

AGENDA

APO POLICY BOARD MEETING

THURSDAY, AUGUST 12, 2021 - 4:30 P.M.
GREAT RIVER REGIONAL LIBRARY, BREMER ROOM
1300 W ST GERMAIN ST, ST CLOUD, MN 56301

1. Introductions
2. Approval of Agenda
3. Public Comment Period
4. Consideration of Consent Agenda Items (*Attachments A – F*)
 - a. Approve Minutes of June 10, 2021 Policy Board Meeting (*Attachment A*)
 - b. Approve Bills Lists (*Attachments B1 & B2*)
 - c. Approve Administrative Modification to the 2021-2024 Transportation Improvement Program (*Attachment C*)
 - d. Approve Amendment to Bylaws of the Technical Advisory Committee (*Attachments D1 & D2*)
 - e. Accept Mid-Year Budget vs. Actual Report (*Attachments E1 & E2*)
 - f. Accept Report from July Meeting of the Technical Advisory Committee (*Attachment F*)
5. Consider 2022-2023 Unified Planning Work Program (*Attachments G1 & G2*)
Brian Gibson, Executive Director
 - a. **Suggested Action: Approve**
6. Consider Regional Priorities Briefing Booklet (*Attachment H1 & H2*) *Brian Gibson, Executive Director*
 - a. **Suggested Action: Approve**
7. Consider Appointment of Representative to Area Transportation Partnership (*Attachment I*) *Vicki Johnson, Senior Planner*
 - a. **Suggested Action: Approve**
8. Consider Priorities for Legislative Appropriation (*Attachment J*) *Brian Gibson, Executive Director*
 - a. **Suggested Action: Discussion Only**
9. Other Business & Announcements
10. Adjournment

English

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990, Executive Order 12898, Executive Order 13116 and related statutes and regulations. The APO is accessible to all persons of all abilities. A person who requires a modification or accommodation, auxiliary aids, translation services, interpreter services, etc., in order to participate in a public meeting, including receiving this agenda and/or attachments in an alternative format, or language please contact the APO at 320-252-7568 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252-7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Thursday, June 10, 2021 – 4:30 p.m.

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, June 10 at 4:30 p.m. APO Chair Joe Perske presided with the following members participating via the Zoom app or telephone access:

Joe Perske	Stearns County
Rick Miller	City of Waite Park
Raeanne Danielowski	Sherburne County
Ryan Daniel	Metro Bus
Jeff Goerger	City of Saint Cloud
Jared Gapinski	Benton County
Kevin Kluesner	City of Saint Joseph
Dottie Seamans	City of Sauk Rapids
Paul Brandmire	City of Saint Cloud
Rick Schultz	City of Saint Joseph

Also in attendance were:

Brian Gibson	Saint Cloud APO
Amber Blattner	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Fred Sandal	Saint Cloud APO

APPROVAL OF AGENDA:

Mr. Goerger motioned to approve the agenda, and Mr. Gapinski seconded the motion. Roll Call Vote: Perske-yes; Miller-yes; Danielowski-yes; Goerger – yes; Schultz – yes; Seamans – yes; Brandmire – yes; Gapinski - yes; Motion Passed.

PUBLIC COMMENT PERIOD: No members of the public were in attendance.

CONSIDERATION OF CONSENT AGENDA ITEMS:

- a. Approve Minutes of May 13, 2021 Policy Board Meeting
- b. Approve Bills Lists
- c. Approve Memorandum of Understanding with MnDOT
- d. Receive Staff Report of May 27th Meeting of Technical Advisory Committee (TAC)

Mr. Miller motioned to approve the consent agenda, and Mr. Goerger seconded the motion. Roll Call Vote: Perske-yes; Miller-yes; Danielowski-yes; Goerger – yes; Schultz – yes; Seamans – yes; Brandmire – yes; Gapinski - yes; Motion Passed.

Consider Administrative Modification to FY 2021-2024 Transportation Improvement Program

Ms. Johnson reviewed the 2021-2024 TIP change requested from the Minnesota Department of Transportation (MnDOT) on behalf of the City of Saint Cloud that would impact bicycle/pedestrian funding for fiscal year 2021 regarding County Road 136 and Oak Grove Road SW. Becker County is proposing a funding swap and to give Saint Cloud \$325,000 in FY 2021 because they are unable to begin their project this year and do not want funds to go to waste. Mr. Perske asked what year the reconstruct is taking place. Ms. Johnson confirmed all construction is for 2021. Mr. Brandmire asked where the \$99,000 is coming from that federal funding was going to pay for in 2024. Ms. Johnson was not sure how the city would be covering that cost.

Mr. Miller motioned to approve the Administrative Modification to FY 2021-2024 TIP, and Ms. Seamans seconded the motion. Roll Call Vote: Perske-yes; Miller-yes; Danielowski-yes; Goerger – yes; Schultz – yes; Seamans – yes; Brandmire – yes; Gapinski - yes; Motion Passed.

Consider Draft FY 2022-2025 Transportation Improvement Program

Ms. Johnson summarized the draft FY 2022-2025 TIP. The TIP is updated on an annual basis and includes projects that are programmed to receive funding from Federal or State sources. Ms. Johnson summarized the projects included in the TIP. Comments had been previously solicited (and incorporated) from MnDOT Office of Transportation System Management, Federal Highway and Federal Transit Administration. Minor changes may still occur until July 14, 2021 when the TIP is scheduled to be released for public comments.

Mr. Goerger motioned to approve the draft FY 2022-2025 TIP, and Mr. Miller seconded the motion. Roll Call Vote: Perske-yes; Miller-yes; Danielowski-yes; Goerger – yes; Schultz – yes; Seamans – yes; Brandmire – yes; Gapinski - yes; Motion Passed.

Consider FY 2021 Regional Infrastructure Investment Plan (RIIP)

Ms. Johnson presented on the RIIP. The TIP must include regionally significant projects. The definition of what is a “regionally significant” project is up to the individual metropolitan planning organization. To meet the transparency intent of Federal regulations and facilitate better interjurisdictional coordination of project development and construction the RIIP was created by APO staff. The RIIP is based on each jurisdiction’s Capital Improvement Plan and identifies all transportation projects occurring within the planning area. While the RIIP typically covers a four-year period, this year’s RIIP only looks at the current construction year (per TAC recommendations). The document will ideally return to a longer spanning RIIP next year next year. Mr. Schultz asked if the recommendations come from TAC members or city representatives. Ms. Johnson said the TAC members recommended the RIIP only contain the current year. Mr. Schultz asked if the goal is to review this every year. Ms. Johnson confirmed they would like to review this every year around April before the construction season starts.

Mr. Goerger motioned to approve the FY 2021 RIIP, and Mr. Gapinski seconded the motion. Roll Call Vote: Perske-yes; Miller-yes; Danielowski-yes; Goerger – yes; Schultz – yes; Seamans – yes; Brandmire – yes; Gapinski - yes; Daniel – yes; Motion Passed.

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Gibson said there are no agenda items for July and as of now the Policy Board will not meet. Mr. Gibson shared that he and Mr. Perske will be going to Washington DC Sept. 13-16, 2021 and anyone that wants more information may reach out to Mr. Gibson. Ms. Johnson shared information on a voting membership issue for ATP-3. The issue is Mr. Perske representing two organizations (7W Transportation and SCAPO). This issue can be discussed at a future policy board meeting before the next ATP meeting in October.

ADJOURNMENT:

The meeting was adjourned at 5:10 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION
Approved Disbursements - Transaction List by Vendor
June 2021

Date	Transaction Type	Num	Vendor Name	Accounting Description	Amount
Adobe Creative Cloud					
06/08/2021	Expense	1422123129		6609 · IT Support & Software	57.03
06/10/2021	Expense	367		6609 · IT Support & Software	57.03
06/21/2021	Expense	9186		6609 · IT Support & Software	16.13
06/21/2021	Expense	4773		6609 · IT Support & Software	16.13
AFLAC					
06/15/2021	Bill Payment (Check)	xx		6600.5 · Health/Dental/Life Insurance	993.90
BCBS of MN					
06/22/2021	Bill Payment (Check)	xx		6600.5 · Health/Dental/Life Insurance	4,819.18
Cloudnet					
06/22/2021	Bill Payment (Check)	HBGCRJE4		6603.1 · Telephone	20.00
David Turch & Associates					
06/22/2021	Bill Payment (Check)	PBNC3JE4		Lobbying	8,000.00
Delta Dental					
06/04/2021	Bill Payment (Check)	xx		6600.5 · Health/Dental/Life Insurance	356.75
EI-Jay Mechanical					
06/22/2021	Bill Payment (Check)	NBUC4JE4		6606.2 · Maintenance	126.00
Emerald Companies Inc					
06/22/2021	Bill Payment (Check)	UB8CFJE4		6606.2 · Maintenance	346.71
Hotels.com					
06/10/2021	Expense	9187730700753		Travel to Washington DC	1,678.46
League of MN Cities Insur Trust P&C					
06/21/2021	Bill Payment (Check)	3BMCJME		Insurance - Liability	4,627.00
Mailchimp.com					
06/02/2021	Expense	MC12478858		6609 · IT Support & Software	14.99
Net V Pro					
06/22/2021	Bill Payment (Check)	DBKCGJE4		6609 · IT Support & Software	1,458.50
Premium Waters, Inc.					
06/22/2021	Bill Payment (Check)	SB3C6JE4		Office Supplies	29.10
Quill.com					
06/22/2021	Bill Payment (Check)	6BVC6JE4		Office Supplies	67.98
Rajkowski Hansmeier LTD					
06/22/2021	Bill Payment (Check)	TBICHJE4		Legal	180.00

ST. CLOUD AREA PLANNING ORGANIZATION
Approved Disbursements - Transaction List by Vendor
June 2021

Date	Transaction Type	Num	Vendor Name	Accounting Description	Amount
Secura Insurance Companies					
06/22/2021	Bill Payment (Check)	SB1C7JE4		insurance - Liability	250.00
Spectrum Business (Charter)					
06/22/2021	Bill Payment (Check)	TBZCIJE4		Internet and Telephone	414.94
SRF Consulting Group, Inc.					
06/23/2021	Bill Payment (Check)	ABHC8JE4		SW Beltline Corridor Study	18,733.91
St. Cloud Area Chamber of Commerce					
06/24/2021	Bill	86891		Dues and Subscriptions	566.50
St. Cloud Postmaster					
06/02/2021	Expense	599-060221		Postage	17.10
Stantec Consulting Services Inc					
06/24/2021	Bill Payment (Check)	EBJCJJE4		CPG Passthrough Mississippi River Bridge Plan20	3,611.81
Stearns Electric Association					
06/25/2021	Bill Payment (Check)	xx		6606.1 · Utilities	141.51
United Airlines					
06/10/2021	Expense	M3X7MG		Travel to Washington DC	689.60
Weisman Cleaning Inc					
06/22/2021	Bill Payment (Check)	LB5CYJE4		6606.2 · Maintenance	150.68
West Central Sanitation, Inc					
06/22/2021	Bill Payment (Check)	2BECLJE4		6606.1 · Utilities	41.69
Xcel Energy					
06/03/2021	Bill Payment (Check)	xx		6606.1 · Utilities	96.89
Your CFO Inc					
06/22/2021	Bill Payment (Check)	FBQCS8LN		6602.2 · Accounting Services	-1,519.00
					24,931.21

LIBERTY BANK DEPOSITS

	Deposit Date	Amount
Stearns County - 2nd Half Assessment	6/30/2021	10,376.00
City of Sartell - 2nd Half Assessment	6/28/2021	8,461.00
City of St. Joseph - 2nd Half Assessment	6/28/2021	3,180.50
City of Waite Park - 2nd Half Assessment	6/28/2021	3,791.00
Sherburne County - 2nd Half Assessment	6/25/2021	1,125.50
Bank interest earned	6/30/2021	5.47
Transfer - reserves for match	6/30/2021	66,000.00
		92,939.47

