

2024-25 Active Transportation Advisory Committee Annual Report

To: Commissioner Daubenberger

Commissioner Daubenberger,

On behalf of the Active Transportation Advisory Committee (ATAC) members and the Minnesota Department of Transportation staff who assist in coordinating our group, I am pleased to share our 2024-2025 annual report with you.

Since ATAC was enacted by the 93rd Minnesota Legislature in 2023, the agency and appointed members have continued to take numerous steps to establish the committee as an informed, effective, and connected body. Our charge is to provide guidance to and oversight of Minnesota's statutory Safe Routes to School (SRTS) and Active Transportation (AT) programs, as well overall topics related to active transportation, including safety, education, and development programs. In many ways, ATAC is the successor to MnDOT's former advisory body, the State Non-Motorized Transportation Advisory Committee, which was sunset by the legislature in 2018. We are thankful for the opportunity to update you on our work and make formal recommendations regarding these important topics.

Formal Recommendations

Based on the committee's work over the past year, ATAC would like to put forward one formal recommendation. We request a response from the Commissioner within three months of receipt.

Recommendation 1: Support the Active Transportation Program Strategic Plan

While the Active Transportation Program's first strategic plan was adopted after the timeframe of this report, the bulk of its development took place between January and June 2025. ATAC served as the strategic planning group for the effort. The Plan, included here as Appendix i, charts an innovative, ambitious, and practical course for the program over the next 5+ years and, with the support of MnDOT leadership, can help to improve the lives of Minnesotans who walk and bike.

ATAC recommends that the Active Transportation Program Strategic Plan is supported by the agency through resources, staffing, and coordination.

Meetings

ATAC meets on an established recurring schedule. The group meets third Thursdays from 2:00-4:00 p.m. Between July 1, 2024 and June 30, 2025 our meeting dates were July 18, 2024; September 19, 2024; November 21, 2024; January 16, 2025; March 20, 2025; and May 15, 2025.

In January, ATAC voted to transition from hybrid meetings to virtual-only meetings (except for September meetings) to improve meeting quality.

Per the ATAC Charter adopted in May 2024, every September ATAC will hold a hybrid/in-person and include optional programming to learn more about walking and bicycling in Minnesota. The September 19, 2024 meeting was held in MnDOT District 1 (Eveleth, MN) and included self-led walking and bicycling tours of the city's active transportation network as well as an infrastructure tour of the active transportation facilities of the Thomas Rukavina Memorial Bridge and ongoing construction of the Mesabi Trail. Our thanks to the St. Louis & Lake County Regional Railroad Authority for hosting ATAC. The September 18, 2025 meeting was held in MnDOT District 4 and included a guide walking tour of a Complete Streets project along TH59 in Pelican Rapids and a tour of active transportation facilities in Fergus Falls. We are grateful to our partners at West Central Initiative Foundation (WCIF) for hosting the committee.



Figure 1: ATAC members and MnDOT staff at the World's Largest Hockey Stick in Eveleth in conjunction with the September 19, 2024 ATAC meeting in Eveleth.



Figure 2: ATAC members and guests with Pelican Pete following the September 18, 2025 Complete Streets Tour in Pelican Rapids.

Topics

As members continue to learn about and recommend changes to the agency’s operations and the relevant program areas, MnDOT staff have coordinated various presentations and discussion topics for ATAC, including but not limited to:

- Statewide Bicycle+ System Planning Process
- MnSHIP Programming
- Safe Routes to School Boost Grant Programming
- Youth E-Bike Safety
- Active Transportation Safety Training Program
- E-Bike Rebate & Behavior Change Research
- Cost Participation Policy
- OTAT Legislative Proposal for AT Safety Training Funding

Membership

Our current membership and voluntary additional working group participation is:

Public Members	Appointed Members
<ul style="list-style-type: none"> • Jeffrey Flaten, City of Dennison (Chair) * ‡ • Kelly Grissman, Three Rivers Park District (Vice Chair) * Ω • Bob Bierscheid, AARP ◊ • Robert Byrnes, City of Marshall ‡ • Sarah Ciochetto, St. Lous & Lake Counties Regional Railroad Authority * • James Foldesi, St. Louis County ‡ • Marion Greene, Hennepin County ‡ • Glen Kajewski, Bike Thief River Falls Ω ¥ • Andy Lageson, Cyclehoop • CJ Lindor, Bicycle Alliance of Minnesota ◊ • Jennifer Lowry, City of Roseville Ω 	<ul style="list-style-type: none"> • Gina Hermann, Dept. of Administration • Terri Swartout, Dept. of Education ◊ • Ellen Pillsbury, Dept. of Health ◊ • Wade Miller, Dept. of Natural Resources • Lauren Dickerson, Dept. of Pollution Control • Michael Hanson, Dept. of Public Safety • Sarah Ghandour, Dept. of Transportation * • Joe Widing, Metropolitan Council Ω • Michael Hernandez, Explore Minnesota Tourism

<ul style="list-style-type: none"> • Alex McKenzie, St. Cloud APO ◊ • Edna Mckenzie, Midwest Select Contracting LLC Ω • Matt Moore, People for Bikes • Griffin Peck, West Central Initiative, MN Climate Adaptation Partnership ‡ • Kyle Shelton, University of Minnesota Center for Transportation Studies ◊ ¥ • Katherine White, City of Minneapolis ¥ • Cindy Winters, Greater Mankato Bike and Walk Advocates Ω 	<p>* Denotes participation in Executive Working Group ‡ Denotes participation in AT/SRTS Infrastructure Working Group Ω Denotes participation in AT Non-Infrastructure Working Group ◊ Denotes participation in the SRTS Non-Infrastructure Working Group ¥ Denotes participation in a liaison role or similar to another organization or body</p>
--	--

We’d like to extend our thanks to these former members for their service to ATAC: Kate Knuth, Dept. of Pollution Control, and Michael Hernandez, Explore Minnesota Tourism.

Charter Ratification

The ATAC charter calls for annual review and ratification. Earlier this year, ATAC members suggested minor changes to the charter related to key dates, meeting format. The charter was ratified on May 15, 2025. It is included here as Appendix ii.

Looking Ahead

ATAC members remain eager to apply what they’ve learned about MnDOT, the state’s AT and SRTS programs, and the wider transportation system to serve people who walk, bike, and roll in Minnesota. This will include providing strategic guidance to new initiatives and activities, continued discussion of e-bike safety topics, review of MnDOT’s Cost Participation Policy (CPP) updates, collaborating with the Advisory Council on Traffic Safety on ongoing research, participating in the 2026 National Safe Routes to School Conference, and humbly making formal recommendations to the Commissioner. The group will also look forward to the leadership of a new Chair and Vice Chair.

In service,
Jeffrey Flaten
Active Transportation Advisory Committee Chair

Appendix i: Active Transportation (AT) Program Strategic Plan

Active Transportation Program Strategic Plan

Minnesota Department of Transportation,
Office of Transit and Active Transportation
September 24, 2025

Project Team

Abra Pollock

Nick Kor

Enterprise Director

Beth Bibus

Assistant Directors

Lisa Anderson

Kris Van Amber

Contact Information

Telephone: 651-259-3800

Email: Management.Analysis@state.mn.us

Website: mn.gov/mmb/mad

Address:

658 Cedar Street

Centennial Office Building

Room 300

Saint Paul, Minnesota 55155

Management Analysis and Development

Management Analysis and Development is Minnesota government's in-house fee-for-service management consulting group. We have over 40 years of experience helping public managers increase their organizations' effectiveness and efficiency. We provide quality management consultation services to local, regional, state, and federal government agencies and public institutions.

Alternative Formats

To request a reasonable accommodation and/or alternative format of this document contact us at 651-259-3800, Management.Analysis@state.mn.us, or accessibility.mmb@state.mn.us.

