

**SAINT CLOUD AREA PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING
Thursday, Sept. 24, 2020 @ 10 a.m.**

A Zoom meeting of the Saint Cloud Area Planning Organization's (APO) Technical Advisory Committee (TAC) was held at 10 a.m. on Thursday, Sept. 24, 2020. Senior Transportation Planner Vicki Johnson presided with the following members participating via Zoom or telephone access:

Ryan Daniel	Saint Cloud Metro Bus
Steve Voss	MnDOT District 3
Steve Foss	City of Saint Cloud
Matt Glaesman	City of Saint Cloud
Jon Halter	City of Sartell
Randy Sabart	City of Saint Joseph
Jon Noerenberg	City of Waite Park
Andrew Witter	Sherburne County
Jodi Teich	Stearns County
Michael Kedrowski	Saint Cloud Metro Bus
Anna Pierce	MnDOT
Bobbi Retzlaff	Federal Highway Administration
Vicki Johnson	APO, Senior Planner
Brian Gibson	APO, Executive Director
Alex McKenzie	APO, Planning Technician
Fred Sandal	APO, Associate Planner
Amber Blattner	APO, Administrative Assistant

Ms. Johnson reviewed the Electronic Meeting Notification requirements.

Introductions were made.

PUBLIC COMMENT PERIOD

No members of the public were participating.

Consider Minutes of July 30, 2020, TAC Meeting

Ms. Teich a made motion to approve the July 30, 2020, minutes. Mr. Voss seconded the motion. Motion carried. Roll Call: Daniel – YES; Foss – YES; Glaesman – YES; Voss – YES; Halter – YES; Sabart – YES; Noerenberg – YES; Witter – YES; Teich - YES

Draft Stakeholder Engagement Plan Update

Ms. Johnson provided a summary of the draft Stakeholder Engagement Plan (SEP). From March 2020 through mid-August APO staff worked to update the SEP. Major changes included the incorporation of Title II, revising the Title VI complaint form, discussion of virtual public involvement, a revised social media plan, and further

discussion and analysis with the Limited English Proficiency (LEP) plan. Ms. Johnson stated that APO is currently in the public comment period; August 19 through October 3, 2020. Ms. Johnson requested TAC recommend Policy Board approval of the revised Stakeholder Engagement Plan and asked if there were any questions.

Mr. Glaesman made a motion to recommend Policy Board approve the draft Stakeholder Engagement Plan. Mr. Daniel seconded the motion. Motion carried. Roll Call: Daniel – YES; Foss – YES; Glaesman – YES; Voss – YES; Halter – YES; Sabart – YES; Noerenberg – YES; Witter – YES; Teich - YES

Draft TAC Bylaws

Ms. Johnson reviewed the TAC bylaws revisions, which were last amended in March 2009. Ms. Johnson reviewed revisions that would better align with the Policy Boards existing Bylaws to Section 3 Membership and Voting; Section 3.1 members, 3.2 Primary Voting Representatives, 3.3 Alternative Voting Representatives, 3.4 Ex-Officio Members and Representatives, 3.5 Attendance. Ms. Johnson reviewed Section 5 Meetings. Ms. Johnson reviewed the special meetings definition and the discussion on 5.4 Quorum. Ms. Johnson looked at other MPOs and how they structure their Technical Advisory Committee. At the July 30, 2020, meeting it was debated if there should be a one-third (four members) or one-half quorum (six members). Ms. Johnson reviewed section 5.5 Video and Teleconference meeting, 5.6 Agenda, 5.7 Voting, Section 6 Sub-Committees, Section 7 Parliamentary Authority, and Section 8 Amendment of Bylaws. Ms. Johnson asked if there are any questions or comments.