PROPOSED July 2021 and August 2021 DISBURSEMENTS
 prepared 07/8/2021

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Direct Dep.	Net Payroll (including insurance reimbursement)	7/09/2021 Payroll Paid	Payroll	\$ 8,180.56
Electronic	Expense Reimbursemt - Employee mileage	7/09/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	7/09/2021 Payroll Paid	Payroll	\$ 3,087.81
Electronic	MN Department of Revenue-Withholding PAID	7/09/2021 Payroll Paid	Payroll	\$ 591.00
Electronic	PERA	7/09/2021 Payroll Paid	Payroll	\$ 1,746.36
Electronic	Great West Annuity	7/09/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	7/09/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	7/09/2021 Payroll Paid	Payroll	\$ 157.70
Direct Dep.	Net Payroll (including insurance reimbursement)	7/23/2021 Payroll Paid	Payroll	\$ 8,180.56
Electronic	Expense Reimbursemt - Employee mileage	7/23/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	7/23/2021 Payroll Paid	Payroll	\$ 3,087.81
Electronic	MN Department of Revenue-Withholding PAID	7/23/2021 Payroll Paid	Payroll	\$ 591.00
Electronic	PERA	7/23/2021 Payroll Paid	Payroll	\$ 1,746.36
Electronic	Great West Annuity	7/23/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	7/23/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	7/23/2021 Payroll Paid	Payroll	\$ 157.70
Direct Dep.	Net Payroll (including insurance reimbursement)	8/06/2021 Payroll Paid	Payroll	\$ 8,084.06
Electronic	Expense Reimbursemt - Employee mileage	8/06/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	8/06/2021 Payroll Paid	Payroll	\$ 2,455.67
Electronic	MN Department of Revenue-Withholding PAID	8/06/2021 Payroll Paid	Payroll	\$ 580.00
Electronic	PERA	8/06/2021 Payroll Paid	Payroll	\$ 1,723.79
Electronic	Great West Annuity	8/06/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	8/06/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	8/06/2021 Payroll Paid	Payroll	\$ 157.70
Direct Dep.	Net Payroll (including insurance reimbursement)	8/20/2021 Payroll Paid	Payroll	\$ 8,084.06
Electronic	Expense Reimbursemt - TRB conference	8/20/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	8/20/2021 Payroll Paid	Payroll	\$ 2,455.67
Electronic	MN Department of Revenue-Withholding PAID	8/20/2021 Payroll Paid	Payroll	\$ 580.00
Electronic	PERA	8/20/2021 Payroll Paid	Payroll	\$ 1,723.79
Electronic	Great West Annuity	8/20/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	8/20/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	8/20/2021 Payroll Paid	Payroll	\$ 157.70
Credit Card	Adobe Creative Cloud - July 2021	Subscription service to PDF software	IT Support & Software	\$ 146.32
Credit Card	Adobe Creative Cloud - August 2021	Subscription service to PDF software	IT Support & Software	\$ 146.32
Check	AFLAC - July 2021	Employee Addtl Insurance	Payroll	\$ 993.90
Check	AFLAC - August 2021	Employee Addtl Insurance	Payroll	\$ 993.90
Electronic	BCBS of MN - July 2021	Employee Health Insurance	Payroll	\$ 4,819.18
Electronic	BCBS of MN - August 2021	Employee Health Insurance	Payroll	\$ 4,819.18
Check	City of St Cloud - Water/Sewer - July 2021	Utilities - water / sewer	Utilities	\$ 15.00
Check	City of St Cloud - Water/Sewer - August 2021	Utilities - water / sewer	Utilities	\$ 15.00
Check	Cloudnet - July 2021	Internet Service	Utilities	\$ 10.00
Check	Cloudnet - August 2021	Internet Service	Utilities	\$ 10.00
Check	David Turch & Associates - estimate - July 2021	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - August 2021	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - July 2021	Employee dental insurance	Payroll	\$ 356.75
Check	Delta Dental - estimate - August 2021	Employee dental insurance	Payroll	\$ 356.75
Check	Emerald Companies Inc - July 2021	monthly lawn service	Maintenance	\$ 346.71
Check	Emerald Companies Inc - August 2021	monthly lawn service	Maintenance	\$ 346.71
Credit Card	Google Inc - July 2021	G Suite Basic - Commitment	Utilities	\$ 48.00
Credit Card	Google Inc - August 2021	G Suite Basic - Commitment	Utilities	\$ 48.00
Credit Card	Hotels.com	Travel to Washington DC	Lobbying	\$ 1,678.46
Check	Loffler Companies - July 2021	Copier Supplies	Copy Machine	\$ 113.07
Check	Loffler Companies - estimate - August 2021	Copier Supplies	Copy Machine	\$ 150.00

PROPOSED July 2021 and August 2021 DISBURSEMENTS
 prepared 07/8/2021

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Credit Card	MailChimp		IT Support & Software	\$ 14.99
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Check	Net V Pro	Networking Services	IT Support & Software	\$ 1,137.50
Check	Net V Pro - July 2021	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Net V Pro - August 2021	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Premium Water Inc - estimate - July 2021	office drinking water	Utilities	\$ 30.00
Check	Premium Water Inc - estimate - August 2021	office drinking water	Utilities	\$ 30.00
Check	Principal Financial - July 2021	Employee disability insurance	Payroll	\$ 349.90
Check	Principal Financial - August 2021	Employee disability insurance	Payroll	\$ 349.90
Check	Quill.com	Office Supplies	Office Supplies	\$ 67.98
Check	Rajkowski Hansmeier LTD	Remote - Open Meetings	Legal	\$ 180.00
Check	RSG - White River Junction VT	St Cld Household Travel Survey 2021 - April 2021	St Cld Household Travel Survey 2021	\$ 12,727.67
Check	RSG - White River Junction VT	St Cld Household Travel Survey 2021 - May 2021	St Cld Household Travel Survey 2021	\$ 2,070.26
Check	SC Times	Newsletter subscription	Dues and Subscriptions	\$ 803.94
Check	Spectrum Business (Charter) - July 2021	Internet Service	Utilities	\$ 414.94
Check	Spectrum Business (Charter) - estimate - August 2021	Internet Service	Utilities	\$ 414.94
Check	Stantec Consulting Services Inc	Mississippi River Bridge Plan20 - through 6/11/21	6622.25 CPG Passthrough Expense:Mississippi River Bridge Plan20	\$ 3,221.34
Electronic	Stearns Electric Association - estimate - July 2021	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - August 2021	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - estimate - July 2021	Public Postings	Printing/Publishing	\$ 200.00
Check	SC Times - estimate - estimate - August 2021	Public Postings	Printing/Publishing	\$ 200.00
Check	St. Cloud Area Chamber of Commerce	Membership	Dues and Subscriptions	\$ 566.50
Credit Card	St. Cloud Postmaster	Postage	Postage	\$ 17.10
Credit Card	United Airlines	Travel to Washington DC	Lobbying	\$ 689.60
Check	Weisman Cleaning Inc - July 2021	Office Cleaning Services	Maintenance	\$ 151.00
Check	Weisman Cleaning Inc - estimate - August 2021	Office Cleaning Services	Maintenance	\$ 151.00
Check	West Central Sanitation Inc - estimate - July 2021	Utility - garbage	Utilities	\$ 39.57
Check	West Central Sanitation Inc - estimate - August 2021	Utility - garbage	Utilities	\$ 39.57
Electronic	Xcel Energy - estimate - July 2021	Utilities - gas	Utilities	\$ 100.00
Electronic	Xcel Energy - estimate - August 2021	Utilities - gas	Utilities	\$ 100.00
Check	Your CFO Inc	2021 accounting services - July	Accounting Services	\$ 1,549.00
Check	Your CFO Inc	2021 accounting services - August	Accounting Services	\$ 1,549.00
	TOTAL			\$ 105,913.22

PROPOSED August 2021 and September 2021 DISBURSEMENTS
 prepared 08/2/2021

ATTACHEMENT B2
AGENDA ITEM 4b

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Direct Dep.	Net Payroll (including insurance reimbursement)	8/06/2021 Payroll Paid	Payroll	\$ 8,068.86
Electronic	Expense Reimbursemt - Employee mileage	8/06/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	8/06/2021 Payroll Paid	Payroll	\$ 2,469.83
Electronic	MN Department of Revenue-Withholding PAID	8/06/2021 Payroll Paid	Payroll	\$ 583.00
Electronic	PERA	8/06/2021 Payroll Paid	Payroll	\$ 1,724.39
Electronic	Great West Annuity	8/06/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	8/06/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	8/06/2021 Payroll Paid	Payroll	\$ 157.70
Direct Dep.	Net Payroll (including insurance reimbursement)	8/20/2021 Payroll Paid	Payroll	\$ 8,068.86
Electronic	Expense Reimbursemt - Employee mileage	8/20/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	8/20/2021 Payroll Paid	Payroll	\$ 2,469.83
Electronic	MN Department of Revenue-Withholding PAID	8/20/2021 Payroll Paid	Payroll	\$ 583.00
Electronic	PERA	8/20/2021 Payroll Paid	Payroll	\$ 1,724.39
Electronic	Great West Annuity	8/20/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	8/20/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	8/20/2021 Payroll Paid	Payroll	\$ 157.70
Direct Dep.	Net Payroll (including insurance reimbursement)	9/03/2021 Payroll Paid	Payroll	\$ 8,068.86
Electronic	Expense Reimbursemt - Employee mileage	9/03/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	9/03/2021 Payroll Paid	Payroll	\$ 2,469.83
Electronic	MN Department of Revenue-Withholding PAID	9/03/2021 Payroll Paid	Payroll	\$ 583.00
Electronic	PERA	9/03/2021 Payroll Paid	Payroll	\$ 1,724.39
Electronic	Great West Annuity	9/03/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	9/03/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	9/03/2021 Payroll Paid	Payroll	\$ 157.70
Direct Dep.	Net Payroll (including insurance reimbursement)	9/17/2021 Payroll Paid	Payroll	\$ 8,068.86
Electronic	Expense Reimbursemt - TRB conference	9/17/2021 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	9/17/2021 Payroll Paid	Payroll	\$ 2,469.83
Electronic	MN Department of Revenue-Withholding PAID	9/17/2021 Payroll Paid	Payroll	\$ 583.00
Electronic	PERA	9/17/2021 Payroll Paid	Payroll	\$ 1,724.39
Electronic	Great West Annuity	9/17/2021 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	9/17/2021 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	9/17/2021 Payroll Paid	Payroll	\$ 157.70
Credit Card	Adobe Creative Cloud - August 2021	Subscription service to PDF software	IT Support & Software	\$ 146.32
Credit Card	Adobe Creative Cloud - September 2021	Subscription service to PDF software	IT Support & Software	\$ 146.32
Check	AFLAC - August 2021	Employee Addtl Insurance	Payroll	\$ 993.90
Check	AFLAC - September 2021	Employee Addtl Insurance	Payroll	\$ 993.90
Check	AMPO	Dues - 7/1/21 to 6/30/22	Dues and Subscription	\$ 663.73
Credit Card	AtaGlance.com	Office Supplies	Office Supplies	\$ 41.75
Electronic	BCBS of MN - August 2021	Employee Health Insurance	Payroll	\$ 4,819.18
Electronic	BCBS of MN - September 2021	Employee Health Insurance	Payroll	\$ 4,819.18
Check	City of St Cloud - Water/Sewer - August 2021	Utilities - water / sewer	Utilities	\$ 15.00
Check	City of St Cloud - Water/Sewer - September 2021	Utilities - water / sewer	Utilities	\$ 15.00
Check	Cloudnet - August 2021	Internet Service	Utilities	\$ 10.00
Check	Cloudnet - September 2021	Internet Service	Utilities	\$ 10.00
Check	David Turch & Associates - estimate - August 2021	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - September 2021	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - August 2021	Employee dental insurance	Payroll	\$ 356.75
Check	Delta Dental - estimate - September 2021	Employee dental insurance	Payroll	\$ 356.75
Credit Card	Egoditor GmbH - German Software Company	Software subscription-7/13/21 to 7/13/21		
Check	Emerald Companies Inc - August 2021	monthly lawn service	Maintenance	\$ 346.71
Check	Emerald Companies Inc - September 2021	monthly lawn service	Maintenance	\$ 346.71
Credit Card	ESRI, Inc.	Professiona Basic Subscription	IT Support & Software	\$ 206.51
Credit Card	Google Inc - August 2021	G Suite Basic - Commitment	Utilities	\$ 48.00

PROPOSED August 2021 and September 2021 DISBURSEMENTS
 prepared 08/2/2021

ATTACHEMENT B2
AGENDA ITEM 4b

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Credit Card	Google Inc - September 2021	G Suite Basic - Commitment	Utilities	\$ 48.00
Check	Loffler Companies - August 2021	Copier Supplies	Copy Machine	\$ 42.83
Check	Loffler Companies - estimate - September 2021	Copier Supplies	Copy Machine	\$ 150.00
Credit Card	MailChimp		IT Support & Software	\$ 14.99
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Check	Net V Pro - August 2021	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Net V Pro - September 2021	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Premium Water Inc - estimate - August 2021	office drinking water	Utilities	\$ 30.00
Check	Premium Water Inc - estimate - September 2021	office drinking water	Utilities	\$ 30.00
Check	Principal Financial - August 2021	Employee disability insurance	Payroll	\$ 349.90
Check	Principal Financial - September 2021	Employee disability insurance	Payroll	\$ 349.90
Check	Rajkowski Hansmeier LTD	Remote - Open Meetings	Legal	\$ 180.00
Check	RSG - White River Junction VT	St Cld Household Travel Survey 2021 - June 2021	St Cld Household Travel Survey 2021	\$ 7,105.79
Credit Card	Signs.com	Street & Sidwalk Decals	Miscellaneous	\$ 780.25
Check	Spectrum Business (Charter) - August 2021	Internet Service	Utilities	\$ 414.94
Check	Spectrum Business (Charter) - estimate - September 2021	Internet Service	Utilities	\$ 414.94
Electronic	Stearns Electric Association - estimate - August 2021	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - September 2021	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - estimate - August 2021	Public Postings	Printing/Publishing	\$ 200.00
Check	SC Times - estimate - estimate - September 2021	Public Postings	Printing/Publishing	\$ 200.00
Credit Card	United Translation Services LLC	Survey Services	Communications	\$ 130.00
Check	Weisman Cleaning Inc - August 2021	Office Cleaning Services	Maintenance	\$ 151.00
Check	Weisman Cleaning Inc - estimate - September 2021	Office Cleaning Services	Maintenance	\$ 151.00
Check	West Central Sanitation Inc - estimate - August 2021	Utility - garbage	Utilities	\$ 39.57
Check	West Central Sanitation Inc - estimate - September 2021	Utility - garbage	Utilities	\$ 39.57
Electronic	Xcel Energy - estimate - August 2021	Utilities - gas	Utilities	\$ 100.00
Electronic	Xcel Energy - estimate - September 2021	Utilities - gas	Utilities	\$ 100.00
Check	Your CFO Inc	2021 accounting services - August	Accounting Services	\$ 1,549.00
Check	Your CFO Inc	2021 accounting services - September	Accounting Services	\$ 1,549.00
	TOTAL			\$ 90,276.48



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: FY 2021-2024 Transportation Improvement Program Administrative Modification
DATE: July 30, 2021

One of the responsibilities of the Saint Cloud Area Planning Organization (APO), as outlined by the Federal Government, is to develop and maintain a Transportation Improvement Program (TIP). The TIP is the document that programs federal funds for transportation improvements in the APO's Metropolitan Planning Area (MPA). Decisions about transportation investments require collaboration and cooperation between different levels of government and neighboring agencies and jurisdictions. As a document, the TIP reports how the various agencies and jurisdictions within the MPA have prioritized their use of limited Federal highway and transit funding.

The Minnesota Department of Transportation (MnDOT) is requesting a change be made to the fiscal years 2021-2024 TIP. MnDOT's Historic Roadside Property Program is proposing to delay the rehabilitation project of the historical marker along US 10 across from the reformatory. This \$50,000 state funded project was programmed to be completed in 2021. However, MnDOT is seeking to delay construction of this project to FY 2022. Project cost is anticipated to remain the same.