Table of Contents

Introduction	4
Overview	4
Participants	4
Design Team.....	4
Workshop attendees	5
Strategic planning focus question	5
Environmental scan	5
Cross-cutting themes	6
Strategic plan	6
Objectives	6
Strategies	7
Activities.....	9
Appendix 1: Strategic plan—table layout	15
Appendix 2: Environmental scan findings	22
Comparison state research findings	22
Focus group and interview findings.....	23

Introduction

The Minnesota Department of Transportation (MnDOT)'s [Active Transportation Program](#) provides grants and technical assistance to improve walking, bicycling, and rolling throughout the State of Minnesota. From January to August 2025, the Active Transportation (AT) Program carried out a strategic planning process in order to:

- Assess internal and external stakeholder needs, gaps, and opportunities to advance active transportation across Minnesota.
- Identify and prioritize non-infrastructure programmatic initiatives to pursue and determine how to best meet identified needs.
- Expand on [statute](#) to develop shared objectives, strategies, and activities for both infrastructure and non-infrastructure programming.
- Ensure that non-infrastructure programmatic activities prepare communities for infrastructure solicitations.

MnDOT engaged Management Analysis and Development (MAD) to facilitate this strategic planning process.

Overview

The strategic planning process consisted of four components:

1. Monthly meetings of the Design Team, who guided the strategic planning activities.
2. An environmental scan to collect input from AT Program stakeholders, both internal and external to MnDOT.
3. A series of virtual workshops at which participants from the Active Transportation Advisory Committee (ATAC) defined the objectives and strategies for the AT Program over the next few years.
4. A final set of Design Team meetings, at which Design Team members brainstormed activities for the AT Program to accomplish its strategies and objectives (see Section on “Strategic plan”).

Participants

Design Team

MnDOT's AT Program Coordinator, Will Wlizlo, put together the Design Team (DT), which consisted of the following members:

- The Minnesota Department of Health (MDH)'s AT Coordinator, Ellen Pillsbury.
- MnDOT's State Aid for Local Transportation (SALT) State Programs Engineer, Rashmi Brewer.
- MnDOT's SALT Active Transportation Engineer, Steve Prusak.
- MnDOT's Office of Traffic Engineering (OTE) Bicycle and Pedestrian Safety Engineer, Sonja Piper.

Will Wlizlo also served on the Design Team as the main MnDOT project manager for the strategic planning process.

Workshop attendees

From May to August 2025, ATAC members participated in five strategic planning workshops, which served as optional sessions outside of semi-monthly ATAC meetings.

The [purpose of ATAC](#) is to make recommendations to the Commissioner of Transportation on items related to the AT Program; the Safe Routes to School Program; and active transportation safety, education, and development programs. Further, ATAC is charged with reviewing and analyzing “issues and needs relating to active transportation on public rights-of-way” and with “identifying solutions and goals for addressing identified issues and needs.”

ATAC is composed of 18 community members from across Minnesota, as well as 10 directly-appointed members from state agencies. Participation in strategic planning workshops ranged from approximately 10 to 25 ATAC members per session, depending on the date.

Strategic planning focus question

A “focus question” defines the purpose of the strategic plan and sets boundaries for what is in and out of scope. The Design Team crafted the following focus question for the Active Transportation Program strategic plan:

“How can MnDOT strategically and consistently support places across Minnesota—especially those with high latent demand for active transportation options or that are underrepresented in transportation investment—to increase local capacity, knowledge, safety, access, and ability for people to walk, bike, or roll?”

MAD facilitators introduced the focus question to participants at the strategic planning workshops and encouraged them to consider whether the strategic plan addresses this question.

Environmental scan

The environmental scan synthesized stakeholder input and desk research for the AT Program from three sources:

1. State comparison research on five states, which the consulting group Mobycon carried out.
2. Focus groups with stakeholders external to MnDOT, conducted by MAD.
3. Interviews with stakeholders internal to MnDOT, which the AT Program Coordinator led.

In total, MAD facilitated nine focus group sessions with 35 external stakeholders from backgrounds such as advocacy and interest groups, local public health/Statewide Health Improvement Partnership (SHIP) professionals, regional planning professionals, ATAC workgroup members, and recipients of the AT Program’s infrastructure or planning grants.

MnDOT conducted 11 interviews with 32 MnDOT staff. Interviewees included representatives from District State Aid and Engineers, employees from the AT Unit and from transit-related teams at the Office of Transit and Active Transportation (OTAT), district planners, representatives from the Office of Transportation Systems Management (OTSM), traffic engineering employees, representatives from Toward Zero Deaths, employees of the Office of Sustainability and Public Health (OSPH), and employees of the Office of Tribal Affairs (OTA).

ATAC members heard the findings from these three data sources at Strategic Planning Workshop 1 and met in small groups to discuss key takeaways. Participants then applied learnings from the environmental scan to designing the strategic plan’s objectives and strategies in the remaining workshops.

For an overview of environmental scan results by data source, please refer to Appendix 2, “Environmental scan findings.”

Cross-cutting themes

During the strategic planning workshops, participants agreed that some topics, while important, did not lend themselves to the creation of objectives or strategies. However, to still represent these ideas in the strategic plan, participants proposed including them as cross-cutting themes. MAD facilitators encouraged participants to consider these themes while reviewing the strategic plan draft:

- A. **Statutory fidelity:** State law is the program's starting point for connecting communities and key destinations within them.
- B. **Trip-swapping and mode share:** Holistic programming can increase the number and proportion of people who walk, bike, and roll.
- C. **Internal MnDOT alignment:** The AT Program makes the most impact when it works with other MnDOT strategies and activities.
- D. **Safety:** No matter the destination, getting there safely, comfortably, with low stress, and perceiving it as a safe trip is the baseline.
- E. **Increasing access:** The ability to use active transportation infrastructure and participate in programming should be widespread, and barriers to doing so should be eliminated.

Strategic plan

Objectives

Objectives are high-level goals that a program or organization seeks to achieve. Objectives do not specify the method or approach used to achieve these goals. Participants set the following objectives for the AT Program over the next several years:

1. **Sustainable funding:** The AT Program has diversified and permanent funding streams to support active transportation goals, programs, and infrastructure across Minnesota.
2. **Data and metrics:** The AT Program actively collects and uses key AT data and metrics to inform the Program’s direction and promote active transportation.
3. **Equitable outcomes:** AT Program funds and supports are distributed equitably among communities across Minnesota.
4. **Understanding and awareness:** AT Program stakeholders, policymakers, and the general public have an understanding and awareness of the value of active transportation and the AT Program.
5. **Capacity and knowledge:** Stakeholders across Minnesota have the capacity, knowledge, and tools to apply for and implement active transportation projects.

Strategies

Strategies are the methods or approaches a program uses to accomplish its objectives. Specific action steps are not included in strategies; rather, these appear under “Activities” (next section).

Each objective should have a corresponding set of strategies that are both necessary and sufficient to achieve the objective. This means there should not be any strategies that are extraneous. The set of strategies for each objective should also be complete.

1. Strategies: Sustainable funding

- 1.1. Leverage partnerships with government agencies and ATAC to identify potential long-term funding sources for active transportation.
- 1.2. Research and make recommendations on new and stable funding mechanisms for active transportation.

2. Strategies: Data and metrics

- 2.1. Evaluate active transportation investments and their impacts on mobility, economic well-being, health, environment, and safety.
- 2.2. Further develop the AT Program through incorporation of bicycle and pedestrian use and trend data.
- 2.3. Support expanded mapping efforts for bikeway data throughout the state to expand to pedestrian infrastructure.
- 2.4. Strengthen partner entity understanding of the causes of crashes for active transportation users to inform decision-making and investments.

3. Strategies: Equitable outcomes

- 3.1. Strengthen and expand use of geospatial prioritization tools (such as the Priority Areas for Walking Study, or PAWS) to inform programming.
- 3.2. Create specifically designed resources and opportunities for small cities less than 5,000 in population, townships, and Federally Recognized Indian Tribes to improve the AT Program application success rate.
- 3.3. Prioritize AT Safety Training Program activities to provide a greater reach for priority populations.
- 3.4. Proactively identify communities that may be a good fit for AT Program technical assistance and support.
- 3.5. Develop a nuanced understanding of barriers to accessing bicycles, bicycle maintenance, secure bicycle storage, and bicycle-like vehicles across the state—including ways to reduce barriers through authentic engagement and feedback opportunities.
- 3.6. Consider how other sources of AT-related funding are distributed across the state and target areas with the least resources to encourage them to apply.

4. Strategies: Understanding and awareness

- 4.1. Demonstrate the value of active transportation design and infrastructure.
- 4.2. Use effective adult learning practices to ground active transportation training in experiential, hands-on, real-world knowledge.
- 4.3. Strategically communicate about the AT Program in ways that demonstrate the necessity and benefits of active transportation.
- 4.4. Comprehensively educate all ages about active transportation safety, including drivers and people who walk and bike.

