distributed to each work element through the actual rate which is the ratio of fringe costs to total salaries.

The proposed Fringe Benefit Rate is calculated by total fringe benefits divide by total Direct Salaries (Exhibit A)

$$\text{Fringe} = 872,413 / \$2,491,319 = 35.0\% \text{ calculated rate}$$

The Cost Allocation Plan and supporting methodology allows the Agency to establish and maintain accountability for each grant or contract regardless of when received. The integrated financial management structure treats costs consistently. During the year the accounting system produces indirect rates based on actual expenditures on a cumulative year to date basis. At the end of the fiscal year the previous actual rate will serve as the basis for developing the ensuing year's plan.

Allowable Costs

Individual elements of cost are classified as direct or indirect in accordance with principles contained in *Final OMB Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards 2CFR 200.27 Subpart F, Appendix IV, Appendix V, Appendix IX*

- (a) An indirect cost is reasonable when it is necessary for the operation of the Commission and the purchase is made in compliance with the Purchase and Procurement Policy of the Commission.
- (b) The costs are consistent with generally accepted accounting principles. The Commission is responsible for making sure that purchases are allowable and reasonable under cost principles in *2CFR 200.27*.
- (c) Internal controls - the Commission's policies and procedures ensure there is separation of duties to ensure no one person has control over all aspects of a financial transaction.

Indirect Costs (Exhibit B)

Indirect costs are costs that are not readily identified with a particular project but are nevertheless incurred for the joint benefit of Commission programs. Indirect pools/cost centers are used with bases to facilitate an equitable and consistent distribution of indirect costs to work elements. The accounting system identifies actual indirect cost rates for comparison with the rate proposed herein.

- (a) A base period for allocating indirect costs - the base period for ARDC actual costs is the calendar year.
- (b) All grants or contracts that contain salaries bear a pro rata share of indirect costs.
- (c) The Commission's method of allocating indirect costs is in accordance with generally accepted accounting principles consistently applied.

Indirect Cost Rate

The indirect cost rate is the ratio of total indirect costs divided by the base - salaries plus fringe.

ARDC Commissioners have identified the need for in-house services to the ARDC Divisions as follows:

1. A Human Resources management
2. Information Technology coordination

3. Depreciation costs associated with it building/facilities and equipment are included in Indirect Costs. The straight line depreciation method used identifies the asset class and expected life of the asset.
4. IT server equipment under \$2,500 are included in Indirect Costs and software licenses, virus protection and other items related to security of data security.

Indirect Costs Pools - are accumulated in the accounting software to consistently distribute to each element/project through a rate calculation of **total indirect costs** divided by **indirect cost base** (agency-wide salary + fringe).

<u>Description</u>	<u>Balance</u> <u>10/31/2021</u>	<u>Balance Annualized</u> <u>2021</u>	<u>2022 Indirect</u> <u>Budget</u>
Total Indirect Costs	219,962	263,954	329,527
Indirect cost base (total salaries + fringe)	2,409,372	2,891,062	3,363,732
Indirect cost rate	9.13%	9.13%	9.80%

Cost Allocation and Direct Expense

A direct cost is any cost that can be identified specifically with a particular cost objective/work element. Each project has a budget for direct costs and are charged directly to the contract. Salaries, wages, staff travel, photocopy, printing, contractual purchases, etc. identifiable to a particular project are charged directly to that project

- (a) All allowable direct costs are charged directly to programs, grants, activity, etc.
- (b) Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated. Examples include facilities which are allocated on a square footage basis and professional liability insurance allocated by the number of hours recorded for each project.