In accordance with the APO's Stakeholder Engagement Plan, the proposed changes are an administrative modification and therefore do not require the 30-day public input process.

At the July 29, 2021, Technical Advisory Committee (TAC) meeting, TAC representatives voted to recommend Policy Board approval of this proposed administrative modification.

Suggested Action: Approval.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Technical Advisory Committee Bylaws Revision
DATE: July 30, 2021

The proceedings of the APO's Technical Advisory Committee (TAC) is governed by a set of bylaws most recently updated in October 2020 by the APO's Policy Board.

These revised bylaws were drafted amid the COVID-19 global pandemic in which a vast majority of public meetings were conducted using virtual means due to state emergency orders.

In the months since the adoption of the new bylaws, the Minnesota State Legislature has amended Minnesota State Statute 13D, known as the Open Meeting Law, to provide further clarification on conducting public meetings via electronic means.

Two changes impact how the APO's TAC can conduct business.

The first change is that the Open Meeting Law now applies to any committee or subcommittee of any public body. The previous version of the Open Meeting Law carved out an exception for advisory bodies. That exception has now been eliminated.

The second change is that the law now expressly limits when members may participate via "interactive television."

In particular, 13D.02 Subd.(b) states:

A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving the military and is at a required drill, deployed, or on active duty; or

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reason. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Given these changes and upon legal counsel, APO staff believe that meetings of the TAC must be conducted in person with voting representatives allowed to participate via interactive technology only under the specific aforementioned circumstances unless a state of emergency has been declared.

As a result, a change is needed to ensure the TAC's bylaws comply with the newly revised state law.

APO staff are proposing to strike sections 5.5.1(a) and 5.5.1(b) under the Video and Teleconference Meeting section from the TAC bylaws adopted Oct. 8, 2020. These two sections – in their current form – allow meetings to be conducted through Internet meeting services when the Chair or Vice-Chair has obtained written consent for this from a majority of the TAC membership (5.5.1(a)) or in the case of special meetings, when so directed by

E. admin@stcloudapo.org W. stcloudapo.org

those calling the special meeting (5.5.1(b)). In addition, APO staff are seeking to add an introductory clause to the beginning of section 5.5.1.

The original text (adopted Oct. 8, 2020) for Section 5.5.1 is as follows:

5.5.1 Meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair (a) when the Chair or Vice-Chair has obtained written consent for this from a majority of the TAC membership; (b) in the case of special meetings, when so directed by those calling the special meeting; or (c) when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

The proposed amended text for Section 5.5.1 is as follows:

5.5.1 In accordance with Minnesota open meeting laws, meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

APO staff are still committed to exploring ways members of the public and/or ex-officio TAC representatives can participate and/or monitor public meetings of the TAC via electronic means.

At the July 29, 2021, TAC meeting, TAC representatives voted to recommend Policy Board approval of the amendment to the TAC bylaws.

Suggested Action: Approval.



**Bylaws for the
Saint Cloud Area Planning Organization
Technical Advisory Committee**

1. NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

2. ORGANIZATION

The purpose of the TAC is to research, analyze, and report on all issues of a technical nature as well as to provide assistance and to make recommendations to the Saint Cloud Area Planning Organization's (APO's) Policy Board in carrying out the goals and objectives of the APO. The TAC will also provide guidance to APO staff and consultants in conducting the work specified in the Unified Planning Work Program (UPWP). Additional and specific responsibilities may be defined, as needed, by the APO Policy Board.

3. MEMBERSHIP & VOTING

3.1 Members

3.1.1 At a minimum, TAC membership shall include:

a. Any political subdivision of the State of Minnesota whose jurisdiction overlaps – in whole or in part – with the approved geographic metropolitan planning area (MPA) of the APO AND whose governing body has approved the APO's Joint Powers Agreement (JPA); and

b. The Minnesota Department of Transportation District 3; and

c. The Saint Cloud Metropolitan Transit Commission or successor agency thereof.

3.1.2 At its sole discretion, the APO Policy Board may approve additional individuals, organizations, agencies, advocacy groups, non-profits, or other entities to be members of the TAC. Such members may be either voting members or non-voting members.

3.2 Primary Voting Representatives

3.2.1 Each TAC member identified in section 3.1.1 (above) shall appoint one Primary Voting Representative to serve on the TAC with the exception of the City of Saint Cloud, which is allowed to appoint two Primary Voting Representatives.

3.2.2 Entities approved for TAC membership under subsection 3.1.2 (above) shall also appoint a Primary Representative to serve on the TAC. If the Policy Board approved the entity as a voting member of the TAC, then the representative of that entity shall be a Primary Voting Representative. Otherwise, they shall be a non-voting Primary Representative.

3.2.3 All voting and non-voting Primary Representatives shall serve until replaced by the member's appointing body or until the member withdraws their APO membership.

3.2.4 Primary Representatives may be changed at any time by the member, however, the appointment of a new Primary Voting Representative must be communicated in writing or via email to the TAC Chair at least 24 hours prior to the next scheduled meeting of the APO's TAC. Failure to provide sufficient notice may result in the member's Primary Voting Representative not to be recognized as the duly appointed voting representative for that member.

3.2.5 All Primary Voting Representatives are allowed one vote.

3.3 Alternate Voting Representatives



3.3.1 Voting members may also appoint Alternate Voting Representatives. These representatives shall be recognized as the member's official voting representative only if the member's Primary Voting Representative is absent from a meeting.

3.3.2 If a member's Primary Voting Representative and Alternate Voting Representative both attend the same meeting at the same time, only the Primary Voting Representative's vote shall count and the presence of the Alternate Voting Representative shall not be considered for purposes of determining quorum.

3.3.3 Alternate Voting Representatives may be changed at any time by the member unit, but the appointment of an Alternate Voting Representative must be communicated in writing or via email to the TAC Chair at least 24 hours prior to the next scheduled meeting of the APO TAC. Failure to provide sufficient notice may result in the member's Alternate Voting Representative not being recognized as the duly appointed representative for that member.

3.4 Ex-Officio Members & Representatives

3.4.1 Ex-officio representatives are individuals who are members of the TAC by virtue of holding another position or office. The following are ex-officio members of the TAC:

- a. APO Policy Board members.
- b. Air Quality Specialist for U.S. Environmental Protection Agency (EPA): Regional Office.
- c. Community Planner for Federal Highway Administration (FHWA): Minnesota Division Office.
- d. Transportation Program Specialist for Federal Transit Administration (FTA): Region 5 Office.
- e. Minnesota Pollution Control Agency Principal State Planner.
- f. MnDOT District 3 State Aid Engineer.
- g. MnDOT Office of Transit and Active Transportation (OTAT) Transit Mobility Coordinator.
- h. MnDOT Office of Transportation System Management Metropolitan Planning Organization Planning Program Coordinator.
- i. Saint Cloud APO Active Transportation Advisory Committee (ATAC) Representative.

3.4.2 Ex-officio members and representatives are non-voting members and representatives.

3.4.3 Ex-officio members do not count toward determining the presence of a quorum.

3.5 Attendance

There is no attendance requirement for individual representatives. However, attendance records of each Primary Voting Representative and Alternate Voting Representative will be kept and annually reported to member units to help ensure that each member unit is being represented to the extent that they so desire.

4. OFFICERS

4.1 TAC Chair

The APO Senior Transportation Planner will serve as the TAC Chair.

4.1.1 Duties of the TAC Chair

Duties of the TAC Chair include: Drafting of an agenda of business to be transacted at any Regular or Special Meeting of the TAC; presiding at TAC meetings to assure a comprehensive, cooperative, and continuing (3-C) process; calling special meetings as the TAC Chair deems necessary or upon request by a one-third vote of TAC members; and facilitating and/or coordinating special committees created by the TAC membership.

4.2 TAC Vice Chair



The APO Executive Director shall serve as the TAC Vice Chair.

4.2.1 Duties of the TAC Vice Chair

Perform the duties of the Chair in the absence of the Chair.

4.3 Absence of TAC Chair and Vice Chair

In the absence of the TAC Chair and Vice Chair, the most senior-level APO staffer will preside at the Regular or Special Meeting of the TAC as temporary chair until such a time that (a) the Chair or Vice Chair arrive; or (b) the meeting has adjourned.

4.4 TAC Secretary

The APO Administrative Assistant will serve as the TAC Secretary.

4.4.1 Duties of the TAC Secretary

Duties of the TAC Secretary include: Taking minutes at all meetings and submit them for approval to the membership at the following meeting; serving as custodian of the TAC's records; and keeping the official membership roll.

5. MEETINGS

5.1 Regular Meetings

Meetings of the TAC shall be held monthly based upon a schedule adopted by the TAC annually. The TAC Chair shall determine the meeting location and time. The TAC Chair or Vice Chair may cancel a regularly scheduled meeting. Notices of regular meetings shall be emailed to the membership at least 10 days in advance of the meeting.

5.2 Special Meetings

The TAC Chair or Vice-Chair, when they deem necessary, may call a Special Meeting of the TAC. At least one representative from each member unit must be contacted personally a minimum of three business days in advance of the meeting for such Special Meeting to be valid.

5.2.1 A written petition signed by one-third of the member units and presented to the TAC Chair and/or Vice Chair a minimum of three business days prior to the requested date for a Special Meeting shall constitute a call for such meeting.

5.2.2 The call for any Special Meeting shall designate the date, time, place, the business to be transacted, and who called the meeting. As such Special Meetings, no business shall be considered other than as designated in the call.

5.2.3 The agenda for said meeting may be delivered via email to each representative of the TAC as far in advance of the Special Meeting as practicable.

5.3 Conduct of Meetings

5.3.1 All agendas of the TAC will be posted to the APO's website 10 days in advance of Regular Meetings of the TAC.

5.3.2 All meetings of the TAC will be conducted in-person unless the threshold to conduct meetings through the use of Internet means has been met as outlined in Section 5.5.

5.3.3 Pursuant to the Americans with Disabilities Act and the policies of the APO's Stakeholder Engagement Plan, meeting locations shall be accessible to all people of all abilities.

5.3.4 All meetings of the TAC will be open to the public.



5.3.5 All Regular and Special Meetings of the TAC will have a designated time for the public to address the TAC membership.

5.4 Quorum

In order for business to be transacted, there must be a recognized quorum of voting representatives. Quorum for the TAC will be no less than one-half of voting members.

5.4.1 A quorum is not lost when a member or members abstain from voting.

5.4.2 If a quorum is not reached within 15 minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

5.5 Video and Teleconference Meeting

5.5.1 ~~In accordance with Minnesota open meetings laws, M~~meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair ~~(a) when the Chair or Vice Chair has obtained written consent for this from a majority of the TAC membership; (b) in the case of special meetings, when so directed by those calling the special meeting; or (c)~~ when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

5.5.2 In the event that an in-person meeting of the TAC is not practical or prudent because of a health pandemic or an emergency declared under Minnesota Statute Chapter 12, the TAC may conduct its business in an electronic format as outlined in Minnesota Statute 13D.021.

5.5.3 Internet meetings of the TAC shall be subject to all rules adopted by the APO's Policy Board for the conduct of the TAC. Any such rules adopted by the APO Policy Board for the conduct of the TAC shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the TAC.

5.5.4 If communication is lost by a voting representative and cannot be restored in a timely fashion, the voting representative participating through electronic means will be considered to have left the meeting. In that event, the Secretary will ascertain whether quorum continues.

5.6 Agenda

The TAC Chair shall draft all meeting agendas.

5.6.1 Regular Meeting agendas may be amended at the meeting pursuant to Robert's Rules for amending agendas. Special Meeting agendas are restricted to the business designated in the meeting notice.

5.7 Voting

Voting privileges are bestowed upon representatives of voting members as identified in Sections 3.

6. SUB-COMMITTEES

6.1 Permanent Sub-Committees

6.1.1 The APO Policy Board may, by a two-thirds vote of voting representatives present at a duly called meeting noticed for such purpose, approve the formation or dissolution of permanent advisory sub-committees of the TAC.



6.1.2 The following committees have been formally approved by the Policy Board to serve as a sub-committee of the TAC:

- a. Active Transportation Advisory Committee (ATAC), as established by the APO's Policy Board, shall serve as a permanent citizen advisory committee to the TAC for the purpose of identifying and addressing the needs of active transportation modes such as bicycling and walking.

6.2 Temporary Working Groups

A temporary working group of the TAC may be appointed by the TAC Chair on the recommendation of TAC membership. Temporary working groups shall be created for a specific task or function delegated by a majority vote of voting representatives present at a duly called meeting.

7. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (current edition) shall govern the conduct of meetings where not otherwise specifically provided by these bylaws.

8. AMENDMENT OF BYLAWS

8.1 Amendments

8.1.1 The Bylaws of the TAC must be approved by a two-thirds vote of the APO's Policy Board present at a duly called meeting noticed for such purpose.

8.1.2 All amendments shall be recorded by date with clearly identified changes and permanently appended to these Bylaws in an appendix.

These Bylaws for the Technical Advisory Committee were adopted by the Saint Cloud Area Planning Organization Policy Board on Oct. 8, 2020.



**Appendix
Amendments to Bylaws for the
Saint Cloud Area Planning Organization
Technical Advisory Committee**

Aug. 12, 2021:

Striking section 5.5.1(a) and 5.5.1(b). Adding an introductory clause to Section 5.5.1.

Original text (adopted Oct. 8, 2020) for Section 5.5.1 is as follows:

5.5.1 Meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair (a) when the Chair or Vice-Chair has obtained written consent for this from a majority of the TAC membership; (b) in the case of special meetings, when so directed by those calling the special meeting; or (c) when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

Amended text (adopted Aug. 12, 2021) for Section 5.5.1 is as follows:

5.5.1 In accordance with Minnesota open meeting laws, meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

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1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: Mid-Year Financial Report
DATE: July 29, 2021

June 30th marked the end of our second fiscal quarter. I asked the accountant to prepare a budget vs. actual report for your information. It is attached.

Since we are half-way through the year, you could reasonably expect most revenues and expenditures to be about 50% of the annual budget. Below I discuss a few items that are significantly higher or lower than the 50% mark.