5. Strategies: Capacity and knowledge

- 5.1. Make sure program solicitations are written in plain language, limit technical knowledge requirements, are easy to complete and submit.
- 5.2. Award planning assistance grants to supplement the community's limited capacity or knowledge.
- 5.3. Maintain a compilation of existing design resources and guidance to assist communities and non-experts.
- 5.4. Offer educational opportunities, especially in Greater Minnesota, where training is readily less available.

- 5.5. Foster mentorship and information exchange among transportation practitioners, especially past and present selectees of AT programming.

Activities

Activities are the individual action steps to complete a strategy. Like the link between strategies and objectives, activities must be necessary and sufficient to achieve the strategy. This means there should not be any activities that are extraneous, and the set of activities for each strategy should be complete.

1.1. Activities: Leverage partnerships with government agencies and the Active Transportation Advisory Committee (ATAC) to identify potential long-term funding sources for active transportation.

- 1.1.1. Prioritize active transportation funding as a core conversation topic for ATAC and provide support to the committee in this area.
- 1.1.2. Identify long-term active transportation funding needs, categories, justifications, and a timeline to meet them. Participate in long-range planning projects to incorporate active transportation needs.
- 1.1.3. Compile and maintain record of AT Program demand, available funds, and project selections.

1.2. Activities: Research and make recommendations on new and stable funding mechanisms for active transportation.

- 1.2.1. Research barriers to incorporating active transportation into roadway construction projects. Make recommendations as appropriate.
- 1.2.2. Document how existing funding streams can complement or supplement each other.
- 1.2.3. Create and maintain a database of other states' funding models for active transportation.
- 1.2.4. Research best practices and policies for local funding of active transportation by entity type and geographic context, including but not limited to cities and counties.

2.1. Activities: Evaluate active transportation investments and their impacts on mobility, economic well-being, health, environment and safety.

- 2.1.1. Gather quantitative and qualitative information from past AT Program selectees and grantees to understand the barriers, opportunities, and successes of AT Program planning, application, implementation, construction, and post-construction.
- 2.1.2. Research tax revenue and tax base changes in areas that have received active transportation investment to assess its potential impact.
- 2.1.3. Document mobility, economic well-being, health, environment, and safety benefits of AT infrastructure grant improvements.

- 2.1.4. Coordinate efforts with agencies advancing environmental sustainability, health, traffic safety, emerging technologies, research, and innovation that have a focus on active transportation.
- 2.1.5. Leverage MDH data to understand impacts of AT programming and, as appropriate, inform technical assistance, training, and education activities.

2.2. Activities: Further develop the AT Program through incorporation of bicycle and pedestrian use and trend data.

- 2.2.1. Identify goals and intent to use bicycle and pedestrian count data within the AT Program.
- 2.2.2. Integrate bicycle and pedestrian counting program in AT Program activities as appropriate and advantageous.
- 2.2.3. Compare vehicular counts with data from continuous bicycle and pedestrian count locations to better understand how multimodal data can inform AT Program activities.
- 2.2.4. Research how political subdivisions and Federally Recognized Indian Tribes can provide bicycle and pedestrian count data to MnDOT's program and facilitate it where possible.

2.3. Activities: Support expanded mapping efforts for bikeway data throughout the state to expand pedestrian infrastructure.

- 2.3.1. Support continuous improvement of MnDOT's aggregated map data related to bicycle and pedestrian facilities, their typologies, and locations. Analyze mapped data to determine opportunities for education and safety programming.

2.4. Activities: Strengthen partner entity understanding of the causes of crashes for active transportation users to inform decision-making and investments.

- 2.4.1. Explore ways to incorporate crash data into AT Program activities.
- 2.4.2. Coordinate with OTE (MnDOT Office of Traffic Engineering) on active transportation-related safety studies and crash data recording.
- 2.4.3. Monitor safety impacts and trends of e-bikes and bike-like modes through literature review and research and make recommendations accordingly.

3.1. Activities: Strengthen and expand use of geospatial prioritization tools (such as PAWS) to inform programming.

- 3.1.1. Incorporate prioritization tools into all future program activity solicitations.
- 3.1.2. Conduct preemptive analysis with prioritization tools to increase rigor of active transportation planning and programming.

- 3.2. Activities: Create specifically designed resources and opportunities for small cities less than 5,000 in population, townships, and Federally Recognized Indian Tribes to improve the AT Program application success rate.**
- 3.2.1. Provide dedicated guidance for grant and technical assistance opportunities to identified entity types.
 - 3.2.2. Collaborate with OTA and Advocacy Council for Tribal Transportation (ACTT) on understanding and developing tailored resources and opportunities for Tribal communities.
 - 3.2.3. Collaborate with city and county engineers to enhance project sponsorship support to smaller entities within their jurisdictions and/or regions and develop tailored resources and opportunities for them.
- 3.3. Activities: Prioritize AT Safety Training Program activities to provide a greater reach for priority populations.**
- 3.3.1. Target programming to schools and school districts with high Student Transportation Equity for Priority Populations (STEPP) scores and communities with high PAWS scores.
 - 3.3.2. Partner with recreation, community centers, and park authorities on education and awareness activities.
- 3.4. Activities: Proactively identify communities that may be a good fit for AT Program technical assistance and support.**
- 3.4.1. Develop weighted average PAWS ranking for all eligible applicants for AT Program activities.
 - 3.4.2. Evaluate community needs based on equity prioritization tools.
- 3.5. Activities: Develop a nuanced understanding of barriers to accessing bicycles, bicycle maintenance, secure bicycle storage, and bicycle-like vehicles across the state—including ways to reduce barriers through authentic engagement and feedback opportunities.**
- 3.5.1. Implement relevant activities from the Statewide Bicycle+ System Plan.
 - 3.5.2. Identify and create a mechanism for authentic real-time feedback, eliciting greater understanding of barriers to biking and how to reduce them.
 - 3.5.3. Explore feasibility of and purpose for collecting self-reported crash- and near-miss-data for bicycle riders.
 - 3.5.4. Work with MnDOT Omnibus Survey staff to more fully understand and track barriers to bicycling and attitudes regarding active transportation.
- 3.6. Activities: Consider how sources of AT-related funding are distributed across the state and target areas with the least resources to encourage them to apply.**

- 3.6.1. Analyze other active transportation funding streams and develop a tool to visualize where they're being invested.
- 3.6.2. Maintain historic funding allocation information for AT Program activities by statewide geographic regions and entity types.

4.1. Activities: Demonstrate the value of active transportation design and infrastructure.

- 4.1.1. Conduct and share results of research that demonstrates the benefits of designing communities and streets for active transportation users.
- 4.1.2. Promote and develop trainings for tools that provide information on current active transportation design standards and techniques, especially for professionals at eligible applicant entities.

4.2. Activities: Use effective adult learning practices to ground active transportation training in experiential, hands-on, real-world knowledge.

- 4.2.1. Conduct walk audit trainings and develop bike audit training methodology.
- 4.2.2. Augment trainings, conferences, and events with simulations and demonstrations, especially for new and emerging active transportation technologies.
- 4.2.3. Organize field walks to share successful infrastructure project implementations.
- 4.2.4. Leverage demonstration infrastructure projects for learning and engagement purposes.

4.3. Activities: Strategically communicate about the AT Program in ways that demonstrate the necessity and benefits of active transportation.

- 4.3.1. Work with relevant communications partners to systematize news releases, internal communications, and social media.
- 4.3.2. Create an ArcGIS story map for past AT Program activities.
- 4.3.3. Disseminate Minnesota's active transportation strategies and innovations via media, conference sessions, and academic literature.
- 4.3.4. Develop an active transportation focused e-newsletter.

4.4. Activities: Comprehensively educate all ages about active transportation safety, including drivers and people who walk and bike.

- 4.4.1. Develop and implement AT Safety Training Program and related action plans for age 15–17 AT education, adult AT education, and adult learn-to-ride education.
- 4.4.2. Proactively develop e-bike and bicycle safety and awareness resources for all users (and their legal guardians), as well as transportation planners, retailers, design engineers, etc.