The ARDC provides facilities (work space) and certain services to all of the Divisions on a centralized basis. A process has been developed whereby these central service costs are identified and charged to benefited grants and contracts on a reasonable and consistent basis. Considerations in determining an appropriate base for allocating costs include the relative benefits received, the materiality of the cost, and the amount of time and cost to perform the allocation. **Costs of central-type services to the Divisions are directly charged using allocation bases for cost distribution. Bases are established for each type of expense category and distributed through transfer coding.**

Commission travel includes charges for mileage, airfare, lodging, meals, taxi and per diems for Commissioners. All Commission travel charges are charged to the Commission administrative budget that is funded directly by the General Fund. The Commission is funded by property tax levy receipts.

Requests for Information

Questions concerning information provided in this Cost Allocation Plan, or requests for additional financial information, should be addressed to:

Arrowhead Regional Development Commission
221 West First Street Duluth, Minnesota 55802

Attention: Lorna M. Morrisroe, Finance Director

Exhibit A												
Arrowhead Regional Development Commission												
Employee Fringe Benefits 2022												
Position	% Worked	Salaries & Wages Annualized	FICA & Medicare	PERA	ARDC Employer Health	ARDC Dental	ARDC Life & STD	ARDC LTD	Worker Comp	Unemployment	H.S.A	Total Fringe
Support Staff	100.0%	53,560	4,097	4,017	8,087	1,063	104	161	509	168	2,340	20,547
Planner	100.0%	33,862	2,590	2,540	3,776	411	66	102	322	163	2,340	12,309
Planner	100.0%	46,571	3,563	3,493	12,259	411	72	140	442	168	2,340	22,889
Planner	100.0%	41,850	3,201	3,139	14,267	1,063	82	126	398	168	2,340	24,784
Support Staff	50.0%	18,335	1,403	1,375	-	-	-	-	174	88	-	3,040
Planner	100.0%	49,317	3,773	3,699	7,629	1,063	96	148	469	168	2,340	19,385
Support Staff	50.0%	17,888	1,368	1,342	-	-	-	-	170	86	-	2,966
Planner	100.0%	41,454	3,171	3,109	5,104	1,063	82	125	394	168	2,340	15,556
Manager	100.0%	74,651	5,711	5,599	4,209	411	146	225	709	168	2,340	19,518
Planner	100.0%	55,328	4,233	4,150	3,945	411	108	167	526	168	2,340	16,047
Planner	100.0%	44,262	3,386	3,320	-	-	86	133	420	168	-	7,514
Planner	100.0%	40,227	3,077	3,017	3,671	411	80	121	382	168	2,340	13,268
Planner	100.0%	55,307	4,231	4,148	4,428	411	108	166	525	168	2,340	16,526
Planner	100.0%	47,424	3,628	3,557	3,945	1,063	94	143	451	168	2,340	15,389
Planner	100.0%	50,440	3,859	3,783	10,662	1,063	98	152	479	168	2,340	22,604
Planner	80.0%	42,848	3,278	3,214	21,732	1,063	66	129	407	168	2,340	32,397
Manager	100.0%	71,448	5,466	5,359	-	411	140	215	679	168	-	12,437
Manager	80.0%	58,273	4,458	4,370	-	411	114	175	554	168	-	10,250
Support Staff	100.0%	46,363	3,547	3,477	12,259	411	72	140	440	168	2,340	22,854
Manager	100.0%	58,594	4,482	4,395	-	1,063	114	176	557	168	-	10,956
Planner	100.0%	55,702	4,261	4,178	11,214	1,063	110	168	529	168	2,340	24,031
Planner	100.0%	58,635	4,486	4,398	12,051	411	114	177	557	168	2,340	24,701
Planner	100.0%	41,246	3,155	3,093	9,361	411	82	124	392	168	2,340	19,126
Director	100.0%	120,099	9,188	9,007	5,799	1,063	197	310	1,141	168	2,340	29,213
Planner	75.0%	43,618	3,337	3,271	5,497	411	86	131	414	168	2,340	15,655
Manager	100.0%	63,669	4,871	4,775	4,154	411	124	192	605	168	2,340	17,639
Planner	100.0%	50,544	3,867	3,791	3,740	411	100	152	480	168	2,340	15,049
Planner	100.0%	56,139	4,295	4,210	-	-	110	169	533	168	-	9,486
Planner	100.0%	41,496	3,174	3,112	24,283	1,063	82	125	394	168	2,340	34,742
Planner	100.0%	69,909	5,348	5,243	11,523	1,063	136	210	664	168	2,340	26,696
Director	100.0%	120,432	9,213	9,032	24,635	1,063	197	310	1,144	168	2,340	48,103
Planner	100.0%	73,507	5,623	5,513	5,293	411	144	221	698	168	2,340	20,412
Director	100.0%	98,342	7,523	7,376	14,030	1,063	190	296	934	168	2,340	33,920
Manager	100.0%	76,482	5,851	5,736	-	1,063	150	230	727	168	-	13,925
Director	100.0%	116,750	8,931	8,756	12,324	411	154	310	1,109	168	2,340	34,503
Support Staff	70.0%	36,618	2,801	2,746	-	-	-	-	348	168	-	6,064
Planner	100.0%	47,154	3,607	3,537	21,767	1,063	92	142	448	168	2,340	33,164
Planner	75.0%	40,576	3,104	3,043	10,092	1,063	80	122	385	168	2,340	20,398
Support Staff	100.0%	40,872	3,127	3,065	10,534	411	80	123	388	168	2,340	20,236
Planner	100.0%	45,677	3,494	3,426	3,567	411	90	138	434	168	2,340	14,067
Planner	100.0%	50,898	3,894	3,817	3,776	411	100	153	484	168	2,340	15,142
Support Staff	100.0%	40,706	3,114	3,053	3,567	-	80	123	387	168	2,340	12,831
Planner	100.0%	55,266	4,228	4,145	4,823	411	108	166	525	168	2,340	16,914
Support Staff	30.0%	14,140	1,082	1,060	-	-	-	-	134	68	-	2,344
Planner	80.0%	37,706	2,885	2,828	6,659	1,063	99	162	358	168	2,340	16,562
Planner	100.0%	47,133	3,606	3,535	14,849	1,063	95	150	448	168	2,340	26,254
		2,491,319	190,586	186,849	339,512	28,420	4,530	7,148	23,668	7,460	84,240	872,413
												35.02%