- **4107 CPG Revenue – Contractors (12.11%):** We spend the first quarter each year on procurement. Most contractors don't actually begin work until April, so their costs (and the resulting CPG reimbursement) are not evenly distributed across the year. You can expect that contractor costs will increase in the second half of the year.
- **6601 Office Supplies (18.20%):** An unexpected windfall from the pandemic and staff being forced to work from home.
- **6603 Communications (65.51%):** Last year we had to install a VPN so that staff could access the APO server from their homes, and we had to upgrade our internet bandwidth to accommodate the increased internet demand. Recall that our budget was set in mid-2020 based on "typical" expenditure levels prior to that year. I will adjust future budgets to account for the improved service.
- **6604 Travel (0.00%):** Another windfall from the pandemic.
- **6606 Utilities and Maintenance (66.11%):** In 2020 we reprocured our lawncare service which came in higher than our previous contract (we also asked for more service than before).
- **6609.1 Equipment and Hardware (115.13%):** I budgeted for two specific pieces of equipment in 2021, both of which we procured in the first quarter. I do not expect any more expenditures in the category for the remainder of the year.

In general, I don't have any real concerns. The additional costs of dealing with the pandemic appear to be offset by some cost savings which should equal out at the end of the year.

Suggested Action: Accept the budget vs. actual report

E. admin@stcloudapo.org W. stcloudapo.org

ST. CLOUD AREA PLANNING ORGANIZATION
Budget vs. Actuals: Budget Year 2021 - FY21 P&L
 January - June, 2021

	Actual	Annual Budget	Balance	% of Budget
Income				
4000 Assessments				
4001 General Operations	\$3,910.50	\$7,821.00	\$3,910.50	50.00%
4108 Local Match Reimbursement				
4108.13 Regional Travel Survey	\$29,999.99	\$60,000.00	\$30,000.01	50.00%
4108.14 SW Beltline Corridor Plan	\$14,500.01	\$29,000.00	\$14,499.99	50.00%
Total 4108 Local Match Reimbursement	\$44,500.00	\$89,000.00	\$44,500.00	50.00%
Total 4000 Assessments	\$48,410.50	\$96,821.00	\$48,410.50	50.00%
4103 MnDOT Grant	\$31,407.50	\$62,815.00	\$31,407.50	50.00%
4105 Consolidated Planning Grant	\$209,488.78	\$436,845.00	\$227,356.22	47.95%
4107 CPG Revenue - Contractors	\$43,115.38	\$356,000.00	\$312,884.62	12.11%
4900 Interest	\$1,150.94	\$4,000.00	\$2,849.06	28.77%
Total Income	\$333,573.10	\$956,481.00	\$622,907.90	34.88%
Expenses				
6560A Wages and Benefits	\$0.00	\$468,000.00	\$468,000.00	
6560 Payroll Expenses	\$162,559.85	\$0.00	-\$162,559.85	
6565 Payroll Tax Expense	\$17,663.05	\$0.00	-\$17,663.05	
6600 Employee Benefits				
6600.1 PERA	\$12,296.04	\$0.00	-\$12,296.04	
6600.2 Social Security	\$3,732.56	\$0.00	-\$3,732.56	
6600.3 Medicare	\$872.93	\$0.00	-\$872.93	
6600.5 Health/Dental/Life Insurance	\$35,529.13	\$0.00	-\$35,529.13	
6600.6 HSA Account	\$1,073.05	\$0.00	-\$1,073.05	
Total 6600 Employee Benefits	\$53,503.71	\$0.00	-\$53,503.71	
Total 6560A Wages and Benefits	\$233,726.61	\$468,000.00	\$234,273.39	49.94%
6601 Office Supplies	\$546.08	\$3,000.00	\$2,453.92	18.20%
6602 Accounting Services	\$9,114.00	\$18,410.00	\$9,296.00	49.51%
6603 Communications	\$0.00	\$4,500.00	\$4,500.00	0.00%
6603.1 Telephone	\$1,305.76	\$0.00	-\$1,305.76	
6603.2 Postage	\$302.19	\$0.00	-\$302.19	
6603.3 Internet	\$1,339.88	\$0.00	-\$1,339.88	
Total 6603 Communications	\$2,947.83	\$4,500.00	\$1,552.17	65.51%
6604 Travel	\$0.00	\$4,500.00	\$4,500.00	0.00%
6605 Printing & Publishing	\$239.47	\$2,500.00	\$2,260.53	9.58%
6606 Utilities and Maintenance	\$0.00	\$12,000.00	\$12,000.00	0.00%
6606.1 Utilities	\$2,051.03	\$0.00	-\$2,051.03	
6606.2 Maintenance	\$5,882.73	\$0.00	-\$5,882.73	
Total 6606 Utilities and Maintenance	\$7,933.76	\$12,000.00	\$4,066.24	66.11%
6607 Legal Services	\$360.00	\$1,500.00	\$1,140.00	24.00%
6608 Multifunction Copier	\$665.04	\$3,000.00	\$2,334.96	22.17%
6609 IT Support & Software	\$11,493.32	\$18,700.00	\$7,206.68	61.46%
6609.1 Equipment & Hardware	\$8,634.58	\$7,500.00	-\$1,134.58	115.13%
6610 Dues & Subscriptions	\$2,212.26	\$5,000.00	\$2,787.74	44.25%
6611 Miscellaneous Expenses	\$0.00	\$5,000.00	\$5,000.00	0.00%
6615 Insurance - Office	\$1,351.24	\$5,750.00	\$4,398.76	23.50%
6615.01 Workers Compensation	\$145.34	\$0.00	-\$145.34	
Total 6615 Insurance - Office	\$1,496.58	\$5,750.00	\$4,253.42	26.03%

6616 Bank Service Charges	\$140.00	\$0.00	-\$140.00	
6618 Professional Development	\$0.00	\$5,000.00	\$5,000.00	0.00%
6622 CPG Passthrough Expense				
6622.26 Household Travel Survey 2021	\$14,797.93	\$300,000.00	\$285,202.07	4.93%
6622.27 SW Beltline Corridor Study	\$39,096.30	\$145,000.00	\$105,903.70	26.96%
Total 6622 CPG Passthrough Expense	\$53,894.23	\$445,000.00	\$391,105.77	12.11%
Total Expenses	\$333,403.76	\$1,009,360.00	\$675,956.24	33.03%
Net Operating Income	\$169.34	-\$52,879.00	-\$53,048.34	-0.32%
Other Income				
5001 Washington Lobbyist Assessment	\$24,015.00	\$48,000.00	\$23,985.00	50.03%
Total Other Income	\$24,015.00	\$48,000.00	\$23,985.00	50.03%
Other Expenses				
902 Ineligible Fed Reimbursemt				
902.1 Travel - Air Meals Etc	\$2,368.06	\$5,000.00	\$2,631.94	47.36%
902.10 Washington Lobbyist	\$20,000.00	\$48,000.00	\$28,000.00	41.67%
Total 902 Ineligible Fed Reimbursemt	\$22,368.06	\$53,000.00	\$30,631.94	42.20%
903 Audit Fees	\$8,610.00	\$8,250.00	-\$360.00	104.36%
Total Other Expenses	\$30,978.06	\$61,250.00	\$30,271.94	50.58%
Net Other Income	-\$6,963.06	-\$13,250.00	-\$6,286.94	52.55%
Net Income	-\$6,793.72	-\$66,129.00	-\$59,335.28	10.27%



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Staff Report on July 29, 2021, Technical Advisory Committee meeting
DATE: July 30, 2021

The Saint Cloud Area Planning Organization's (APO's) Technical Advisory Committee (TAC) held a meeting on Thursday, July 29, 2021. At that meeting, the following topics were discussed:

- FY 2021-2024 Transportation Improvement Program Administrative Modification:
 - APO Senior Transportation Planner Vicki Johnson presented on the proposed TIP administrative modification requested by MnDOT. This proposal would delay the maintenance work on a historical roadside marker on US 10 from 2021 to 2022. TAC representatives recommended Policy Board approval.
- Amendment to APO TAC Bylaws:
 - APO Senior Transportation Planner Vicki Johnson presented on the proposed amendment to the Technical Advisory Committee (TAC) bylaws. This amendment would align the TAC's meeting policy with the newly revised Open Meeting Laws, prohibiting virtual meetings unless a state of emergency was declared. TAC representatives recommended Policy Board approval.
- Draft FY 2022-2023 Unified Planning Work Program:
 - APO Executive Director Brian Gibson presented on the proposed FY 2022-2023 UPWP. He outlined the anticipated dues increase along with the proposed consultant contracts for FY 2022 which include: Travel Demand Model calibration and 2050 population forecasts; community liaisons for hard-to-reach populations; Mayhew Lake Road corridor access study (Benton County/Sauk Rapids sponsored); and Birch Street redevelopment (Saint Joseph sponsored). TAC representatives recommended Policy Board approval.
- Regional Transportation Priorities for 2022:
 - APO Executive Director Brian Gibson presented on the proposed regional priorities briefing booklet. This booklet will be referred to when both Mr. Gibson and the APO Policy Board chair travel to meet with Minnesota's Congressional delegation in Washington, D.C., in September. Mr. Gibson indicated this booklet, unlike in years past, focuses on three major projects (environmental reviews for two beltline projects and the MN 15 corridor). Concern was expressed by TAC representatives regarding Federal Highway Administration accepting environmental reviews to be done without funding secured to be able to begin construction on a project. TAC representatives recommended Policy Board approval contingent on FHWA allowing for environmental work to be completed without funding secured for future construction.

Suggested Action: None, informational only.

E. admin@stcloudapo.org W. stcloudapo.org



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: 2022-2023 Draft Unified Planning Work Program
DATE: July 30, 2021

The Unified Planning Work Program (UPWP) is a federally requirement document that identifies the planning work that APO staff will be conducting for the next calendar year. It also serves as our agency budget since the State will use it to obligate our planning grants for 2022.

In 2022, staff will begin ramping up the update to the Metropolitan Transportation Plan which is due to the Federal Highway Administration in October 2024. In 2022 we will begin with documenting existing conditions (our new base year will be 2020) and conducting our initial public outreach to identify issues and concerns that the public has.

We will contract with an outside firm to recalibrate our travel demand model to 2020 and conduct our first 2050 traffic forecasts under a “no-build” scenario, in addition to some other tasks related to updating and improving our travel demand model.

Based on feedback from the public I would also like to budget a small amount of funds (\$5,000) to contract with community liaisons to help us reach traditionally underserved populations when we have public input opportunities. If the strategy is success, we may consider expanding upon it in the future.

In addition, we have budgeted funds for Benton County/Sauk Rapids to do an access and safety study for Mayhew Lake Road between TH-23 and 35th Avenue (\$100,000) and for Saint Joseph to do a redevelopment study of the Birch Street (\$25,000).

The total proposed 2022 budget is \$920,000, of which 65% (\$602,000) will be for staff, overhead, and APO office operations. The remaining 35% (\$318,000) will go towards the consultant/vendor contracts described above. Tables on the following pages summarize the financials in greater detail.

The 2023 budget is only provisional and is provided to assist the jurisdictions in budgeting for the APO assessments during their individual budgeting processes.

E. admin@stcloudapo.org W. stcloudapo.org

JURISDICTIONAL ASSESSMENTS HISTORY 2017 – 2022

Jurisdiction	2017	2018	2019	2020	2021	2022
St. Cloud	\$34,845	\$43,100	\$45,794	\$46,165	\$46,165	\$51,393
St. Joseph	\$3,521	\$4,313	\$4,583	\$4,829	\$4,829	\$5,507
Sartell	\$8,946	\$11,252	\$11,956	\$12,326	\$12,326	\$14,330
Sauk Rapids	\$6,971	\$8,724	\$9,269	\$9,441	\$9,441	\$10,683
Waite Park	\$3,856	\$4,889	\$5,195	\$5,216	\$5,216	\$5,851
LeSauk Township	\$929	\$1,156	\$1,228	\$1,237	\$1,237	\$1,385
Benton County	\$2,844	\$3,508	\$3,728	\$3,717	\$3,717	\$4,184
Sherburne County	\$1,053	\$1,311	\$1,393	\$1,397	\$1,397	\$1,550
Stearns County	\$5,921	\$8,356	\$8,878	\$8,993	\$8,993	\$9,936
Metro Bus	\$1,852	\$2,000	\$3,500	\$3,500	\$3,500	\$3,500
St. Augusta	\$1,785	\$0	\$0	\$0	\$0	\$0
Total	\$72,523	\$88,609	\$94,524	\$96,821	\$96,821	\$108,319
% Change Year Over Year		+22.18%	+6.68%	+2.43%	N/C	+11.88%

APO BUDGET HISTORY 2017 – 2022

Line Item	2017	2018	2019	2020	2021	2022
Staff Salaries and Benefits	\$476,443	\$458,175	\$428,075	\$436,500	\$463,289	\$492,000
Overhead	\$89,070	\$96,200	\$94,200	\$88,850	\$96,821	\$92,000
Consultant Studies	\$228,000	\$28,184	\$162,000	\$509,000	\$445,000	\$270,000
Sub-Total for CPG Eligible Expenses	\$793,513	\$582,559	\$684,275	\$1,034,350	\$1,005,110	\$854,000
Turch & Associates	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000
Staff Time for Legislative Communications	\$6,106	\$7,375	\$7,200	\$6,700	\$4,250	\$4,500
Audit	N/A	\$7,500	\$7,750	\$8,000	\$8,250	\$8,500
Legislative Comm. Travel	\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Sub-Total for Other	\$57,106	\$67,875	\$67,950	\$67,700	\$65,500	\$66,000
Grand Total	\$850,619	\$650,434	\$752,225	\$1,102,050	\$1,070,610	\$920,000