- 4.4.3. Develop educational resources for older adults and people with disabilities related to walking and biking environments and specialized equipment.
- 4.4.4. Leverage other MnDOT public education resources, such as STEM programming and Complete Streets engagement kits.
- 4.4.5. Determine appropriate partners and scope for improving the incorporation of active transportation into drivers' education programming.

5.1. Activities: Make sure program solicitations are written in plain language, limit technical knowledge requirements, and are easy to complete and submit.

- 5.1.1. Review applications before all solicitation cycles with an eye toward clear and concise application materials.
- 5.1.2. Provide a guide and other relevant resources for all AT Program solicitations.
- 5.1.3. Support local jurisdictions by ensuring Metropolitan Planning Organizations (MPOs), Regional Development Organizations (RDOs), District Planners, and OTA have the tools and information to provide application support.
- 5.1.4. Evaluate applications' usability by regularly soliciting and incorporating applicant feedback.

5.2. Activities: Award planning assistance grants to supplement the community's limited capacity or knowledge.

- 5.2.1. Maintain planning assistance as a core function of the AT Program.
- 5.2.2. Conduct regular evaluation of planning awardees to understand larger gaps in capacity and knowledge.
- 5.2.3. Provide off-cycle informational webinars with examples of how active transportation planning can benefit communities.
- 5.2.4. Evaluate planning assistance awards to ensure they remain a building block of competitive infrastructure applications.
- 5.2.5. Coordinate in advance with MnDOT District staff to identify applicants and opportunities for active transportation planning.

5.3. Activities: Maintain a compilation of existing design resources and guidance to assist communities.

- 5.3.1. Develop resources (e.g. webinars, videos, or documents) for non-professionals about relevant state and national guidance, as well as how to use this guidance.

- 5.3.2. Regularly share new, important, and relevant technical guidance with all eligible transportation practitioners on a regular basis. Coordinate with OTA to share with Federally Recognized Indian Tribes.

5.4. Activities: Offer educational opportunities, especially in Greater Minnesota, where training is less readily available.

- 5.4.1. Provide trainings for community partners and advocates on how to best engage with MnDOT projects and districts.
- 5.4.2. Partner with other MnDOT offices, agencies, jurisdictions, and groups to provide and promote trainings in many formats, including on-demand and short-form video.
- 5.4.3. Maintain up-to-date information about transportation funding opportunities and timelines for seeking grants.

5.5. Foster mentorship and information exchange among transportation practitioners, especially past and present selectees of AT programming.

- 5.5.1. Support and develop an active transportation community of practice.
- 5.5.2. Formally pair past AT Program selectees with new selectees as appropriate for the activity.

Appendix 1: Strategic plan—table layout

Objectives	Strategies	Activities
<p>1. Sustainable funding: <i>The AT Program has diversified and permanent funding streams to support active transportation goals, programs, and infrastructure across Minnesota.</i></p>	<p>1.1. Leverage partnerships with government entities and the Active Transportation Advisory Committee (ATAC) to identify potential long-term funding sources for active transportation.</p>	<p>1.1.1. Prioritize active transportation funding as a core conversation topic for ATAC and provide support to the committee in this topic area.</p> <p>1.1.2. Identify long-term active transportation funding needs, categories, justifications, and a timeline to meet them. Participate in long-range planning projects to incorporate active transportation needs.</p> <p>1.1.3. Compile and maintain record of AT Program demand, available funds, and project selections.</p>
<p>Sustainable funding, continued</p>	<p>1.2. Research and make recommendations on new and stable funding mechanisms for active transportation.</p>	<p>1.2.1. Research barriers to incorporating active transportation into highway construction projects. Make recommendations as appropriate.</p> <p>1.2.2. Document how existing funding streams can complement or supplement each other.</p> <p>1.2.3. Create and maintain a database of other states' funding models for active transportation.</p> <p>1.2.4. Research best practices and policies for local funding of active transportation by entity type and geographic context, including but not limited to cities and counties.</p>

Objectives	Strategies	Activities
<p>2. Data and metrics: <i>The AT Program actively collects and uses key AT data and metrics to inform the Program’s direction and promote active transportation.</i></p>	<p>2.1. Evaluate active transportation investments and their impacts on mobility, economic well-being, health, environment, and safety.</p>	<p>2.1.1. Gather quantitative and qualitative information from past AT Program selectees to understand the barriers, opportunities, and successes of AT Program planning, application, implementation, construction, and post-construction.</p> <p>2.1.2. Research tax revenue and tax base changes in areas that have received active transportation investment to assess its potential impact.</p> <p>2.1.3. Document mobility, economic well-being, health, environment, and safety benefits of AT infrastructure grant improvements.</p> <p>2.1.4. Coordinate efforts with agencies advancing environmental sustainability, health, traffic safety, emerging technologies, research, and innovation that have a focus on active transportation.</p> <p>2.1.5. Leverage MDH data to understand impacts of AT programming and, as appropriate, inform technical assistance, training, and education activities.</p>
<p>Data and metrics, continued</p>	<p>2.2. Further develop the AT Program through incorporation of bicycle and pedestrian use and trend data.</p>	<p>2.2.1. Identify goals and intent to use bicycle and pedestrian count data within the AT Program.</p> <p>2.2.2. Integrate bicycle and pedestrian counting program in AT Program activities as appropriate and advantageous.</p> <p>2.2.3. Compare vehicular counts with data from continuous bicycle and pedestrian count locations to better understand how multimodal data can inform AT Program activities.</p> <p>2.2.4. Research how political subdivisions and Federally Recognized Indian Tribes can provide bicycle and pedestrian count data to MnDOT’s program and facilitate it where possible.</p>
<p>Data and metrics, continued</p>	<p>2.3. Support expanded mapping efforts for bikeway data throughout the state to expand pedestrian infrastructure.</p>	<p>2.3.1. Support continuous improvement of MnDOT’s aggregated map data related to bicycle and pedestrian facilities, their typologies, and locations. Analyze mapped data to determine opportunities for education and safety programming.</p>

Objectives	Strategies	Activities
Data and metrics, continued	2.4. Strengthen partner entity understanding of the causes of crashes for active transportation users to inform decision-making and investments.	2.4.1. Explore ways to incorporate crash data into AT Program activities. 2.4.2. Coordinate with the Office of Traffic Engineering (OTE) on active transportation-related safety studies and crash data recording. 2.4.3. Monitor safety impacts and trends of e-bikes and bike-like modes through literature review and research and make recommendations accordingly.
3. Equitable outcomes: AT Program funds and supports are distributed equitably across Minnesota communities.	3.1. Strengthen and expand use of geospatial prioritization tools (such as from the Priority Areas for Walking Study, or PAWS) to inform programming.	3.1.1. Incorporate prioritization tools into all future program activity solicitations. 3.1.2. Conduct preemptive analysis with prioritization tools to increase rigor of active transportation planning and programming.
Equitable outcomes, continued	3.2. Create specifically designed resources and opportunities for small cities less than 5,000 in population, townships, and Federally Recognized Indian Tribes to improve AT Program application success rate.	3.2.1. Provide dedicated guidance for grant and technical assistance opportunities to identified entity types. 3.2.2. Collaborate with Office of Tribal Affairs (OTA) and Advocacy Council for Tribal Transportation (ACTT) on understanding and developing tailored resources and opportunities for Tribal communities. 3.2.3. Collaborate with city and county engineers to enhance project sponsorship support to smaller entities within their jurisdictions and/or regions and develop tailored resources and opportunities for them.
Equitable outcomes, continued	3.3. Prioritize AT Safety Training Program activities to provide a greater reach for priority populations.	3.3.1. Target programming to schools and school districts with high Student Transportation Equity for Priority Populations (STEPP) scores and communities with high PAWS scores. 3.3.2. Partner with recreation, community centers, and park authorities on education and awareness activities.