Exhibit B			
Arrowhead Regional Development Commission			
Period From 1/1/2021 to 10/31/2021			
Indirect Cost Rate Computation and Analysis			
Indirect Cost Pool Expenses			
Description	Year to Date 10/31/2021	2021 Annualized	2022 Proposed
SALARIES	66,241	79,490	80,000
FRINGE BENEFITS	21,534	25,841	27,600
Mileage - Staff Travel	16	19	500
Building Repairs and Maintenance	5,427	6,512	10,000
Insurance	5,164	6,197	7,500
Phone-Cell/Mobile Service	275	330	900
Internet & phone	73	87	500
Office Supplies	546	656	1,000
Paper	36	43	50
Supplies < \$5,000 Furniture/Equipment	1,826	2,191	2,500
Dues/Memberships	1,858	2,230	2,500
Postage	300	360	500
Advertising	50	59	100
Photocopying & Printing	259	311	700
Printing/publishing-External	265	318	300
Consultants & Contractual	261	313	500
IT Managed Services (CW)	39,163	46,996	84,000
Legal Fees	528	633	500
Software-Maintenance	5,045	6,054	8,000
Computer-Supplies	40	48	1,000
Computer-Equipment	5,863	7,036	10,000
Network Maintenance	4,351	5,221	7,500
Website Dev/Maintenance	500	600	600
Depreciation-Furniture/Equipment	2,971	3,565	2,150
Depreciation-Building	51,139	61,367	61,367
Training	1,933	2,320	2,500
Miscellaneous	4,298	5,158	16,750
Expenses	219,962	263,954	329,517
Indirect Cost Pool	219,962	263,954	329,517
Base for Distribution:	2,409,372	2,891,062	3,363,732
(Salaries & Fringe)			
Year to Date Indirect Cost Rate	9.13%	9.13%	9.80%