2022 Work Activity by Revenue Source

Work Activity Category	Federal Funding (CPG)	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$174,122	\$21,389	\$5,347	\$22,142	\$223,000
200 Budget & UPWP	\$8,979	\$1,103	\$276	\$1,142	\$11,500
300 Transportation Improvement Program (TIP)	\$28,109	\$3,453	\$863	\$3,575	\$36,000
400 Transportation System Performance Monitoring (TSPM)	\$21,863	\$2,686	\$671	\$2,780	\$28,000
500 Planning Project Development	\$27,329	\$3,357	\$839	\$3,475	\$35,000
600 Metropolitan Transportation Plan (MTP)	\$40,602	\$4,988	\$1,247	\$5,163	\$52,000
610 MTP – Active Transportation Planning	\$38,650	\$4,748	\$1,187	\$4,915	\$49,500
620 MTP - Transit Planning	\$4,685	\$575	\$144	\$596	\$6,000
630 MTP - Freight Planning, Economic Vitality & Tourism	\$2,342	\$288	\$72	\$298	\$3,000
640 MTP - Safety, Security & Environmental Planning	\$9,370	\$1,151	\$288	\$1,191	\$12,000
700 Transportation Planning Coordination & Public Outreach	\$78,472	\$9,640	\$2,410	\$9,978	\$100,500
800 Transportation Modeling, Mapping & Technical Support	\$21,472	\$2,638	\$659	\$2,731	\$27,500
900 Locally Funded Activities	\$0	\$6,800	\$1,700	\$9,500	\$18,000
Sub-Total for APO Staff and Operations	\$455,995	\$62,815	\$15,704	\$67,486	\$602,000
Contract Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	\$48,000
Contract Services: Travel Demand Model Calibration & 2050 Population Forecasts	\$112,000	\$0	\$0	\$28,000	\$140,000
Contract Services: Community Liaisons for Hard-to-Reach Populations	\$4,000	\$0	\$0	\$1,000	\$5,000
Contract Services: Mayhew Lake Road Corridor Access Study	\$80,000	\$0	\$0	\$20,000	\$100,000
Contract Services: Birch Street Redevelopment	\$20,000	\$0	\$0	\$5,000	\$25,000
Grand Total Expenses	\$671,995	\$62,815	\$15,704	\$169,485	\$920,000

Suggested Action: Approve the 2022-2023 Unified Planning Work Program and the supporting resolutions regarding: 1) authorizing staff to file for our Federal planning grant, 2) authorizing staff to file for our State planning grant, and 3) certifying our procurement process complies with Federal requirements.

ABBREVIATIONS AND GLOSSARY OF TERMS

3-C – Continuing, Cooperative, and Comprehensive: A Federal mandate in accordance with the Federal-Aid Highway Act of 1962 that requires transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive urban transportation planning process undertaken cooperatively by the states and local governments.

APO – Saint Cloud Area Planning Organization: The organization designated by agreement between the Governor, member units of local government, and relevant agencies as being responsible for carrying out the terms of 23 USC Sec. 134. The APO is the MPO for the Saint Cloud urban area.

ATAC – Active Transportation Advisory Committee: A sub-committee of the TAC which focuses on the identifying and addressing the needs of active transportation modes such as bicycling and walking.

ATP – Area Transportation Partnership: These committees of local governments, relevant agencies, and MnDOT staff were created by MnDOT to enhance regional intergovernmental planning and increase cooperative development of the four-year State Transportation Improvement Program (STIP). The APO is a member of the Central Minnesota ATP-3.

CPG - Consolidated Planning Grant: A combination of planning grant funds from the Federal Highway Administration and the Federal Transit Administration.

FAST Act – The Fixing America's Surface Transportation Act: The surface transportation act approved by Congress and signed into law by President Obama on Dec. 4, 2015. The act established national surface transportation policy and authorized Federal spending limits for surface transportation for the years 2016 through 2020. The act was extended through 2021.

FHWA – Federal Highway Administration: The Federal administration responsible for monitoring and facilitating the construction and maintenance of the National Highway System. The APO is a recipient of an annual planning grant from FHWA.

FTA – Federal Transit Administration: The Federal administration responsible for monitoring and facilitating the operations and capital improvement of public transit providers. The APO is a recipient of an annual planning grant from FTA.

GIS – Geographic Information Systems: A framework for gathering, managing, and analyzing spatially-related data. For example, GIS can be used to map crash reports to determine which roadway intersections are experiencing the highest crash rates.

MnDOT – Minnesota Department of Transportation: The State department the APO coordinates with on transportation issues and which has oversight responsibilities for ensuring the APO complies with applicable Federal and State requirements.

MPA – Metropolitan Planning Area: The geographic area in which an MPO carries out its planning activities. The MPA must include at least the US Census-defined urban area, but may also include any additional urban or urbanizing areas and/or commuter travel-sheds as deemed appropriate by the member jurisdictions of an MPO.

MPCA – Minnesota Pollution Control Agency: The State agency responsible for monitoring environmental quality and enforcing environmental regulations in Minnesota.

MPO – Metropolitan Planning Organization: An organization designated by agreement between the Governor of a state, units of local governments of an urban area, and relevant agencies as being responsible for carrying out the terms of 23 USC Sec. 134. Any urban area of more than 50,000 people must have an MPO. As of 2015, there were 408 MPOs in the United States. The Saint Cloud APO is the MPO for the Saint Cloud urban area.

MTP – Metropolitan Transportation Plan: The regional transportation plan with at least a 20-year planning horizon, developed cooperatively between the units of government and relevant agencies which are members of any MPO, including the Saint Cloud APO.

RIIP – Regional Improvement Investment Plan: An APO document assembled from approved transportation infrastructure capital improvement plans (CIPs) from APO member jurisdictions that identifies non-transit transportation improvement projects programmed throughout the MPA regardless of funding source and including projects that have been programmed in the APO’s Transportation Improvement Program (TIP). The RIIP includes projects programmed to occur over the next five years.

SEP – Stakeholder Engagement Plan: The public participation plan of the Saint Cloud Area Planning Organization. Public participation plans are required by 23 CFR §450.316. The SEP is intended to fulfill the Saint Cloud APO’s requirement for such a plan. In addition, the SEP also includes the APO’s Title VI and Limited English Proficiency (LEP) plans – both of which are also federally required.

TAC – Technical Advisory Committee: The TAC is a committee of planners and engineers representing the local member governments and relevant agencies and which is responsible for providing technical advice and guidance to the Policy Board.

TAZ – Traffic Analysis Zone: A geographic area used in the Travel Demand Model (TDM). TAZs are assigned socio-economic attributes such as population, number of households, square feet of commercial space, and other data relevant to trip production or attraction.

TDM – Travel Demand Model: A computer model used to forecast traffic and traffic congestion under a variety of land-use and roadway network conditions.

TIP – Transportation Improvement Program: The document that programs Federal and State funding for surface transportation projects within the MPA.

TSPM – Transportation System Performance Monitoring: This is a program of the APO in which staff collects and analyzes transportation performance data to discover problem areas and to help in the prioritization and programming of transportation improvement projects.

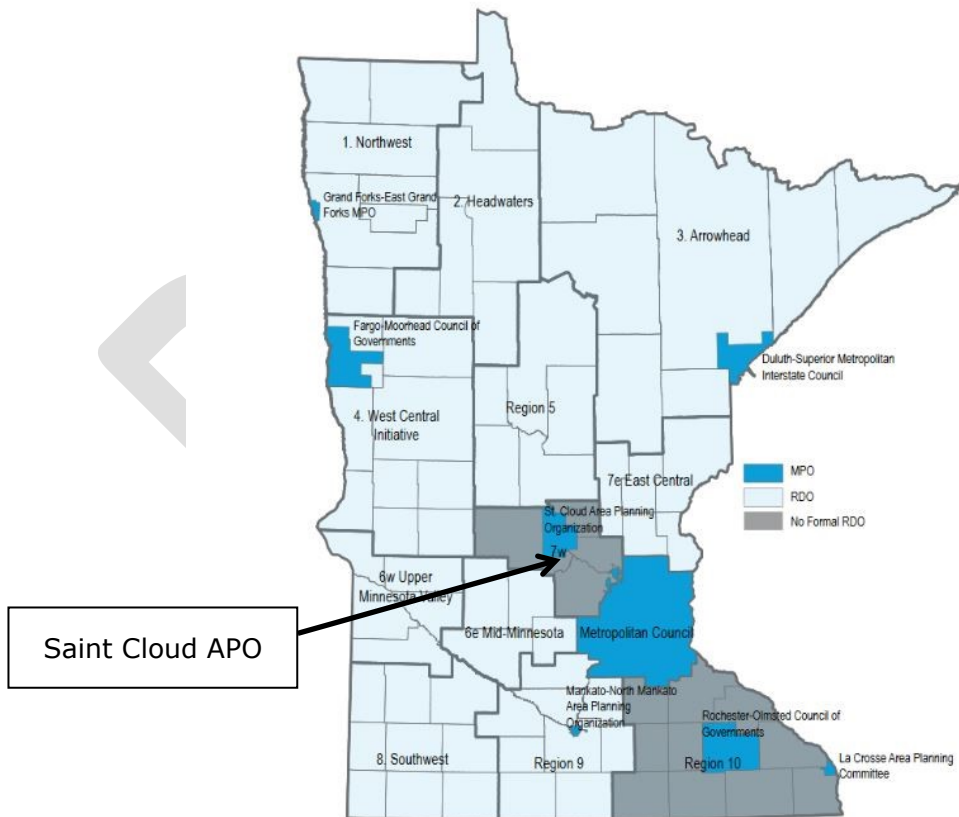
UPWP – Unified Planning Work Program: A Federally-required statement of work identifying the planning priorities and activities to be carried out by the staff of an MPO. It is also the MPO’s annual budget, and it identifies any special studies and consultant contracts for the fiscal year.

APO BACKGROUND

The Saint Cloud Area Planning Organization (APO) is one of eight Metropolitan Planning Organizations (MPOs) within the State of Minnesota. Since its formal organization as a joint-powers entity in 1966, the APO has been responsible for facilitating a Continuing, Cooperative, and Comprehensive (3-C) planning process in accordance with Federal regulations¹. The primary outcomes of the 3-C planning process are developing and updating every five years a multimodal metropolitan transportation plan (MTP) which has a minimum 20-year planning horizon but which is updated every five years, annually preparing and maintaining a four-year Transportation Improvement Program (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

Other key aspects of the APO’s planning process include monitoring and reporting on transportation system performance; collecting and analyzing economic, demographic, and population data; developing and maintaining a Geographic Information System (GIS); preparing corridor studies necessary to preserve rights-of-way and prepare transportation projects identified in the MTP for construction; assisting the Metropolitan Transit Commission (aka Metro Bus) with transit planning; preparing active transportation plans for walking, bicycling, and other non-motorized forms of transportation; and other miscellaneous planning and coordination efforts that benefit the entire Saint Cloud Metropolitan Planning Area (MPA).

The APO does all this work in cooperation with its key planning partners which include the Minnesota Department of Transportation (MnDOT), the Minnesota Pollution Control Agency



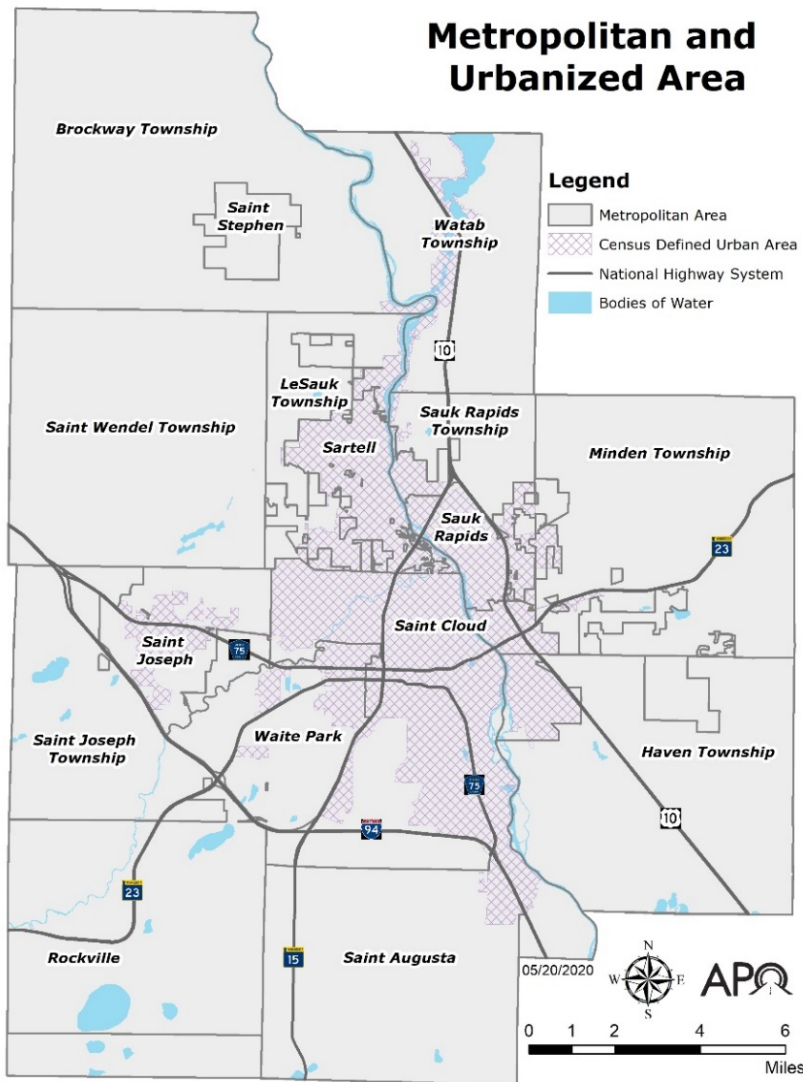
¹ See 23 CFR Part 450 Subpart C

(MPCA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Metro Bus, individual APO member jurisdictions, and the general public.