Objectives	Strategies	Activities
Equitable outcomes, continued	3.4. Proactively identify communities that may be a good fit for AT Program technical assistance and support.	3.4.1. Develop weighted average PAWS ranking for all eligible applicants for AT Program activities. 3.4.2. Evaluate community needs based on equity prioritization tools.
Equitable outcomes, continued	3.5. Develop a nuanced understanding of barriers to accessing bicycles, bicycle maintenance, secure bicycle storage, and bicycle-like vehicles across the state—including ways to reduce barriers through authentic engagement and feedback opportunities.	3.5.1. Implement relevant activities from the Statewide Bicycle+ System Plan. 3.5.2. Identify and create a mechanism for authentic real-time feedback, eliciting greater understanding of barriers to biking and how to reduce them. 3.5.3. Explore feasibility of and purpose for collecting self-reported crash- and near-miss-data for bicycle riders. 3.5.4. Work with MnDOT Omnibus Survey staff to more fully understand and track barriers to bicycling and attitudes regarding active transportation.
Equitable outcomes, continued	3.6. Consider how sources of AT-related funding are distributed across the state and target areas with the least resources to encourage them to apply.	3.6.1. Analyze other active transportation funding streams and develop a tool to visualize where they're being invested. 3.6.2. Maintain historic funding allocation information for AT Program activities by statewide geographic regions and entity types.
4. Understanding and awareness: <i>AT Program stakeholders, policymakers, and the general public have an understanding and awareness of the value of active transportation and the AT Program.</i>	4.1. Demonstrate the value of active transportation design and infrastructure.	4.1.1. Conduct and share results of research that demonstrates the benefits of designing communities and streets for active transportation users. 4.1.2. Promote and develop trainings for tools that provide information on current active transportation design standards and techniques, especially for professionals at eligible applicant entities.

Objectives	Strategies	Activities
Understanding and awareness, continued	4.2. Use effective adult learning practices to ground active transportation training in experiential, hands-on, real-world knowledge.	4.2.1. Conduct walk audit trainings and develop bike audit training methodology. 4.2.2. Augment trainings, conferences, and events with simulations and demonstrations, especially for new and emerging active transportation technologies. 4.2.3. Organize field walks to share successful infrastructure project implementations. 4.2.4. Leverage demonstration infrastructure projects for learning and engagement purposes.
Understanding and awareness, continued	4.3. Strategically communicate about the AT Program in ways that demonstrate the necessity and benefits of active transportation.	4.3.1. Work with relevant Communications partners to systematize news releases, internal communications, and social media. 4.3.2. Create an ArcGIS story map for past AT Program activities. 4.3.3. Disseminate Minnesota’s active transportation strategies and innovations via media, conference sessions, and academic literature. 4.3.4. Develop an active transportation focused e-newsletter.
Understanding and awareness, continued	4.4. Comprehensively educate all ages about active transportation safety, including drivers and people who walk and bike.	4.4.1. Develop and implement AT Safety Training Program and related action plans for age 15–17 AT education, adult AT education, and adult learn-to-ride education. 4.4.2. Proactively develop e-bike and bicycle safety and awareness resources for all users (and their legal guardians), as well as transportation planners, retailers, design engineers, etc. 4.4.3. Develop educational resources for older adults and people with disabilities related to walking and biking environments and specialized equipment. 4.4.4. Leverage other MnDOT public education resources, such as STEM programming and Complete Streets engagement kits. 4.4.5. Determine appropriate partners and scope for improving the incorporation of active transportation into drivers' education programming.

Objectives	Strategies	Activities
<p>5. Capacity and knowledge: <i>Stakeholders across Minnesota have the capacity, knowledge, and tools to apply for and implement active transportation projects.</i></p>	<p>5.1. Make sure program solicitations are written in plain language, limit technical knowledge requirements, and are easy to complete and submit.</p>	<p>5.1.1. Review applications before all solicitation cycles with an eye toward clear and concise application materials.</p> <p>5.1.2. Provide a guide and other relevant resources for all AT Program solicitations.</p> <p>5.1.3. Support local jurisdictions by ensuring Metropolitan Planning Organizations (MPOs), Regional Development Organizations (RDOs), District Planners, and OTA have the tools and information to provide application support.</p> <p>5.1.4. Evaluate applications' usability by regularly soliciting and incorporating applicant feedback.</p>
<p>Capacity and knowledge, continued</p>	<p>5.2. Award planning assistance grants to supplement the community's limited capacity or knowledge.</p>	<p>5.2.1. Maintain planning assistance as a core function of the AT Program.</p> <p>5.2.2. Conduct regular evaluation of planning awardees to understand larger gaps in capacity and knowledge.</p> <p>5.2.3. Provide off-cycle informational webinars with examples of how active transportation planning can benefit communities.</p> <p>5.2.4. Evaluate planning assistance awards to ensure they remain a building block of competitive infrastructure applications.</p> <p>5.2.5. Coordinate in advance with MnDOT District staff to identify applicants and opportunities for active transportation planning.</p>
<p>Capacity and knowledge, continued</p>	<p>5.3. Maintain a compilation of existing design resources and guidance to assist communities.</p>	<p>5.3.1. Develop resources (e.g. webinars, videos, or documents) for non-professionals about relevant state and national guidance, as well as how to use this guidance.</p> <p>5.3.2. Regularly share new, important, and relevant technical guidance with all eligible transportation practitioners on a regular basis. Coordinate with OTA to share with Federally Recognized Indian Tribes.</p>

Objectives	Strategies	Activities
<p>Capacity and knowledge, continued</p>	<p>5.4. Offer educational opportunities, especially in Greater Minnesota, where training is less readily available.</p>	<p>5.4.1. Provide trainings for community partners and advocates on how to best engage with MnDOT projects and districts.</p> <p>5.4.2. Partner with other MnDOT offices, agencies, jurisdictions, and groups to provide and promote trainings in many formats, including on-demand and short-form video.</p> <p>5.4.3. Maintain up-to-date information about transportation funding opportunities and timelines for seeking grants.</p>
<p>Capacity and knowledge, continued</p>	<p>5.5. Foster mentorship and information exchange among transportation practitioners, especially past and present selectees of AT programming.</p>	<p>5.5.1 Support and develop an active transportation community of practice.</p> <p>5.5.2 Formally pair past AT Program selectees with new selectees as appropriate for the activity.</p>

Appendix 2: Environmental scan findings

Comparison state research findings

- MnDOT asked the non-infrastructure consulting team to research and interview the following comparison states about their AT programming: Colorado, Delaware, Michigan, Oregon, and Washington.
- MnDOT used a mix of factors to choose which states to research, including:
 - A general understanding of who is on the leading edge of this work.
 - Interest in a mix of bigger and smaller states (while shying away from the biggest states).
 - Wanting to include at least one very small state.
 - Wanting to include at least one midwestern state (other than Wisconsin).
 - Based on which states were responsive.
- Other parameters for state comparison research:
 - Not all states have an "Active Transportation" program
 - Wanted to learn about:
 - Activities/initiatives
 - Funding sources
 - Foundational/guiding documents
 - Lessons Learned
 - Both infrastructure and non-infrastructure programming
- Major trends:
 - States have several unique programs, funding sources, and approaches.
 - There is a need for robust data collection and program evaluation, with programs considering using crowd source data with permanent bike/pedestrian counters.
 - Significant alignment with Safe Routes to School (SRTS) programs.
- Colorado:
 - \$300 million dollar state multimodal fund augmented by \$80 million dollar Main Streets program.
 - Have established goals and performance measures (further along in data incorporation).
 - Partnership with Colorado Department of Transportation (CDOT) Library.
 - Would like better data and processes to support regional staff.
- Delaware:
 - State with closest research funding level to MN (though a bit smaller); most funding comes from feds.
 - Partnerships with Dutch Cycling Embassy and University of Delaware for staff development and community support.
 - Public engagement via "safety check points."
 - Significant pedestrian modeling operation.
- Michigan:
 - Regional active transportation committees.

- Pursues a policy of significant "turnbacks" to local jurisdictions (incl. 10-year maintenance agreements).
- Transportation Bonanza event for cross-disciplinary education.
- Dedicated annual educational programming for planners/engineers on best practices in design.
- Oregon:
 - 1971 Oregon "Bike Bill."
 - Major acceleration of ADA infrastructure deployment.
 - Regional AT liaisons at ODOT districts with discretionary budgets.
 - 8 major funding sources for AT projects.
 - Interest in pursuing more work based on Health Vulnerability Outcomes data.
- Washington:
 - Recently allocated \$200M for grant programs.
 - Climate Commitment Act funds.
 - Significant development and delivery of designs and design services.
 - Delivering equity outcomes: commitment that 35 percent of grants go to "overburdened" communities, 10 percent go to Tribes.