Exhibit C - Expense Allocation

Expense Description	Methodology of Allocation
Contractual services	Actual usage – Direct expense
Depreciation / use allowance	Indirect cost
Equipment rental and maintenance	Internal Services Pool Allocated by usage logs
Equipment / capital	Internal Service Allocated by usage
Equipment / minor	Actual usage – Direct expense to project
Insurance – Professional Liability	Allocated on hours - Actual time spent on project
Facilities/Occupancy	Charges for maintenance repairs, utilities are calculated on basis of square footage used by employee multiplied by the time spent on the project
Office supplies	Directly expensed to program
Other expenses	Based on administrative services actual use
Postage	Actual usage based on log directly expensed to project
Printing	Actual usage based on log directly expensed to project
Professional fees	Accounting and audit, payroll processing services, are charged on work performed for administrative services
Program materials	Direct expense
Program supplies	Charged to project as costs are incurred; direct cost
Renovations and improvements	Direct cost to Internal Service
Telephone	Basic services allocated on number of phones used
Travel	Actual usage Directly charged to program

Schedule of indirect costs (budgeted and actual) is sufficiently detailed to determine the purpose and classification, including salaries and unallowable expenses (e.g. contributed salaries and services, interest expense, bad debts, advertising, depreciation on federally funded assets and lobbying costs) are eliminated from the indirect cost pool.

Exhibit D - Narrative description of Cost Allocation Approach and Procedures

Personnel includes all charges for staff salary and wages documented with biweekly timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program are allocated to those programs based on the ratio of the program's hours to the total of such hours. Costs that benefit all programs are charged to indirect costs using a rate with a base of salary and fringe.

Fringe benefits includes all charges for FICA, UC, and Worker's Compensation, PERA (Public Employee Retirement), health savings account payments, health insurance, dental insurance, life and disability and other fringe benefits are allocated to personnel charges. All fringe benefits are recorded as actual.

Insurance needed for a particular program is charged directly to the program. Insurance for general and professional liability coverage are expensed allocated by the number of hours spent working on a project.

Contracted Services charged directly to the program that have direct benefit. These costs include charges for consultants, legal services, audit services, etc.

Postage is allocated based on usage and charged directly to that program as documented in the postage log.

Printing and photocopying (including supplies, maintenance and repair) expenses are charged directly to programs that benefit from the service. An internal service fund is maintained for printing and copying. The copier/printers have logging software that charges the work project or contract for each copy printed or photocopied.

Program Supplies are charged directly to programs that benefit from their use.

Internet and Telephone are purchased as a bundled product. The costs of the internet and telephone are allocated on a per cubicle basis. All onsite employees receive the same type and level of service. All telephone equipment is fully depreciated. Using a per cubicle (office) basis the charges vary during the year due to interns, seasonal employees and volunteers. Telephone service for off-site staff is charged directly to the projects they are working on. Cell phone costs are also charged directly.

Training/Conferences/Seminars are allocated to the program benefiting from the training, conferences or seminars.

Auto and Travel Costs include charges for mileage, airfare, lodging, meals. All travel costs are charged directly to the program for which the travel is incurred. Staff travel for Human Resource and IT Coordination are charged to indirect charges.

Facilities Expenses (includes utilities, maintenance and repairs, Property Insurance, garbage, shredding etc) are allocated based upon a ratio of Division usable square footage distributed over the total square footage of the building including shared space (hallways, bathrooms, etc.) Facilities costs related to central activities are considered shared space.

Information Technology (IT) Managed Services Provider is contracted to monitor server and computer backups, patches and security, email services, and to provide 24-hour monitoring, managing and/or problem resolution for the IT systems. These Managed IT costs are recorded and charged to indirect expense. Workstation equipment (desktop computers/laptops are charged directly to the Division grants.