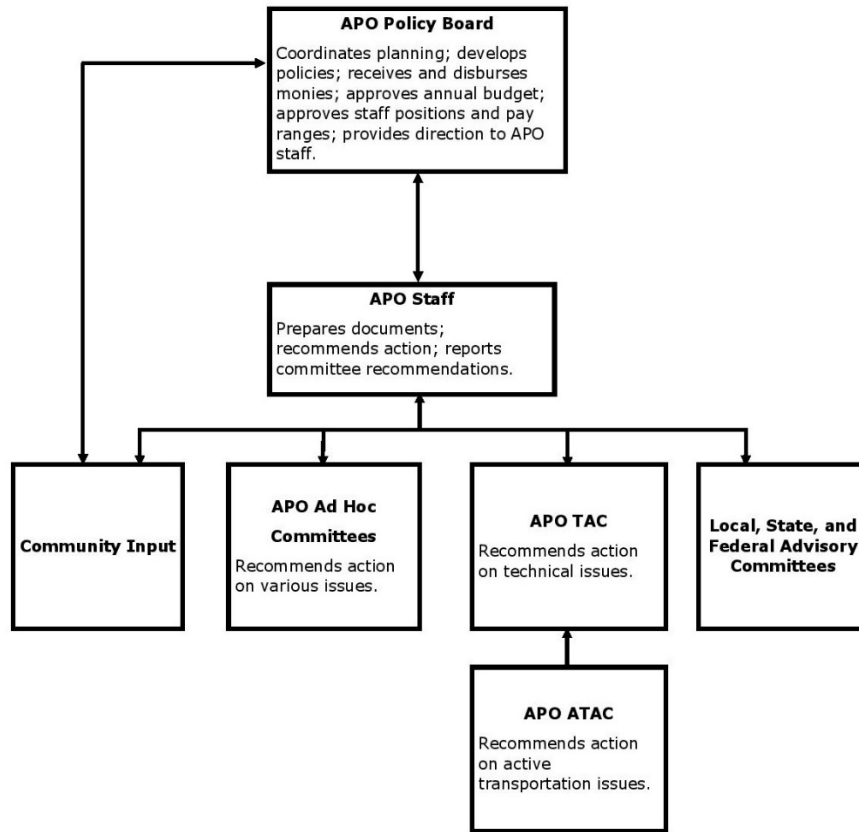
The geographic extent of the APO’s 350-square-mile MPA is shown below. The MPA encompasses portions of Benton, Sherburne, and Stearns counties. Within this MPA, nine jurisdictions are dues-paying members of the APO and directly participate, along with Metro Bus, in planning and programming decisions. Members of the APO include: Benton County, Sherburne County, Stearns County, City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, LeSauk Township (in Stearns County), and Metro Bus.

Each APO member has one elected representative on a 12 member APO Policy Board, with the exception of the City of Saint Cloud, which has three elected representatives. Eleven of the APO Policy Board members are elected officials. Metro Bus’s designated voting representative must be a senior level manager.

The APO Policy Board is the decision-making body for the APO. The Board receives advice and recommendations from APO staff, the APO Technical Advisory Committee (TAC), and the general public. See the flow chart on the following page for a complete summary of the APO’s organizational structure.



APO ORGANIZATIONAL STRUCTURE



The stated mission of the APO is as follows:

"The APO is committed to coordinated planning – in a fair and mutually beneficial manner – on select issues transcending jurisdictional boundaries for the betterment of the entire Saint Cloud Metropolitan Planning Area. This mission is accomplished through professional planning initiatives, the provision of objective information, and building collaborative partnerships that foster consensus."

The APO strives to be:

- Public service oriented by providing accountability to constituents and exhibiting the highest standards of ethical conduct.
- Creative problem solvers by anticipating potential challenges and developing creative solutions based on professional knowledge, public involvement, and collaboration with our partners.
- Continuous learners who constantly seek new information, knowledge, and skills to better serve the Saint Cloud Metropolitan Planning Area.

There are a total of six approved APO staff positions responsible for carrying out the UPWP. These staff positions include:

- Executive Director.
- Senior Transportation Planner (Planner III).
- Associate Transportation Planner (Planner II).
- Transportation Planner (Planner I).
- Transportation Planning Technician.
- Administrative Assistant (part-time).

Currently, the Transportation Planner position is vacant and staff intends to keep the position vacant until/unless there is a time when filling the position becomes necessary or advantageous.

UPWP BACKGROUND

UPWP OBJECTIVE

The overall objectives of the UPWP are 1) to help implement the MTP by conducting the planning work necessary for achievement of the goals, objectives, and projects within it; 2) to coordinate planning work among and between the agency and jurisdictional members of the APO; and 3) to facilitate the management and financial transparency of the APO.

The UPWP is organized according to nine major categories of work: 100 - Administration & Overhead; 200 - Budget & UPWP; 300 - Transportation Improvement Program (TIP); 400 - Transportation System Performance Monitoring (TSPM); 500 - Planning Project Development; 600 - Metropolitan Transportation Plan (MTP); 700 - Transportation Planning Coordination & Public Outreach; 800 - Transportation Modeling, Mapping, & Technical Support; and 900 - Locally Funded Activities. Within each category are sub-categories that describe specific work tasks to be undertaken.

Each UPWP covers a two-year period, however, the UPWP is developed and approved annually. The second year of the two-year period covered by the UPWP is provisional only and is used to help the APO and its members understand upcoming projects and budgetary needs. Tables showing the second-year budgets are included in the Exhibits attached to the end of this document.

UPWP PRODUCTS

The APO places emphasis on the timely delivery of quality products identified in the UPWP. Accordingly, developed products fall under various activities according to the following categories:

REPORTS

- Formally adopted by the APO Board.
- Distributed to participating agencies.
- Reflect APO policy.
- Recommended by TAC.

TECHNICAL REPORTS

- May or may not be adopted by the APO Board.
- Distributed to APO and/or affected agencies.
- Involve analysis, conclusions, and recommendations.

MEMORANDUMS

- Usually not adopted by the APO Board.
- Involve a specific subject matter.

STATUS REPORTS

- For information only.
- Presented orally to APO Board.

UPWP FUNDING SOURCES

MnDOT, Metro Bus, and the APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the Fixing America’s Surface Transportation (FAST) Act² required transportation planning and programming process for the MPA. These agencies jointly provide the matching funds for transportation planning grants from the FAST Act.

The following table identifies State and Federal funding sources and local matching funds for the 2022 - 2023 UPWP.

2022 – 2023 LINE-ITEM REVENUE REPORT

Revenue Sources	2022 Revenue	2023 Revenue (Provisional)
Local		
APO Member Assessments	\$108,318	\$109,000
Local Match for Members’ Consultant Projects	\$25,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$156,318	\$157,000
Federal		
Annual Federal CPG	\$555,538	\$566,649
Carry Forward CPG from Prior Years	\$120,827	\$4,370
Other Federal Funds	\$0	\$0
Total Federal	\$676,365	\$571,019
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$4,000	\$4,000
Total Other	\$66,815	\$66,815
Total Revenue	\$924,498	\$794,834

² Fixing America’s Surface Transportation Act (Public Law 114–94) signed into law Dec. 4, 2015.

BUDGETING OF OVERHEAD AND INDIRECT COSTS

Under Federal rules, the APO could use an indirect overhead cost rate to pay for overhead expenses like telephones, utilities, property insurance, office supplies, etc. But the APO has chosen instead to directly budget for all overhead and indirect costs. Direct budgeting improves transparency and tracking of costs. Section 100 includes direct budgeting for holidays, vacation, sick leave, and overhead expenses. Staff salaries, where shown, are fully-loaded costs that include the APO’s share of health insurance, pension, Social Security, Medicare, and other benefits and payroll costs. Other overhead costs such as office supplies, telephone, postage, etc. are directly budgeted in work-element 107.

COST ALLOWABILITY

In accordance with 2 CFR §200 Subpart E, this UPWP includes descriptions sufficient to determine the cost-allowability of Federal Consolidated Planning Grant (CPG) participation in work activities.

The APO uses the following general methodology when estimating the costs of individual work activities within the UPWP:

1. Total direct salaries, including the costs of payroll and benefits, are calculated for staff members.
2. Activities are developed with specific objectives in mind. Proposed tasks and products are itemized. Staff members are assigned and work hours are budgeted.
3. All federal funds are allocated with at least a 20% local match from a combination of APO and MnDOT funds.

AUDIT

Federal regulations state that if the APO expends less than \$750,000 in Federal funds during the fiscal year, it is exempt from Federal audit requirements for that year³. However, the State of Minnesota still requires an annual audit of financial records regardless of the size of the Federal award. If the APO expends less than \$750,000 in Federal funds during the fiscal year, the costs of conducting an audit are not allowable under the terms of our Federal grant⁴. Therefore, the APO budgets only State and local funds for the required financial and compliance audit, which will then be given to the State. The budget for the Audit is shown in Section 900 – Locally Funded Activities.

FAST ACT PLANNING EMPHASIS AREAS

The FAST Act requires the scope of the transportation planning process to address the following Federal planning emphasis areas:

1. **ECONOMIC VITALITY:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. **SAFETY:** Increase the safety of the transportation system for motorized and non-motorized users.
3. **SECURITY:** Increase the security of the transportation system for motorized and non-motorized users.

³ 2 CFR §200.501(d)

⁴ 2 CFR §200.425(a)(2)

4. **ACCESSIBILITY & MOBILITY:** Increase the accessibility and mobility of people and for freight.
5. **ENVIRONMENT & ECONOMIC DEVELOPMENT:** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. **INTEGRATION & CONNECTIVITY OF MODES:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. **MANAGEMENT & OPERATIONS:** Promote efficient system management and operation.
8. **SYSTEM PRESERVATION:** Emphasize the preservation of the existing transportation system.
9. **RESILIENCY, RELIABILITY & STORMWATER:** Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. **TOURISM:** Enhance travel and tourism.

Each of the work activity summaries includes a brief explanation regarding how the programmed work is related to these planning emphasis areas.

2022 UPWP

100 – ADMINISTRATION

Objective: To conduct the administrative work necessary for the APO to function as an autonomous, multi-jurisdictional, joint-powers planning agency.

Background: The work tasks are principally the responsibility of the Executive Director and Administrative Assistant, but staff time for holiday, vacation time, and sick leave for all staff members are also budgeted here. Specific examples of tasks include, but are not limited to, the following: review and processing of invoices; filing of paperwork and documents; review and preparation of monthly financial reports and statements; review and preparation of progress reports and State/Federal work invoices; coordination and oversight of employee benefits; oversight and implementation of APO personnel policies; human resource work items, employee hiring and paperwork, and other miscellaneous office operation matters required for the APO to function. This work is on-going throughout the calendar year.

100 – ADMINISTRATION

Element	2022 Budgeted Hours	2022 Budgeted Funding
101 – General Administration	1,437	\$56,500
102 – Human Resources & Personnel	130	\$8,500
103 – Building Management & Maintenance	18	\$1,000
104 – Staff Development & Training	168	\$10,000
105 – Holiday	480	\$23,500
106 – Vacation	376	\$21,000
107 – Sick Leave	192	\$10,500
108 – Overhead (See details below)		\$92,000
Total	2,801	\$223,000

108 – OVERHEAD (DETAIL)

Line-Item Expense	2022 Budgeted Funding	Line-Item Expense	2022 Budgeted Funding
Liability Insurance & Workers Comp	\$5,500	Office Building Maintenance & Utilities	\$16,000
Office Supplies	\$2,000	Legal Services	\$1,500
Accounting Services	\$18,500	Multifunction Copier	\$2,000
Communications (<i>Telephone, Postage, and Internet</i>)	\$6,500	APO Dues and Subscriptions	\$5,000
Travel (<i>Including lodging & meals</i>)	\$3,000	IT Support & Software	\$20,000
Professional Development (<i>Registration Fees, etc.</i>)	\$2,500	Equipment & Hardware	\$2,000
Printing/Publishing/Advertising	\$2,500	Miscellaneous	\$5,000
		GRAND TOTAL	\$92,000

200 – BUDGET AND UPWP

Objective: To prepare an annual budget and Unified Planning Work Program (UPWP) for the APO.

Background: The UPWP identifies the work tasks to be undertaken by APO staff. The process begins with the APO Executive Director formulating a draft document in March or April, which includes both proposed work activities for APO staff members and consultant-led studies and deliverables. The final UPWP is usually approved by the APO Policy Board in late summer. All APO meetings pertaining to the budget and UPWP process are open to the public for comment. After the UPWP is approved by the APO Policy Board, the document is sent to FHWA and MnDOT for their concurrence and incorporation into annual Federal and State operating grants.

Relation to FAST Act: This work addresses all Federal planning emphasis areas and Federal highway program national goals to varying degrees by establishing staff work plans to develop and advance the Federal planning and programming process.

201 – Prepare Budget and UPWP: This work is generally completed by Aug. 1 of each year, though UPWP amendments may need to be processed at any time.

200 – BUDGET AND UPWP

Element	2022 Budgeted Hours	2022 Budgeted Funding
201 – Annual Budget and UPWP	158	\$11,500
Total	158	\$11,500

300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective: To prepare a multi-year TIP that is consistent with the current MTP.

Background: The Metropolitan Transportation Plan (MTP) identifies a list of prioritized projects to help achieve specific transportation goals for the future. The TIP programs those projects for funding in specific fiscal years. The TIP is a four-year program of projects that is updated annually. APO staff coordinates closely with member jurisdictions to identify projects and to help ensure funding is available to complete the projects. The APO coordinates with Metro Bus for transit capital and operating assistance, and with MnDOT District 3 for State facilities. The APO coordinates Federal project programming with MnDOT Central Minnesota Area Transportation Partnership (ATP-3). Approximately \$1.5 - \$2 million in Federal formula dollars are programmed by the APO every year for projects.

Relation to FAST Act: This work addresses all Federal planning emphasis areas to varying degrees by acting as the administrative conduit for implementing a variety of transportation projects.

301 – ATP Meetings & Subcommittees: The APO coordinates the TIP project list with the programmed projects identified by MnDOT and other areas of the District 3 ATP. This work includes preparation of materials, review of materials, and attendance at ATP meetings. The APO participates in the solicitation of Transportation Alternatives (TA) projects and ATP meetings related to TA project scoring and funding prioritization. This work is on-going throughout the calendar year.

302 – Annual TIP Development: APO staff solicits all agency and jurisdictional members to identify projects for possible inclusion in the TIP, verifies the eligibility of those projects for

Federal funding, develops financial plans and fiscal constraint analyses, and compiles all information into the TIP document along with the APO’s annual self-certifications. The TIP is usually completed by Sept. 1 each year.