Ms. Teich said pre-pandemic people had the option of calling into the meeting on a conference call and asked if this is something that would satisfy the virtual option. Ms. Johnson said yes. Ms. Teich asked if the Policy Board would be comfortable if the TAC recommends a one-third attendance for quorum. Ms. Johnson said the Policy Board feels that attendance should not be an issue, and everyone should be attending. The Policy Board would like to work toward one-half and consider implementing an attendance policy. Ms. Pierce thinks attendance and quorum are two separate issues and mentioned at other MPO meetings if a member misses more than three meetings a new member can be appointed in their position. Mr. Daniel asked if they could remove the marketing director and just have the planning manager. Ms. Johnson said they have not designated anyone specific for Metro Bus in the revised bylaws, Metro Bus can tell APO who they want. Mr. Gibson replied to Ms. Pierce's comment and said the APO will keep attendance and report it to jurisdictions and let them decide what they want to do if a member is not attending meetings. Mr. Gibson asked what would TAC members want to do for quorum and then APO will take that decision to the Policy Board meeting. Mr. Gibson said section 5.3.1 needs to correspond with section 5.2.1. Ms. Johnson said she will clarify that. Mr. Gibson said he would strike *special meetings* from 5.3.1. Mr. Foss asked if the Policy Board is heading toward one-half quorum. Mr. Gibson was not sure of the consensus of the Policy Board. Ms. Johnson had the same

assessment. Ms. Teich added TAC members are very respectful and are good about deferring things if there is not good attendance. Mr. Foss is hesitant to think one-third is enough. Mr. Voss thinks one-third sets the bar too low, especially since people can send alternates and are able to join virtually.

Ms. Teich made a motion to have the revised TAC Bylaws approved including the changes of requiring a one-half quorum and editing section 5.3.1 taking out special meetings from the ten-day agenda requirement. Mr. Foss seconded the motion. Motion carried. Roll Call: Daniel – YES; Foss – YES; Glaesman – YES; Voss – YES; Halter – YES; Sabart – YES; Noerenberg – YES; Witter – YES; Teich – YES

Draft 2020 Stakeholder Engagement Plan Annual Report

Ms. Johnson reviewed the 2020 SEP Annual Report. The goals of the report are to measure progress toward achieving SEP goals. Ms. Johnson said this was done by identifying all APO activities to involve the public from July 2019 through June 2020. This report evaluates the effectiveness of activities to inform and engage the public and provides recommendations for improving public outreach and engagement. Ms. Johnson reported that we have improved from the 2019 SEP report in advertising meetings, having less jargon, simpler language, events offered and participation in TIP development, and use of a demographic questionnaire. The APO could improve on preparing and distributing an e-newsletter and exploring other outreach options. Ms. Johnson summarized the recommendations for improving public engagement that Mr. Sandal found. Ms. Johnson asked if there were any questions.

Ms. Teich made a motion to approve the 2020 Stakeholder Engagement Plan Annual Report. Mr. Glaesman seconded the motion. Motion carried. Roll Call: Daniel – YES; Foss – YES; Glaesman – YES; Voss – YES; Halter – YES; Sabart – YES; Noerenberg – YES; Witter – YES; Teich – YES

Discuss Functional Classification

Mr. Gibson asked when Census data becomes available what will the role be of the APO for functional classification updates and what has their role has been in the past. Ms. Teich recalled that the APO was significantly involved in the discussions with MnDOT in the past. Mr. Foss recalled the same as Ms. Teich, he turned to APO to classify the roads. Mr. Voss also recalled that the APO helped with planning, he has worked with APO to help coordinate their functional classification. Mr. Gibson asked if there are changes to the functional class system that get requested and does that also flow through the APO. Mr. Voss said it should, if there is a request by a local agency to change a classification of one of their roadways, that would go through the region and on the local side it would go through the APO TAC and Policy Board and then get signed off on the district level. Ms. Retzlaff agrees the APO does have an active role in functional classification and the APO does act as a

facilitator. The approvals do need to eventually come from the APO. Mr. Gibson confirmed the APO will continue to act as a facilitator for functional classification. Ms. Pierce commented the functional class is the current existing condition of the roadway and it is not what you want it to be. Mr. Gibson said hopefully Census data will arrive by April or May of next year, we need new functional classification done and approved by the end of the year to avoid confusion when it comes time to submit roadway projects.