Rent for offsite locations are charged directly to the contract/grant that is making use of the rented space.

Other Costs (including membership dues, licenses, fees, etc.) if allowable are expensed directly to programs that benefit from the service. These purchases that benefit more than one program are allocated using a prorated method

Periodicals, Subscriptions include charges for magazines, books, pamphlets are charged directly to the benefited Division. Periodicals and subscriptions that benefit all Divisions are charged to Commission administrative budget.

Minnesota MPO Unified Planning Work Program Checklist

MPO: Duluth-Superior Metropolitan Interstate Council UPWP website: dsmic.com

MPO Contact name: Ron Chicka Phone: 218.529.7506 Email: rchicka@ardc.org

UPWP time period: 1.1.23 to 12.31.24

The table below identifies information that should be covered by the MPO's Unified Planning Work Program (UPWP). UPWPs are regulated under 23 CFR 450.308, 23 CFR 420, and FTA Circular C8100.1D. Complete the requested information as applicable.

Regulatory Citation <small>(23 CFR, except when noted otherwise)</small>	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
420.111	Cover Page	Include MPO name	<u>Yes</u>		
		Include calendar years covered by the UPWP	<u>Yes</u>		
450.308(c)	Title Page	Include MPO name	Yes	ii	
		Include calendar years covered by the UPWP	Yes	ii	
		Identify MPO contact person, including name, phone number and email address	Yes	ii	
		Identify the agencies providing funds for the UPWP; Option to include agency logos for easier identification	Yes	ii	
		Include a USDOT disclaimer noting that the document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation	Yes	ii	
Best practice	Introduction	Include a table of contents	Yes		
		Include a fully executed MPO resolution approving the UPWP	Yes	57	
		Include a fully executed federal self-certification document	Yes	57	
Best practice	Map	Include a map showing MPO urbanized boundary and the Planning Area boundary	Yes	vii	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
Best practice	Staff	List primary MPO staff by name and title	Yes	vi	
Best practice	MPO membership	List of all policy board members, including names and affiliations	Yes	v	
		List of all technical advisory members, including names and affiliations	Yes	v	
		List of all technical committee(s) members, including names and affiliations (i.e., bicycle and pedestrian or harbor committees)	Yes	vi	
450.308(b)	Previous year's accomplishments	Summarize the MPO's previous year's accomplishments. This may include major studies completed, number of TIP/MTP amendments, Title VI and environmental justice related activities etc.	Yes	xi	
Best practice	Meetings	List all proposed policy board meeting dates	Yes	60	
		List all proposed technical advisory committee and all technical committee meeting dates	Yes	60, 61	
		Include a note that meeting dates are subject to change	Yes		
450.308(c)	Federal Planning Factors	Discuss the planning priorities for the MPO and the ten federal planning factors	Yes	34	
450.308(c); 420.111(b)(1)	Funding	Include a summary budget table which identifies participating agencies with respective funding commitments by task with line and column totals	Yes	22	
		Include a funding source table which lists current funding by program source for each task with totals	Yes	23	
		Include a funding summary table that shows: federal share by type of	Yes	24	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
		fund, matching rate by type of fund, state and/or local matching share, and other state and local funds				
420.113	Eligible Expenses	Include a cost allocation plan or link to MPO's cost allocation plan		Yes	38	
		Ensure all costs are eligible under the Metropolitan Planning funds		Yes		
450.308(c); 450.308(c); 420.111(b)(1)	Work Plan Elements Best practice examples: <ul style="list-style-type: none">• Portland, OR - Oregon Metro 2022 UPWP• Omaha, NE - MAPA FY2021 UPWP• Southeastern Wisconsin MPO - SEWRPC 2022 Overall Work Program	Task Identification	Include task number and title	Yes		
		Purpose	Discuss the purpose of the work element and/or individual work item/activity with at least two objectives	Yes		
		Description	Include a brief description of each individual work item/activity in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work	Yes	2-19	
		Final product(s)	Identify in sufficient detail the resulting products	Yes	2-19	
		Hours	Estimate the number of hours for work activities	Yes	23	
		Schedule	Include insufficient detail the schedule for completing the work (i.e., estimated milestone or	Yes		