303 – TIP Maintenance & Amendments: There are many reasons why the TIP can change – projects fall behind schedule, money is shifted from one project to another, and less or more money than originally programmed may become available. As conditions on the ground change, APO staff must modify or amend the TIP to keep pace, which serves to ensure the flow of funds remains uninterrupted. The APO schedules four periods throughout the year when proposed TIP changes are solicited from the member jurisdictions. However, TIP changes may be processed at any time as needed to accommodate project development schedules.

304 – TIP Project Status Monitoring & Annual Listing of Projects: By Federal regulation, the APO must track and report on the implementation of projects funded in previous years’ TIPs. This report also helps inform the development of the next TIP and the MTP. The annual listing of TIP projects is incorporated into the TIP document, which is usually completed by Sept. 1 each year.

305 – Regional Infrastructure Investment Plan (RIIP): Because the TIP includes only those surface transportation projects that receive Federal or State funding, it offers an important but incomplete picture of transportation development in the region. The RIIP includes all projects scheduled for completion within the APO’s planning area regardless of funding source(s). Therefore, it provides a more complete, wholistic picture of upcoming transportation improvement projects and allows for better coordination of projects between jurisdictions.

300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Element	2022 Budgeted Hours	2022 Budgeted Funding
301 – ATP Meetings & Subcommittees	102	\$6,000
302 – Annual TIP Development	260	\$13,500
303 – TIP Maintenance & Amendments	104	\$5,500
304 – TIP Project Status Monitoring & Annual Listing of Projects	62	\$3,500
305 – Regional Infrastructure Investment Plan Development	156	\$7,500
Total	680	\$36,000

400 – TRANSPORTATION SYSTEM PERFORMANCE MONITORING (TSPM)

Objective: To monitor the performance of transportation systems and networks and determine if they are meeting regional performance targets.

Background: An annual Transportation System Performance Monitoring (TSPM) report is prepared by APO staff. The report documents the performance of the transportation systems and networks based on regional performance measures and targets. The performance is reported to the APO TAC and Policy Board so that it can be considered in the selection and programming of projects in the TIP. It is also used to re-evaluate and adjust (if necessary) regional performance targets. The TSPM is also made available to the general public on the APO’s website.

Relation to FAST Act: This work actively addresses the performance-based planning and programming requirements of the FAST Act.

401 – Performance Measures, Data Collection, Analysis, and Target Setting: APO staff collects performance data relevant to the performance measures adopted by the APO Board. This data may be requested from other agencies or departments, or it may be collected first-hand by APO staff. Staff maintains a database of relevant data and evaluates it for trends and other insights relative to the regional performance targets. This activity occurs throughout the year up until the final Transportation Performance Monitoring Report (TPMR) is completed and approved (see 402 below). Potential new performance measures and/or data sources may also be explored.

402 – Annual System Performance and Target Achievement Report: APO staff develops an annual report showing the latest performance data and targets and provides it to the State (MnDOT), as well as making the report available to the general public on the APO website⁵. The APO’s TAC reviews the report before it is accepted by the APO Board. The TPMR will be completed by October of each year.

400 – TRANSPORTATION SYSTEM PERFORMANCE MONITORING (TSPM)

Element	2022 Budgeted Hours	2022 Budgeted Funding
401 – Performance Measures, Data Collection, Analysis, and Target Setting	456	\$19,500
402 – Annual Transportation System Performance & Target Achievement Report	198	\$8,500
Total	654	\$28,000

500 – PLANNING PROJECT DEVELOPMENT

Objective: To support the development of planning studies which reflect regional transportation investment priorities.

Background: In addition to the work completed by APO staff shown in other sections of this document, the APO also supports planning projects by either 1) providing technical support for

⁵ <https://stcloudapo.org/wp-content/uploads/2021/06/2019-TPMR.pdf>



planning projects completed by the member jurisdictions; or 2) hiring consultants to complete planning studies if APO staff does not have the time and/or expertise to complete them⁶.

Relation to FAST Act: The successful completion of planning studies leading to construction or implementation of a variety of different transportation projects will result in all Federal planning emphasis goals being addressed to varying degrees, depending upon the project.

501 – Planning Assistance for Members: APO staff supports the member jurisdictions and implementing agencies, on demand, through technical assistance for the development of a variety of planning documents. Tasks under this activity may include such things as participating in public meetings, collecting turning movement counts, traffic counts, traffic forecasting, GIS mapping of data, or other planning-level technical information. This work will be on-going throughout the entire year.

502 – Procurement & Contracting: APO staff follow all applicable Federal and State procurement regulations when contracting with consulting firms. Staff activities include developing requests for proposals; evaluating and scoring of proposals; consultant communication; contract development; and preparation and submittal of required procurement documentation and forms. This work is generally completed no later than April 30 of each year.

503 – Consultant Study Coordination: Once a consultant is under contract, APO staff will monitor their progress and activities and will usually serve as part of the project management team. Activities include attending project meetings, consultant communication, progress report tracking, and invoice processing. This activity follows the procurement and contracting phase, and generally occurs between May 1 and Dec. 31 of each year, or until the project is completed.

504 – Grant Writing & Grant Assistance for Member Jurisdictions: Increasingly transportation projects are being funded through competitive grants, such as the Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants, or – at the State level – Corridors of Commerce and State Aid for Local Transportation grants. Member jurisdictions – especially smaller jurisdictions – sometimes need grant writing or grant research assistance to help them compete for these important sources of funds. APO staff can provide some limited support upon request. This support occurs throughout the year and is dependent upon the grant solicitation schedules for each program.

500 – PLANNING PROJECT DEVELOPMENT

Element	2022 Budgeted Hours	2022 Budgeted Funding
501 – Planning Assistance for Members	140	\$7,500
502 – Consultant/Professional Services Procurement & Contracting	166	\$12,000
503 – Consultant Study Coordination	218	\$14,500
504 – Grant Writing & Grant Support for Members	16	\$1,000
Total	540	\$35,000

⁶ See also the section on Special Studies & Contracts, beginning on page 24.

600 – METROPOLITAN TRANSPORTATION PLAN (MTP)

Objective: To develop a regional multimodal transportation plan, refine it as necessary to maintain its validity, and promote its implementation.

Background: The APO is mandated by Federal law⁷ to develop and maintain a regional, multimodal, multi-jurisdictional transportation plan with at least a 20-year planning horizon. The plan must be updated at least every five years. Some components of the plan are assigned hours under other headings in this section (see 610, 620, 630, and 640 below). Given the complexity of the required planning effort, the MTP is almost always in some phase of being updated. Additionally, between plan updates, time is assigned to various plan components to help member jurisdictions implement the MTP’s recommendations. Time is also spent collecting and maintaining plan data and researching best practices from other MPOs. The APO’s next MTP update is due October 2024.

Relation to FAST Act: This work activity addresses all planning emphasis areas to varying degrees through development and ongoing maintenance of the Federally required multimodal elements of the MTP.

601 – MTP Development & Maintenance: Examples of typical activities include developing and executing a public input plan, collecting data on existing conditions, reviewing relevant plans of the individual jurisdictions in order to know their local priorities and anticipated growth patterns, developing goals and objectives for the future transportation network, identifying current and future transportation needs, developing financial plans, fiscal constraint analysis, and other generally required elements of the MTP.⁸ This element also accounts for the time necessary to write the plan, produce maps and graphics, layout, formatting, etc. This work is on-going throughout the year. For 2022, specific goals include gathering and documenting existing conditions for the region and completing the initial public input opportunity to identify existing issues and opportunities. For more details, see the MTP development timeline on page 29.

600 – METROPOLITAN TRANSPORTATION PLAN

Element	2021 Budgeted Hours	2021 Budgeted Funding
601 – MTP Development & Maintenance	938	\$52,000
Total	938	\$52,000

610 – ACTIVE TRANSPORTATION PLANNING

Objective: To develop the components of the MTP related to bicycle, pedestrian, and other non-motorized forms of transportation and to help implement the active transportation goals, objectives, projects, and policies identified in the previous MTP.

Background: A complete and robust transportation system allows individuals to choose the mode of transportation that is best for each trip. Walking, biking, and other non-motorized

⁷ 23 USC §134(i).

⁸ See 23 CFR §450.322 for more details on MTP requirements.

forms of transportation are legitimate mode choices for some trips, but certain infrastructure and policies must be in place to facilitate that decision and to help make it a safe choice.

Relation to FAST Act: This activity focuses on the planning emphasis areas of Economic Vitality; Environment and Economic Development; Accessibility and Mobility; and Integration and Connectivity of Modes. These focus areas are addressed by planning for and developing various improvements for non-motorized forms of transportation that promote economic development and alternatives to the single-occupancy automobile.

611 – Safe Route to School and General Active Transportation Planning Coordination and Technical Assistance: This work activity is used to help implement the active transportation related policies, goals, objectives, and projects from the current MTP; and to help develop those components for the next MTP. Smaller active transportation specific planning studies, including Safe Routes to Schools studies, will also be completed under this work element. APO staff will also coordinate with and support the active transportation planning activities of the member jurisdictions, which may include providing data, analyses, maps, bicycle and pedestrian counts, or other technical support, as needed. This work is on-going throughout the year.

612 – APO Active Transportation Advisory Committee Coordination: In summer 2007, the APO established a Bicycle and Pedestrian Advisory Committee (BPAC) comprised of a cross-section of citizen representatives and city and county staff within the APO planning area. This committee, now known as the Active Transportation Advisory Committee (ATAC), meets as needed and reports to the APO’s TAC. The ATAC provides input to APO staff and the TAC on various planning and programming matters as they relate to the non-motorized transportation environment within the planning area. They also implement and support various non-motorized transportation public awareness projects and provide the area with a forum for discussing non-motorized transportation topics. Work activity involves staff developing agenda items, assembling meeting materials and presentations, and chairing the ATAC meetings as well as staff support for maps or development on specific topics. Examples of this committee’s work includes assisting the APO with review and updating of its Active Transportation Plan and/or related components of the MTP, reviewing various programmed roadway projects relative to non-motorized transportation accommodations and complete streets design treatments, supporting efforts to complete multimodal trail segments and coordinating with other relevant advocacy groups. This group focuses on education, coordination, and public input for regional initiatives. This work is on-going throughout the calendar year.

613 – Regional Active Transportation Plan Development and Maintenance: APO staff develops and maintains a regional Active Transportation Plan to help identify needs, establish goals, analyze alternatives, and prioritize project concepts related to non-motorized transportation facilities and policies within the MPA. Staff shall coordinate this effort with any statewide non-motorized mode planning from MnDOT. By the end of the 2nd quarter of 2022, staff expects to conduct and complete the approval process for the Active Transportation Plan.

610 – ACTIVE TRANSPORTATION PLANNING

Element	2022 Budgeted Hours	2022 Budgeted Funding
611 – Safe Routes to School, Active Transportation Planning Coordination & Technical Assistance	444	\$23,500
612 – Active Transportation Advisory Committee Coordination	112	\$6,500
613 – Regional Active Transportation Plan Development & Maintenance	368	\$19,500
Total	924	\$49,500

620 - TRANSIT PLANNING

Objective: To develop the public transit components of the MTP and to help implement the transit goals, objectives, projects, and policies identified in the previous MTP.

Background: In any metropolitan area, automobile transportation is not an option for some residents. Public transit is an important ingredient to allowing these residents to work; shop; and live a quality, independent lifestyle. Additionally, public transit can be an important supplemental transportation mode even for those residents who have an automobile. It can be a form of “back up” transportation if their car needs repairs or if they are a one-car family. And public transit can even benefit those who do not use it directly. It can take automobiles off the road, creating more space for everyone. Easy access to transit has been shown to boost real estate values for businesses and homes. It can help lower fuel consumption resulting in lower gas prices and cleaner air. And public transit can play a critical support role during an emergency or disaster, such as assisting with evacuations.

Metro Bus provides fixed route and Dial-a-Ride transit service within the Saint Cloud urbanized area, including the cities of Saint Cloud, Sartell, Sauk Rapids, and Waite Park. Tri-CAP is the rural transit provider that provides curb-to-curb service within the APO planning area and adjacent rural areas. The Northstar commuter rail train currently provides early morning, late afternoon, limited weekend, and special event trains from the City of Big Lake to the City of Minneapolis’s Target Field Station. Northstar train service connects to the APO planning area by way of the Northstar Link commuter bus. The Northstar Link bus service is operated by Metro Bus via contract with the Northstar Corridor Development Authority (NCDA). It remains a goal of the APO to extend Northstar commuter train service to Saint Cloud.

Relation to FAST Act: This activity focuses primarily on the planning emphasis areas of Economic Vitality; Environment and Economic Development; Accessibility and Mobility; and Integration of Modes by planning for and implementing alternative modes to the single occupancy vehicle.

621 – Transit Planning, Coordination & Technical Assistance: APO staff supports initiatives and projects undertaken by the transit operators that provide service to the APO planning area. Tasks include supporting the Metro Bus urban transit system planning efforts, data collection, analysis, mapping, and other technical support. Also, staff coordinates with Tri-CAP to incorporate plans and transit service information into planning and programming activities. This work activity also involves ongoing efforts to implement aspects of the Region 7W/APO Transit Human Services Plan. This work is on-going throughout the year.

622 – Northstar Commuter Rail Coordination: Extension of the Northstar Commuter Rail to Saint Cloud continues to be a priority for communities in the region. In 2020 MnDOT completed a planning update for extending rail service to the St. Cloud region. APO staff anticipates providing occasional technical support to help implement completion of the extension, as opportunities to do so present themselves. There may also be some follow-up planning activities that may be necessary. Work activities may include a variety of general technical support and committee participation in a variety of efforts related directly or indirectly to the development of the Northstar Commuter Rail line from Big Lake to Saint Cloud. This work is expected to occur sporadically throughout the calendar year.