Discuss FY 2025 Surface Transportation Block Grant Program and Transportation Alternatives Solicitations

Ms. Johnson summarized the 2025 project solicitation for the Surface Transportation Block Grant Program (STBGP) and Transportation Alternatives (TA) programs. Solicitation for both programs is set to start in October. STBGP applications are due to Vicki Johnson by Jan. 4, 2021. Applications will be evaluated based upon the scoring rubric developed for the FY 2024 solicitation and APO staff will provide initial scoring and ranking. On Jan. 28, 2021, the APO TAC will review the preliminary APO staff rankings and provide recommendations to the Policy Board. Ms. Johnson stated that the Transportation Alternatives (TA) deadline has been changed and the letter of intent must be submitted electronically by the end of October. Full applications will be distributed on or about November 16th. Applications are due to Jeff Lenz by Jan. 15. Ms. Johnson also said the ATAC will now provide recommendations to the TAC on TA project prioritization. Ms. Johnson asked if there are questions on the solicitation process. Mr. Halter noted the date conflicted with the city engineer's conference that runs from January 27-29 and asked to consider a different date. Mr. Gibson told Ms. Johnson to poll members for a date.

Active Transportation Plan 2020 Progress Report

Mr. Sandal summarized the Active Transportation Plan (ATP). Data collection for the existing active transportation facilities and conditions are substantially complete. Chapter drafts are submitted to the ATP Development Committee for review. The chapters cover the introduction, regional environments, and system usage. Mr. Sandal mentioned clear findings from the data were a need for shared use paths, safer road crossings and intersections, and dedicated bicycle lanes along the road. Mr. Sandal summarized the next steps the APO will take for the ATP. Mr. Sandal asked if there are any questions. Ms. Pierce asked if you have reviewed the data as a rolling five-year average instead of a static five-year grouping. Mr. Sandal said they will be looking at that but has not yet looked at it specifically. Mr. Sandal said they are also looking at where the crashes have occurred. Mr. Gibson added the public is sharing safety concerns they have and that is why they want shared use paths to be separated from traffic. Mr. Gibson said as you think about changing speed limits to remember it is not just vehicles out there, it is walkers and bikers as well. Mr. Gibson noted that he was thrilled with the Parks and Trails Council of Minnesota and their electronic e-bike used to measure trails for 'bumpiness' of the pavement. Mr. Gibson asked for consideration of pavement improvements.

2019 Pavement Condition Report

Mr. McKenzie summarized the pavement condition report. The report is used to manage the operations and preservation of the roadway network efficiently and cost-effectively as identified in the APOs long-range Metropolitan Transportation Plan (MTP). Mr. McKenzie asked if there were any questions. There were no questions.

Speed Limit Working Group

Ms. Johnson summarized the statute in Minnesota that allows speed limits to be set. Ms. Johnson said that Mr. Foss suggested that this be looked at on a regional level and wondered if this is something that the TAC would be interested in having a working group for. Ms. Teich said that the county engineers look for consistency and thinks this is a great idea. It would help engineers establish consistency in speed limits. Mr. Foss is strongly interested in getting this committee going though this should be looked at with a systemwide approach. Mr. Halter agreed that it is a worthwhile effort. Ms. Johnson mentioned at the previous meeting everyone was interested and wanted to include county engineers and local law enforcement. Mr. Foss thought initially the TAC working group would address the logistic problems and then bring in the law enforcement. Mr. Sabart asking if Mr. Foss has received request for lower speed limits. Mr. Foss says he gets a lot of push for increased enforcement because of speeding and changing the standard 30 MPH. Mr. Halter said the same for Sartell and they have considered moving down to 25 MPH, he is not sure if it is a speeding issue or a volume issue, and is not sure if a sign will make people slow down. Mr. Foss said some people's perception is worse than it really is but, in some cases, studies have shown that residents are right and there is a legitimate speeding concern. Mr. Gibson summarized Saint Cloud, Sartell, and Saint Joseph are on board. Mr. Gibson asked if Waite Park had any interest. Mr. Norenberg said he is also interested in being involved in the group. Mr. Daniel said he is interested in having Metro Bus involved in this committee. Ms. Johnson said she will take the next steps to have the APO facilitate this and she will send out a poll to see about meeting dates mid- to late-October.

Other Announcements

Ms. Johnson reminded members to send her their request for updates on annual listing of obligated projects. They are due in mid-November and are used to update the public and add to APO records. Any requests for amendments or modifications for 2021 will need to be sent to Ms. Johnson by Monday, Dec. 28 by 5 p.m. and Ms. Johnson will send out an email reminder two weeks and one week before. Mr. Gibson thanked members for sitting through a long meeting.

Adjournment

The meeting adjourned at 11:53 a.m.