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
U.S.C. 2000d et seq.					
Executive Order 13166	Language Access Plan	Ensure document complies with Limited English Proficiency requirements	Yes		
Americans with Disabilities Act Title II	ADA compliance	Ensure document is accessible	Yes		
IIJA – new ruling	2.5% Safe & Accessible Fund set-aside	Identify Safe & Accessible Transportation Option set-aside activities are This needs to account for a minimum of 2.5% of the MPO federal funds	Yes	6	

MPO comments:

WI - MPO UPWP Checklist

	Cover Page	Cover
1	Name of MPO agency and area represented	ii, vii
2	UPWP Fiscal Year	ii
3	Contact Information for MPO	ii
4	Agencies providing funds or support – including agencies' logos	ii
5	USDOT Disclaimer	ii
6	Introduction/Preface	x
7	Table of Contents	iii
8	MPO Approval Resolution—to be signed	57
	Self-Certification-to be signed	57
9	Prospectus	N/A
10	Committee Lists-responsibilities, meetings	v/61
11	Staff-names, positions and responsibilities	v
12	Map-Regional MPO Coverage Area	vii
a.	Planning Boundary	vii
b.	Urbanized Area Boundary	vii
c. *	Air Quality Boundary	N/A
13	Eleven Planning Factors	34
14	UPWP	i-61
a.	Definition of UPWP purpose	x
b.	Summary of previous year's accomplishments	xi-xiii
c.	Status of current activities	Refer to Quarterly Reports
15	WORK ELEMENTS (Description of major work products and tasks)	2-19
a.	UPWP	i-61
b.	Administration	18-19
c.	TIP – Development/Maintenance	16
d.	LRTP – Development/Maintenance	13-14
e. *	Congestion Management Process/ITS	N/A

MPO UPWP Checklist, continued...

15	<i>Continued</i>	
h. *	Air Quality Planning	N/A
	i). Modeling	14
*	ii). CMAQ Application Process	N/A
i.	Public Involvement plan – Updated 2021	N/A
j.	Surveillance (Data Collection)	N/A
k.	Project/Corridor Studies	2-4
l.	Special Studies	N/A
m.	TSM/TDM Planning	3-4
n.	TE Planning	N/A
16	Performance Management	16
17	Summary of Budget Revenues	22-26
Table 1	Budget Summary	23
Table 2	Funding Sources	22
18	Indirect Cost Allocation Plan	38
	Direct Costs- see Cost Allocation Plan	
	Indirect Costs- see Cost Allocation Plan	
	Indirect Cost Rate Proposal- see Cost Allocation Plan	
19	Carry-over of unspent funds	N/A
20	Current Signed Title VI Nondiscrimination Agreement	ii
21	Link to current Title VI Program	ii
22	Annual Meeting Schedule	60, 61

* Denotes items present on as 'as needed' basis

N/A = not applicable

RESOLUTION AND CERTIFICATION**RESOLUTION #22-14**

Adopting the CY 2023-2024 Metropolitan Interstate Council (MIC) Unified Planning Work Program and Budget and Recommending that the Arrowhead Regional Development Commission Authorize Entering into Contracts with the Minnesota and Wisconsin Departments of Transportation for Support of the MIC's Unified Transportation Planning Work Program for 2023-2024.