Focus group and interview findings

1. Focus group and interview findings reported:
 - Themes listed below were mentioned in at least 4 of 9 **focus group** sessions (44%) and/or .at least 4 of 11 **interview** sessions (39%).
2. Barriers to program participation and community support:
 - Coordination: Challenges with coordination across MnDOT districts, local agencies, and funding.
 - Funding and costs: Lack of funding and challenges regarding costs (e.g., engineering costs).
 - Knowledge/familiarity with AT: Lack of community and local government knowledge of AT planning.
 - Resources: Lack of resources, capacity, and/or expertise.
 - Perceived likelihood of funding: Competitiveness, cost-benefit of AT grant versus other (larger) funding sources.
 - Application: Time/capacity to complete, understanding process, lack of expertise.
 - General public attitude: General local opposition, politicization of AT, negative perception of AT versus road transportation.
 - Connecting to other policy (potential future barrier): Emerging transportation trends, public health, land use, pedestrian awareness of autonomous vehicles (and vice versa).
 - Support from federal government (potential future barrier): Decreases in federal AT funding.

"Everyone agrees on the surface that AT is great. But when it comes to the details of how to allocate space on a street, what it means [for] parking, or how much money it costs (like capital improvement versus neighborhood construction), that's where the decisions become difficult to navigate. Walking is great, but no one wants to vary from the status quo. You have to move hearts and minds." – Planning and infrastructure grant recipients focus group participant

"Time and money. For time, we're working with small town city clerks who are wearing 10 different hats. It's tough for them to prioritize this. There's no cash match, but there still are resources that communities have to expend for AT—engineering, right-of-way acquisition. These are still significant costs, even if the construction is fully-funded." – LPH/SHIP and regional planners focus group participant

3. Special considerations that make it **easier** to do AT work:

- Funding: No local match required for AT Program grants.
- Grassroots support: Support from residents, e.g., a citizens' committee. Gather community input and buy-in prior to grant application.
- Interagency relationships: Such as for projects on county roads.
- Local planning capacity: Guidance and assistance to get through the application process (beyond the solicitation and existing webinar).
- Political support: Building long-term relationships with local officials, such as the council or board.

"[M]y colleagues did a lot of groundwork with the city engineer and county engineer. So now it's a practice that they take into consideration—adding sidewalks or curb extensions into any upcoming projects. They did a lot of work to get the city officials on board...Slowly, I'm seeing things happen in the city I live in, like around the school or having paved pathways. Things the city is taking on itself when doing roadwork. Finding local champions has made it easier for us." – LPH/SHIP and regional planners focus group participant

4. Special considerations that make it **more difficult** to do AT work:

- Funding: Insufficient AT Program funding to plan and/or construct complete transportation networks. Consider setting aside AT Program funds for grantees to cover Transportation Alternatives (TA) local match.
- Local planning capacity: Limited familiarity or knowledge of accessibility planning. Small towns lack resources to launch a successful bid.
- Political support: Lack of support (or relationships) with local officials.
- Transportation system favors vehicular travel/roads: (Lack of) street safety for AT modes. Need "a shift in mindset" toward planning for complete streets.

"There's never enough money to do a complete network. Sometimes a sidewalk ends, and you can't get where you need to go. We don't do roads like that. But that's how we expect AT roads to be built." – ATAC Work Group members focus group participant

"It's more piecemeal, where we can do an intersection here or crosswalk there." – ATAC Work Group members focus group participant

5. AT improvements and impact:

- Increased usage: Visibly more usage of AT facilities, safer facilities.
- Unsure/lack of data: Too soon to tell, not enough data to have evidence of impact.
- Increased public participation: More residents using facilities, attending public meetings, and advocating for AT.
- AT prioritized: Seeing smaller towns and towns in Greater Minnesota take on AT projects. Cities using "complete streets" policies, incorporating AT modes when constructing or redoing roads.
- Trails for walking and biking: Trails heavily used for both transportation and recreation. Pride in seeing "a town of our size" build new trails every few years

"When you can tell if it's improved safety and comfort is when you see more families using [facilities] or people who are aging or people with disabilities using facilities." – LPH/SHIP and regional planners focus group participant

"We started with nothing. Fought for [trails] to begin with, and now [it's] accepted. Now it's just common discussion with politicians. There was a story in the local paper about a man that credited the trail system with saving his life—helping him get healthy. Now he can spend time with his grandkids." – Advocacy and interest groups focus group participant

6. Key destinations:

- Comprehensive plans: Integrating AT into comprehensive plans, connectivity to key destinations.
- Trail connections: Working to connect various key destinations to a downtown business district. AT facility use would increase if routes to key destinations were safe and inviting. When scoring TA applications, look for projects that create a contiguous bike network or trail system.

“I remember being in a community feedback session...and them asking us, ‘Where do you want to see bike facilities?’ And I said, ‘You already know where we’re going. We’re going where everybody else is going! The destinations we want to get to are not different.’” – MnDOT Shared Mobility interview participant

“With our trails in [name of city], we know the destination based on feedback from folks—for a major employer, based on what employees wanted to see.” – LPH/SHIP and regional planners focus group participant

7. Other challenges:

- Economic development: AT contributes to economic development. Working to make downtowns into “city centers.” Making AT improvements to promote walking and create high-density residential areas.
- Land use: How can we better tie land use decision-making to transportation decision-making? Important to consider land use for schools or housing. Integrating comprehensive planning efforts with land use planning.
- Cars prioritized: MnDOT primarily funds car-centric transportation, uses a lot of car-centric measures (e.g., signal operations). TA, AT Program are used to avoid incorporating bicycle and pedestrian infrastructure into other MnDOT projects in the first place.

“Economic development in general, but [also] shocks like a large employer leaving a community. We have one town where a couple of big employers have left, a couple of manufacturing facilities closed in our region.” – LPH/ SHIP and regional planners focus group participant

“AT accessibility planning analysis can provide or support some of the biggest opportunities. For example, with the Blatnik Bridge in Duluth, MnDOT analyzed adding a bicycle trail. Doing that work allowed the communities to see not only the access to jobs increase after the intervention but also provided an equity analysis. In this example, it provided a lot of extra access to jobs for people who lived in Superior, WI, especially, who on the whole have less money and opportunity than people who live in Duluth. It’s quantitative data that we haven’t had in the past.” – MnDOT OTSM interview participant

8. Equity:

- Community engagement: Difficulty getting people involved, need more input from BIPOC communities, strategies for engagement.
- Other data sources: PAWS, the Minnesota Pollution Control Agency (MPCA)'s Environmental Justice Mapping Tool, census tract data, the "Justice40 Initiative" for federal grants, American Community Survey (vehicle access per household), MN Student Survey, MN Report Card, and the Minnesota Department of Education (MDE)'s Data Center.
- Getting input from the community on where the greatest needs are (e.g., low-income housing).

“It’s even harder when they see their work getting ignored. That happens a lot in AT. There are a lot of good ideas that get squashed by the engineer who is designing the intersection. Then people get the message, ‘My voice doesn’t really matter.’” – Advocacy and interest groups focus group participant

“We’ve been creating some scoring metrics that have evolved over time to help us understand what equity looks like, so that we’re not just reading the best narrative answer around equity in a grant application. We have a mix of qualitative and quantitative data to lift up the equity needs. So it might be a community that is 96% white and very affluent, but there might be one core connection in that community. We certainly want to leave the opportunity open on applications for our grantees to share that local knowledge.” – MnDOT SRTS interview participant

9. Anything else?:

- Communication: Between grant departments, with Tribes (respecting communication practices/preferences), public understanding, program transparency, using plain language.
- Coordinating various AT funds: State/local, other AT funding sources, local partnerships.
- Data: Integrating data collection into planning process, improve data gathering and usage, telling stories with data.

Appendix ii: 2025 Active Transportation Advisory Committee (ATAC) Charter



Active Transportation Advisory Committee Charter

Statement of Need

Active transportation—and the infrastructure, programming, and funding that supports it—is an increasingly important part of Minnesota’s comprehensive and integrated transportation system. The Active Transportation Advisory Committee (ATAC) plays a crucial role in advancing the agency’s ongoing implementation, promotion, improvement, and prioritization of active transportation as the preferred travel mode for more and more Minnesotans. Through a formal recommendation process, ATAC will seek to improve MnDOT policies, processes, and strategies to ensure Minnesota becomes a better place for people to walk and bike no matter the reason.