WHEREAS, the Duluth-Superior Metropolitan Interstate Council (MIC) was created by the Joint Agreement of the Arrowhead Regional Development Commission (ARDC) and the Northwest Regional Planning Commission (NWRPC) as the urban planning policy body and designated Metropolitan Planning Organization (MPO) with responsibility for performing urban transportation planning and is recognized by Minnesota and Wisconsin Governors, and

WHEREAS, the MIC develops and annually adopts a work program to guide the work activities of urban transportation planning; and

WHEREAS, the MIC 2023-2024 Transportation Planning Work Program and Budget has been approved by the Transportation Advisory Committee (TAC) with input from MnDOT, WisDOT, NWRPC, the Duluth Transit Authority (DTA) and MIC area jurisdictions; and

WHEREAS, the United States Secretary of Transportation is authorized to make grants for transportation planning purposes to designated Metropolitan Planning Organizations; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) and the Wisconsin Department of Transportation (WisDOT) administer federal planning funds under the Consolidated Planning Grant (CPG) process; and

WHEREAS, in accordance with 23 CFR 450.336(a), the Duluth-Superior Metropolitan Interstate Council hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

5. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

NOW, THEREFORE, BE IT RESOLVED, that the MIC adopts the Calendar Years 2023-2024 Unified Transportation Planning Work Program and Budget and recommends that the Arrowhead Regional Development Commission authorize entering into contracts with the Minnesota and Wisconsin Departments of Transportation for support of the MIC Transportation Planning Work Program for 2023-2024. All contracts shall be consistent with ARDC’s budget and personnel limitations and subject to legal counsel review.

ATTEST:

Nick Baker, Policy Board Co-Chair

Wayne Boucher, Policy Board Co-Chair

Ron Chicka, MIC Director

October 19, 2022

Date

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

RESOLUTION

Authorization to Enter into Agreements with the Minnesota Department of Transportation and the Northwest Regional Planning Commission for Federal and State Planning Funds for Support of Work Program Activities by the Metropolitan Interstate Council for Calendar Year 2023-2024.

WHEREAS, the Duluth-Superior Metropolitan Interstate Council (MIC) was created by the Arrowhead Regional Development Commission (ARDC) and the Northwest Regional Planning Commission (NWRPC) as the urban transportation planning organization for the Duluth-Superior area; and

WHEREAS, the United States Secretary of Transportation is authorized to make grants for transportation planning projects through designated Metropolitan Planning Organizations; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) and the Wisconsin Department of Transportation (WisDOT) administer federal planning funds under the Consolidated Planning Grant (CPG) process; and

WHEREAS, annual ARDC match funds from seven Northeast Minnesota counties’ property tax levy are allocated to the MIC program; and

WHEREAS, the MIC develops and annually adopts a work program to guide the work activities of urban transportation planning; and

WHEREAS, the MIC 2023-2024 Unified Transportation Planning Work Program and Budget has been approved by the MIC Policy Board, with input from its Transportation Advisory Committee (TAC), MnDOT, WisDOT, NWRPC, the Duluth Transit Authority (DTA) and MIC area jurisdictions; and

WHEREAS, the 2023-2024 MIC budget has been included in on-going discussions between the MIC and ARDC, and future mutual discussions of MIC budgets are anticipated;

NOW, THEREFORE, BE IT RESOLVED, that the ARDC Board authorizes its Chair, Board Officer and the MIC Director to enter into agreements and amendments with MnDOT and Northwest Regional Planning Commission (NWRPC) for ARDC’s portion of the financial match for the MIC’s Transportation Planning Work Program for 2023-2024. This contract and all future contracts shall be consistent with ARDC’s budget and personnel limitations and subject to review by legal counsel.