At the Minnesota Department of Transportation (MnDOT), the primary active transportation modes are walking and bicycling, but the category also includes less common human-scale, human-powered modes such as using kick scooters and skateboards. Walking also includes the ways that many people move themselves through the world with mobility devices such as walkers, strollers, and wheelchairs.¹ Much of the work that goes toward planning active transportation networks and promoting those modes also benefits users of devices such as e-bikes, one-wheels, and shared scooters, which are human-scaled but supplement human mobility with electric power. About 3 percent of state residents walk or bike to get to work² and many more set out on foot or by bicycle to run errands, attend appointments, exercise, seek adventure, and visit friends and family. Almost every single outing via automobile or public transportation begins or ends with a segment as a pedestrian. Across Minnesota, 7% of households do not even have access to a car and depend on walking and bicycling to get around.³ Historically, active transportation modes have not received adequate investment and attention to ensure the comfort and safety of those who need to use them or are interested in using them.

In 2023, 43 pedestrians and 7 bicyclists were killed in traffic crashes in Minnesota.⁴ This is comparable to statewide crash data from recent years. These statistics don’t include the hundreds of Minnesotans walking and riding their bicycle whose lives are transformed each year by serious injuries as a result of crashes. Additionally, some communities and groups experience higher serious and fatal crash rates, and more limited access to safe active transportation infrastructure. Often these communities have a higher

¹ Minnesota Department of Transportation. (2021) *Statewide Pedestrian System Plan*. Saint Paul, MN. Pg. 16.

² U.S. Census Bureau. *2022 American Community Survey Annual Supplement*. Washington, DC.
<https://data.census.gov/table/ACSDT1Y2022.B08006?t=Commuting&g=040XX00US27&y=2022>

³ National Equity Atlas (2024). *Car Access*.
https://nationalequityatlas.org/indicators/Car_access?geo=02000000000027000

⁴ Minnesota Department of Public Safety. (2023). *2023 Statewide Fatality Counts by Month*. Saint Paul, MN. Pg 2.
<https://dps.mn.gov/divisions/ots/reports-statistics/Pages/monthly-preliminary-fatal-crash-numbers.aspx>

share of residents with low incomes; who identify as Black, Indigenous, or a person of color; and/or reside in a rural location. Increasing safety with a focus on and funding for active transportation is one way for MnDOT to address its Commitment to Transportation Equity.⁵ While Minnesota's crash rates show incremental improvement and are among the lowest in the country, protecting people walking and bicycling from injury and death is critical.

Thankfully, Minnesota and its local communities are national leaders in encouraging and supporting active transportation through infrastructure, policy, education, and program development. Two significant statewide initiatives in this regard are MnDOT's Safe Routes to School and Active Transportation programs. The Safe Routes to School program was first funded in Minnesota in 2005 and has helped countless students safely, confidently, and conveniently walk, bike, and roll to school and in daily life. In its 20-year history, the program has invested \$66 million in Minnesota and reached more than 1,000 schools.⁶ First funded in 2021, the Active Transportation program directs planning and infrastructure resources to Minnesota communities with the hope of connecting neighbors and destinations via walking and biking networks. More than \$50M in investments are currently being built, planned for construction, or allocated for non-infrastructure activities under this program by 2030.

Ongoing, well-considered attention to active transportation can benefit Minnesotans above and beyond traffic safety. Opportunities for physical activity and mental wellbeing will support our collective public health and quality of life. Swapping trips to active modes will reduce traffic noise, pollution, and greenhouse gas emissions. Reducing the infrastructure footprint will make our transportation systems and local governments more sustainable and resilient. Mobility fosters strong local economies and supports small businesses which, in turn, drive community investment and economic development. And, when we set out our front doors on foot or by bike, we form a stronger connection to our neighbors, families, and communities. The Active Transportation Advisory Committee will do its part to help Minnesota realize these benefits.

Statutory Purpose and Mission

Established in 2023, the ATAC is enabled by Minnesota statute 174.375.⁷

The ATAC must make recommendations to the commissioner on items related to the following:

- Active transportation, including safety, education, and development programs;
- The Active Transportation program under section 174.38; and
- The Safe Routes to School program under section 174.40.

The committee must review and analyze issues and needs relating to active transportation on public rights-of-way and identify solutions and goals for addressing identified issues and needs.

⁵ Minnesota Department of Transportation. (2024). *Our Commitment to Transportation Equity*. Saint Paul, MN. <https://dot.state.mn.us/planning/program/advancing-transportation-equity/commitment.html>

⁶ Minnesota Department of Transportation. (2024). *Legislative Report on Safe Routes to School*. Saint Paul, MN. Pg. 6. <https://www.lrl.mn.gov/docs/2023/mandated/231774.pdf>.

⁷ Active Transportation Advisory Committee, Minn. Stat. § 174.375 (2023). <https://www.revisor.mn.gov/statutes/cite/174.375>

Host Agency

The Office of Transit & Active Transportation (OTAT), in partnership with the Office of State Aid for Local Transportation (SALT), in the Department of Transportation will serve as the host agency for the ATAC. OTAT will manage the administrative, financial, and operational aspects of the committee's activities.

Organization

Membership

The ATAC consists of 28 members including the following:

Four (4) public members who reside in MnDOT's Metro District

Seven (7) public members, one who resides in each of MnDOT's seven greater Minnesota districts

Seven (7) public members at-large representing nonmotorized interests or organizations

An appointed member from the Department of Administration

An appointed member from the Department of Education

An appointed member from the Department of Health

An appointed member from the Department of Natural Resources

An appointed member from the Department of Public Safety

An appointed member from the Department of Transportation

An appointed member from Explore Minnesota Tourism

An appointed member from the Federal Highway Administration

An appointed member from the Metropolitan Council

An appointed member from the Minnesota Pollution Control Agency

Alternates

Members are allowed and encouraged to send a substitute, or alternate, to join when members are unable to attend. Alternates' professional or organizational affiliation should be similar to the member and must meet the criteria of the seat they are serving as a substitute. (For example, an alternate for a greater Minnesota MnDOT district seat should also live in that MnDOT district.) Members should alert MnDOT staff if they will be sending an alternate to an ATAC meeting and provide an introduction. Alternates do not have voting privileges.

Officers

The committee will select a Chairperson and Vice Chairperson from its membership. The Chairperson and Vice Chairperson will serve two-year terms that end concurrently with the annual cycle of ATAC (September 30). MnDOT seeks to develop active transportation leaders in Minnesota and encourages

the ATAC officers to allow members to participate in leadership by self-limiting to one term in an official position.

Ex-officio Members

The ATAC does not allow for ex-officio members, however meetings of the whole committee are open to the public.

Terms of Membership and Term Information

In general, the terms, compensation, and appointment of members are governed by section 15.059 of Minnesota Statute.

All members will serve a four-year term.

There are no term limits for members appointed to represent state agencies and other legislatively mandated organizations. At the end of each term, the member organization shall submit an updated appointment letter naming their member.

Public members can reapply at the end of their term but are limited to two consecutive terms.

Public members in geographically defined seats must resign if they move out of the geographic area.

Appointed members must resign if they are no longer employed by their appointing agency or organization.

Committee members will sign an Oath of Office.

Appointments, Vacancies, Resignations, and Removal

Appointments

Direct appointments are made by the commissioner of the relevant agency. Public members are appointed by the Commissioner of the Department of Transportation. Review and selection of applications for public members is completed by staff from the Office of Transit & Active Transportation in partnership with the Office of State Aid for Local Transportation. The Office of Secretary of State manages the administration of membership.

When a member is appointed following a vacancy, resignation, or removal, the newly appointed member will serve out the remainder of the unexpired term of the outgoing member.

Vacancies, Resignations, and Removal

In general, vacancies, resignations, and member removal are subject to Minnesota Statute 15.059.

The Department of Transportation and other state agencies should seek to fill vacancies as soon as reasonable, ensuring compliance with public notice laws.

Members who are resigning should submit a statement to committee leadership and the Department of Transportation liaison to the committee via email.

Per statute, a member may be removed by the appointing authority at any time at the pleasure of the appointing authority. Committee leadership may remove members if they miss three meetings during a 12-month period. A warning should be sent to that member via email after their second absence.

Responsibilities of Committee

Recommendations

ATAC will regularly make formal recommendations to the commissioner of transportation and informal recommendations to MnDOT staff to further the committee's mission and achieve its goals.

Annual Report

The committee will submit an annual report to MnDOT by September each year. The report describes the actions taken by the ATAC during the previous year and any specific recommendations for MnDOT. MnDOT will have 90 days to respond to each recommendation in the report.

Responsibilities of Chairperson and Vice Chairperson

While selecting the Chairperson and Vice Chairperson the committee and MnDOT will seek balance and diversity of representation from the committee membership.

Duties of the Chairperson are:

- Develop meeting agendas with the Vice Chairperson and MnDOT staff
- Preside at ATAC meetings, ensuring respectful and on-topic discussion
- At the request of the commissioner, be the spokesperson and representative for ATAC
- Appoint working groups and representatives to other advisory bodies as needed

Duties of the Vice Chairperson are:

- Develop meeting agendas with the Chairperson and MnDOT staff
- Preside at ATAC meetings in the absence of the Chair, ensuring respectful and on-topic discussion
- Assist the Chair as requested

Responsibilities and Expectations of Members

ATAC members are expected to:

- Attend and actively participate in meetings
- Serve on working groups and other ad hoc groups as requested by the Chair
- Engage in respectful dialogue
- Provide input, ideas, and information
- Prepare for active participation in discussions and decision-making by reviewing meeting materials
- Beware of and report any conflict of interest that may exist to the Chairperson and MnDOT staff

- Refrain from writing letters or engaging in other kinds of communication in the name of ATAC, unless the Chair, Vice Chair, and/or Commissioner specifically authorize such communication
- Be curious and learn from each other

Responsibilities of MnDOT Staff

Staffing and support

The MnDOT Office of Transit & Active Transportation provides direction, staffing, and logistical support for the ATAC which includes managing scheduling and meeting logistics, providing regular communications to the ATAC, and helping prepare the annual report. MnDOT staff provide similar support for work groups but some additional resources from work group members, or others, may also be needed.

Meetings

Members are encouraged to attend in-person whenever possible.

Regular meetings

The ATAC will hold six regular meetings of the whole committee annually. These will be scheduled to take place from 2:00-4:00 p.m. Central time on the third Thursdays of odd-numbered months. Meetings will take place in a virtual setting, except for the fifth meeting each year (in September) which will be held hybrid/in-person and feature a hands-on or experiential component to ground members in the work of the committee. In-person meetings will rotate between MnDOT districts each year.

Irregular meetings

The Chairperson or acting Vice Chairperson may call an irregular meeting of the whole committee as needed. ATAC members as well as the public will be given a minimum of seven days' notice in the event of a scheduled irregular meeting.

Meeting notes

MnDOT staff will provide meetings notes for review following each meeting. Comments made by ATAC members during the meeting will not be attributed to individuals without permission. MnDOT staff will strive to provide meeting notes within one week of ATAC meetings.

Public comment period

Public input and participation are encouraged. Each meeting shall include a period for public comment at the beginning of the meeting so that non-members can provide input on topic(s) relevant to the statutory purpose and mission of the ATAC. Members of the public are encouraged to send requests to provide public comment to MnDOT's Active Transportation Coordinator before the scheduled meeting time. Public input is expected to be civil.

Voting

Quorum

At least 15 members (but not alternates) constitutes a quorum of the ATAC.

Formal Recommendations

A quorum of members is required to adopt a formal recommendation to the Commissioner of Transportation. Formal recommendations will be the culmination of a process that may entail committee research, engagement, analysis, working groups, and debate—and hold an expectation of a formal response. Formal recommendations will generally be made by a consensus of members who attend the meeting, requiring at least 75% of votes in favor of the formal recommendation. ATAC members may request a formal vote for questions of business related to the committee at the pleasure of the Chairperson.

Informal Recommendations

The ATAC may suggest (or MnDOT staff may request) informal recommendations from ATAC that do not require a quorum or a voting process. Informal recommendations may be presented in the form of feedback, idea generation, direction, or other engagement on a project, process, or topic related to the committee's statutory purpose and mission. Informal recommendations may occur at ATAC work group meetings as needed.

Roll Call

For formal recommendations, "roll call" style votes will be taken by the Chairperson with the assistance of MnDOT staff. For members attending virtually, votes may be typed into the meeting chat function. Votes will be attributed to individuals in official meeting notes.

Email Voting

At the request of the Chairperson, official votes may be conducted over email. Every effort should be made to provide members with clear, relevant information to make an informed voting decision. Email voting should be open for a minimum of 72 hours or two business days, whichever is longer. Record of email votes will be recorded and included with meeting notes.

Standing and Ad-hoc Work Groups

Work group members provide knowledge and expertise to the larger ATAC project by participating in additional focused meetings and/or by commenting on meeting notes and recommendations. Work group comments may be aggregated and not attributed to any individual. Work groups should include ATAC members and relevant MnDOT staff, and may include non-members with related expertise at the pleasure of the MnDOT facilitator. Work Group membership should be comprised of a minimum of one-third ATAC members not including the MnDOT facilitator. Work groups may choose to designate chair(s) so long as that person is a member of ATAC; alternately, work groups may choose to be facilitated by a MnDOT staff member. Work groups cannot take the place of formal review committees for MnDOT solicitations or RFP processes.

Standing work groups

There shall be four standing work groups of the ATAC. They will be scheduled to meet up to six designated times per year. Meetings may be canceled if there is no relevant business for discussion. Members are encouraged to participate in at least one standing work group.

- **Executive Work Group** – This body will assist the Chairperson, Vice Chairperson, and MnDOT staff facilitator to ATAC in off-month administrative tasks and planning, including agenda setting, recruitment, and committee planning. The executive committee should consist of at least five members (including the Chairperson and Vice Chairperson) and strive to include at least one representative from a Metro, Greater Minnesota, and at-large seat. *MnDOT facilitator: Active Transportation Coordinator, Office of Transit & Active Transportation*
- **AT/SRTS Infrastructure Work Group** – This body will provide strategic guidance, feedback, and oversight for the Active Transportation and Safe Routes to School infrastructure solicitation criteria and processes, as well as discuss and approve recommendations from solicitation review committees. The MnDOT Facilitator must establish the AT/SRTS Infrastructure Work Group consisting of one of the following members from each eligible entity: County, State Aid City (representing a city with a population over 5,000), Non-State Aid City (representing a city with a population under 5,000), Township, and Federally Recognized Indian Tribe, which may or may not include ATAC members. The AT/SRTS Infrastructure Work Group membership shall consist of a minimum of 5 and not to exceed a total of 10 members. *MnDOT facilitator: Active Transportation Engineer and/or State Programs Engineer, Office of State Aid for Local Transportation*
- **SRTS Non-Infrastructure Work Group** – This body will provide strategic guidance, feedback, and oversight for the agency’s Safe Routes to School non-infrastructure programming, as well as discuss and approve recommendations from grant and solicitation review committees. *MnDOT facilitator: Safe Routes to School Coordinator, Office of Transit & Active Transportation*
- **AT Non-Infrastructure Work Group** – This body will provide strategic guidance, feedback, and oversight for the agency’s Active Transportation non-infrastructure programming, as well as discuss and approve recommendations from grant and solicitation review committees. *MnDOT facilitator: Active Transportation Coordinator, Office of Transit & Active Transportation*

Ad-hoc work groups

The Chairperson may designate ad-hoc work groups to explore, discuss, and make recommendations about topics relevant to ATAC’s mission and goals on a limited or open-ended basis. MnDOT may help facilitate these work groups if staffing is available.

Changes to Operating Procedures

The ATAC Charter Document will be reviewed annually by the Executive Work Group. Recommendations to change the committee’s operating procedures require a vote during a regular meeting of the committee.

Desired Outcomes

- Clear consensus-based recommendations from the ATAC to MnDOT
- Work group members participate in a meaningful way to develop recommendations
- Recommendations that help MnDOT increase the effectiveness, positive impact, and sustainability of the Active Transportation and Safe Routes to School programs
- Recommendations that help MnDOT innovate, expand, elevate, and advance active transportation within the agency and around Minnesota
- Consideration of immediate needs and longer-term planning for MnDOT and the state transportation system

Expiration

By statute, the ATAC expires June 30, 2033.