Attest:

ARDC Commission Chair

MIC Director

October 19, 2022

ARDC Commission Officer

Date

2023 MIC, TAC, HTAC, BPAC Meeting Calendar

8.16.22

Day/Date	Time	Group	Location	Day/Date	Time	Group	Location
January				July			
Tue, Jan 18	1:30 PM	TAC		Wed, July 19			WisDOT In Person or Virtual
Wed, Jan 18	6:00 PM	MIC		No Board or committee meetings during July			
February				August			
Thurs, Feb 2	2:30 PM	BPAC		Thurs, Aug 3	2:30 PM	BPAC	
Tue, Feb 15	1:30 PM	TAC		Tue, Aug 15	1:30 PM	TAC	
Wed, Feb 15	6:00 PM	MIC		Wed, Aug 16	6:00 PM	MIC	
March				September			
Wed, Mar 1	9:00 AM	HTAC		Wed, Sept 7	9:00 AM	HTAC	
Tue, Mar 14	1:30 PM	TAC		Tue, Sept 20	1:30 PM	TAC	
Wed, Mar 15	6:00 PM	MIC		Wed, Sept 21	6:00 PM	MIC	
April				October			
Tue, Apr 18	1:30 PM	TAC		Tue, Oct 17	1:30 PM	TAC	
Wed, Apr 19	6:00 PM	MIC		Wed, Oct 18	6:00 PM	MIC	
May				November			
Thurs, May 4	2:30 PM	BPAC		Thurs, Nov 3	2:30 PM	BPAC	
Tue, May 16	1:30 PM	TAC		No other Board or committee meeting during November			
Wed, May 17	6:00 PM	MIC		December			
June				December			
Wed, June 7	9:00 AM	HTAC		Wed, Dec 6	9:00 AM	HTAC	
Tue, June 20	1:30 PM	TAC		Tue, Dec 12	1:30 PM	TAC	
Wed, June 21	6:00 PM	MIC		Wed, Dec 13	6:00 PM	MIC	

* Dates and locations are occasionally subject to change - please check your meeting notice to confirm

MIC = Metropolitan Interstate Council Policy Board TAC = Transportation Advisory Committee Committee

HTAC = Harbor Technical Advisory BPAC = Bicycle & Pedestrian Advisory Committee

2024 MIC, TAC, HTAC, BPAC Meeting Calendar

8.30.22

Day/Date	Time	Group	Location	Day/Date	Time	Group	Location
January				July			
Tue, Jan 16	1:30 PM	TAC		<i>Mid-Year Review/date subject to change</i>			
Wed, Jan 17	6:00 PM	MIC		Wed, July 17			WisDOT In Person or Virtual
February				August			
Thurs, Feb 1	2:30 PM	BPAC		No Board or committee meetings during July			
Tue, Feb 20	1:30 PM	TAC		Thurs, Aug 1	2:30 PM	BPAC	
Wed, Feb 21	6:00 PM	MIC		Tue, Aug 20	1:30 PM	TAC	
March				September			
Wed, Mar 6	9:00 AM	HTAC		Wed, Sept 4	9:00 AM	HTAC	
Tue, Mar 19	1:30 PM	TAC		Tue, Sept 17	1:30 PM	TAC	
Wed, Mar 20	6:00 PM	MIC		Wed, Sept 18	6:00 PM	MIC	
April				October			
Tue, Apr 16	1:30 PM	TAC		Tue, Oct 15	1:30 PM	TAC	
Wed, Apr 17	6:00 PM	MIC		Wed, Oct 16	6:00 PM	MIC	
May				November			
Thurs, May 2	2:30 PM	BPAC		Thurs, Nov 7	2:30 PM	BPAC	
Tue, May 14	1:30 PM	TAC		<i>No other Board or committee meeting during November</i>			
Wed, May 15	6:00 PM	MIC		December			
June				December			
Wed, June 5	9:00 AM	HTAC		Wed, Dec 4	9:00 AM	HTAC	
Tue, June 18	1:30 PM	TAC		Tue, Dec 10	1:30 PM	TAC	
Wed, June 19	6:00 PM	MIC		Wed, Dec 11	6:00 PM	MIC	

*Dates and locations are occasionally subject to change - please check your meeting notice to confirm

MIC = Metropolitan Interstate Council Policy Board TAC = Transportation Advisory Committee Committee

HTAC = Harbor Technical Advisory BPAC = Bicycle & Pedestrian Advisory Committee