620 – TRANSIT PLANNING

Element	2022 Budgeted Hours	2022 Budgeted Funding
621 - Transit Planning, Coordination, & Technical Assistance	116	\$5,000
622 – Northstar Coordination	16	\$1,000
Total	132	\$6,000

630 – FREIGHT PLANNING, ECONOMIC VITALITY & TOURISM

Objective: To help ensure that the transportation network is supporting the regional economy and to better understand the role and impact transportation has on economic development decisions.

Background: Throughout history, roads -- originally built as ways to support military efforts -- were discovered to have lasting impacts on the towns and villages through which they passed. Connecting people to goods and services, along with providing easier ways for travel among towns led to the growth of local economies. Not much has changed in the last 2,300 years. Transportation still serves all these functions, but it has grown more complex. Decision-makers always face multiple options. Should they build a road here or over there? Should they build a parking ramp or invest in more public transit? Should they support shipping freight by truck, by rail, or by pipeline? Understanding the impacts these choices can have on the economy can help inform the decision-making process.

Relation to FAST Act: This activity focuses on understanding the economic development environment; understanding the role transportation plays in the competitiveness and efficiency of regional businesses; promoting consistency between economic development patterns and transportation improvements; and enhancing travel and tourism.

631 – Freight Planning, Coordination & Technical Assistance: APO staff will support implementation of the APO’s Regional Freight Framework (2017) and the freight components of the current and next MTP. Specific activities will include data collection, analysis, and (if possible) meeting with significant regional freight stakeholders to better understand their needs, operations, and any transportation constraints they may be facing. This work will be on-going throughout the year.

632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance: Economic vitality is more than just moving freight. It is also – among other things – moving employees safely, reliably, and efficiently from their home to their place of work; moving tourists to and sometimes through a destination and back home again; and moving shoppers and customers to their choice of market. Quality-of-life factors also play a role

in economic development – factors such as access to religious services, entertainment, family gatherings, outdoors activities, and educational options. APO staff will work to better understand the role that transportation plays on the regional economy and help to quantify the economic impacts of specific transportation infrastructure and future alternatives. They will also coordinate their planning activities with economic development entities such as the Greater Saint Cloud Development Corp. (GSDC) and the area Chambers of Commerce. This work will occur throughout the year.

630 – FREIGHT PLANNING, ECONOMIC VITALITY & TOURISM

Element	2022 Budgeted Hours	2022 Budgeted Funding
631 - Freight Planning, Coordination & Technical Assistance	20	\$1,500
632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance	20	\$1,500
Total	40	\$3,000

640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING

Objective: To develop a transportation network that is as safe as practical, reliable even in times of emergency or disaster, resilient to climate change, and which minimizes its impact on the natural environment.

Background: On Aug. 17, 1896, 44-year-old Bridget Driscoll became the first person to die in an automobile crash when she was struck and killed by a car as she crossed the grounds of the Crystal Palace in London. Planners and engineers have been trying to make vehicle travel safer ever since. While in-vehicle technologies like seat belts and airbags have certainly played a big part in making travel safer, the way that roadways are planned and designed also plays a part. Planners analyze crash data to determine if specific locations have higher-than-normal crash rates which could be an indication of a site-specific problem. Additionally, the security of transportation assets became a major concern following the terrorist attacks of Sept. 11, 2001. While a “secure” bus or train can have specific features such as cameras and security personnel, a “secure” roadway or bridge is less well defined. Most recently, transportation security has largely been defined in terms of resiliency. For instance, a transportation network that still functions reasonably efficiently when an important link in that network is removed – whether by human action or by nature – is often thought of as being “secure” in the sense that it still works.

Relation to FAST Act: This activity focuses on the safety and security of the transportation network and on the environmental impacts of transportation.

641 – Safety & Security Planning, Coordination & Technical Assistance: APO staff will continue monitoring crash data and analyzing that data for potential insights into the causes of crashes or geographic locations that show a higher-than-expected propensity for crashes. Safety work will include all modes of travel. Staff will also continue coordinating with other outside organizations and entities that seek improved transportation safety, such as the Stearns-Benton Toward Zero Deaths committee and Feeling Good Minnesota, an initiative to improve public health. This work is expected to occur throughout the year.

642 – Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis: Activities in this area will focus specifically on how transportation impacts and is impacted by the natural environment, including any potential impacts of climate change



and severe weather. APO staff will seek to establish and nurture relationships with environmental stakeholders to help ensure their continued participation in our planning processes. Staff will focus attention on transportation solutions that appear to minimize any net negative environmental impacts. APO staff will also complete the required⁹ environmental mitigation discussion that is part of the MTP. This work will occur throughout the year.

640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING

Element	2022 Budgeted Hours	2022 Budgeted Funding
641 – Safety & Security Planning, Coordination & Technical Assistance	172	\$9,000
642 – Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis	53	\$3,000
Total	225	\$12,000

700 – TRANSPORTATION PLANNING COORDINATION & PUBLIC OUTREACH

Objective: General coordination of all aspects of APO transportation plans and program with local member agencies, jurisdictions, State agencies, Federal agencies, and the public.

Background: The very nature of the APO requires significant coordination with the member agencies and jurisdictions, MnDOT, and the US DOT to help ensure that projects, goals, objectives, and priorities can be achieved. It also requires continuous public engagement to help ensure that their voices are heard in the planning and decision-making process. This activity involves the preparation of meeting materials and attendance at all APO committee and board meetings. It also includes coordination with local, State, and Federal agencies, and public engagement for all APO planning activities. Staff time for developing and maintaining both the Stakeholder Engagement Plan and the Title VI Compliance Plan are also accounted for here.

Relation to FAST Act: This work activity addresses all Federal planning emphasis areas and Federal highway program national goals to varying degrees by dealing with a wide array of transportation planning and programming matters.

701 – General Meeting Coordination and Attendance: This work activity includes the coordination of any relevant transportation planning meetings and/or activities with local, State, and Federal planning partners. It also covers internal staff coordination meetings within the APO. This work is ongoing.

702 – APO Committee & Board Meetings: Meeting minutes, agendas, and general staff support of APO committees and boards is conducted, including the APO TAC and the APO Policy Board. Staff hours for APO meeting preparation and attendance are included in this category. This work is ongoing and will occur throughout the year.

703 – Public Outreach, Engagement, Website, & Social Media: This work activity includes APO staff time to coordinate, prepare for, and attend any public input meeting related to an APO planning activity. It also accounts for APO staff time to maintain and update the APO website – arguably its most public face – and social media posts to inform the general public of

⁹ 23 CFR §450.322(f)(7)



transportation-related events and opportunities. This work will be ongoing throughout the calendar year.

704 – Evaluation and Coordination of Plans and Programs from Member Jurisdictions:

This work activity involves participating in meetings and coordinating with other agencies and jurisdictions on plans, studies, and programs, such as statewide multimodal plans, the Minnesota State Highway Investment Plan (MNSHIP), MnDOT District level planning endeavors, and local transportation, safety, and comprehensive plans. This work will occur as necessary throughout the calendar year.

705 – Develop and Maintain the Stakeholder Engagement Plan & Title VI Compliance Plan:

APO staff develops a framework for when and how the APO will seek public input, and what we will do with that input. We call the document the Stakeholder Engagement Plan (SEP). The document is updated about every five years, but may also require occasional tweaking or amending between major updates. We combine our public input plan with our Title VI Compliance Plan, which defines how we will reach out to and engage those traditionally underserved, such as low-income households, the elderly, people-of-color, and those for whom English is a second language. The Title VI plan must be updated every three years. Our current combined SEP & Title VI Compliance Plan was approved in 2020. This work is on-going throughout the year.

706 – Annual Report for SEP and Title VI Compliance/Effectiveness: As a way of monitoring the APO’s success in engaging the public and Title VI populations, we track how many people attend our public meetings, view our website, engage with us on social media, etc. We also perform an annual survey of stakeholders who engaged with us to determine if they were satisfied with their experience. We report this public-input data annually to the APO Board and MnDOT. Based on this public-input performance data, adjustments to our SEP and/or Title VI Plan may be developed. This work is ongoing throughout the year.

700 – TRANSPORTATION PLANNING COORDINATION AND PUBLIC OUTREACH

Element	2022 Budgeted Hours	2022 Budgeted Funding
701 – General Meeting Coordination & Attendance	380	\$21,000
702 – APO Committee & Board Meetings	611	\$27,000
703 – Public Outreach, Engagement, Website & Social Media	594	\$28,000
704 – Evaluation and Coordination of Plans from Member Jurisdictions	156	\$9,000
705 – Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	91	\$5,500
706 – Annual Report for SEP and Title VI Compliance/Effectiveness	172	\$10,000
Total	2,004	\$100,500

800 – TRANSPORTATION MODELING, MAPPING & TECHNICAL SUPPORT

Objective: To maintain and further develop the regional travel demand model in support of long-range planning efforts, and to develop maps that help inform the decision-making process.

Background: The APO has a regional travel demand model to forecast future traffic conditions under a variety of scenarios. The model is critical to allowing the APO’s MTP to meet its requirement to include “the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan”¹⁰. Additionally, mapping of various transportation-related data is an important part of visualizing existing or proposed transportation assets and understanding spatial relationships.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas to varying degrees by providing supportive analysis necessary to advance transportation investment decisions identified in the MTP and the TIP.

801 – Network and TAZ Data Collection & Analysis: This work activity involves collecting and analyzing various transportation data sets for use in the regional travel demand model, including socio-economic data assigned to Traffic Analysis Zones (TAZs) (e.g., population, households, jobs, parks, schools, etc.) and network data such as traffic counts, corridor cross-sections, posted speed limits, location of signalized intersections, etc. This activity may include field work to collect or verify applicable roadway attributes or socio-economic data. This work will be ongoing throughout the calendar year.

802 – CUBE Travel Demand Model Development & Operations: The APO’s regional travel demand model (TDM) is created and operates in CUBE software from Citilabs. This work activity involves developing various scenarios for the TDM, operating the model, and analyzing the results. Staff time for various maintenance activities necessary for smooth and efficient model operation are also included here. This work will be ongoing throughout the calendar year.

803 – GIS Database Development & Mapping: This work activity involves ongoing mapping support for APO transportation planning activities including corridor studies, transportation plans, and the TIP. Various existing transportation, social, economic, and environmental features are represented on these maps. This category includes work hours for the maintenance and editing of map files and development of new map files as applicable to ongoing studies. This work will be ongoing throughout the calendar year.

800 – TRANSPORTATION MODELING, MAPPING & SUPPORT

Element	2022 Budgeted Hours	2022 Budgeted Funding
801 – Network & TAZ Data Collection & Analysis	216	\$9,000
802 – CUBE Travel Demand Model Development & Operations	200	\$8,000
803 – GIS Database Development & Mapping	248	\$10,500
Total	664	\$27,500

¹⁰ 23 CFR §450.322(f)(1).

900 – LOCALLY FUNDED ACTIVITIES

Objective: To provide funding for activities or equipment/supplies that are not eligible for reimbursement through the APO’s Federal CPG.

Background: The APO’s CPG can only be used to reimburse a portion of the costs (usually 80%) for eligible activities¹¹. APO staff may be able to participate in non-reimbursable activities, but must use non-federal funding sources to do so. Activities in this category are 100% funded with non-federal dollars.

Relation to FAST Act: This work activity addresses all Federal planning emphasis areas to varying degrees by communicating the APO MTP and project needs to State and Federal elected officials. It also funds the organization’s annual financial audit.

901 – Legislative Communications: Efforts are made to inform and maintain relationships with State and Federal legislators who make decisions affecting transportation policy, funding, and projects. Relationships with transportation advocacy groups such as the Minnesota Transportation Alliance (MTA) are also maintained. Hours are assigned for preparation of materials and presentation of information to State and Federal legislators as well as responses to legislative inquires. Staff also coordinates with David Turch & Associates for Federal lobbying activities. This work will occur as necessary throughout the calendar year.

902 – Travel for Legislative Communications: This element budgets non-salary funds to cover the cost of traveling for the purpose of communicating with State or Federal legislators. The APO Board Chair and Executive Director normally make a trip to Washington, D.C. in April or May each year, but smaller trips may also occur throughout the year.

903 – Audit: If the APO does not expend more than \$750,000 per year in Federal funds, a Federal single-audit is not required. However, MnDOT still requires an annual audit because the APO expends State funds. The APO’s State grant may be used to help pay for this audit. The audit is performed by an independent auditor and is usually completed by June 1 each year.

900 – LOCALLY FUNDED ACTIVITIES

Element	2022 Budgeted Hours	2022 Budgeted Funding
901 – Legislative Communications	60	\$4,500
902 – Travel for Legislative Communications		\$5,000
903 - Audit		\$8,500
Total	60	\$18,000

¹¹ For more details, see 2 CFR Part 200, et al.

SPECIAL STUDIES & CONTRACTS:

When the APO or one of its member agencies or jurisdictions needs planning expertise or resources not found within the APO, funding for a consultant-led study can be budgeted. Normally, the APO does not need all of its CPG funds for staff and operations and the remainder of the CPG funds are made available for consultant-led studies. In the event that demand for these funds exceeds available CPG funds, the following evaluation is used to rank and prioritize proposed planning projects for possible inclusion in the UPWP:

MINIMUM THRESHOLD REQUIREMENTS:

Criteria:		
Is the proposed planning project eligible for CPG reimbursement?	Yes	No
Has the requesting jurisdiction committed at least 20% local match?	Yes	No

Any proposed planning project must meet the threshold criteria above. A “No” score will disqualify it from further evaluation. Proposed planning projects that meet the threshold criteria above are further scored according to the evaluation factors below:

PROPOSED PLANNING PROJECT EVALUATION FACTORS:

Either/Or Evaluation Factors:	Either	Or
If the proposed planning project fulfills a requirement under 23 CFR 450 Subpart C, it is awarded 100 points.	100	0
If the proposed planning project fulfills a Federal or State requirement other than those in 23 CFR 450 Subpart C, it is awarded 80 points.	80	0
If the proposed planning project directly addresses a transportation project, strategy, or performance measure in the current Metropolitan Transportation Plan, it is awarded 25 points.	25	0
If the proposed planning project directly addresses a transportation project in a comprehensive plan or other approved planning document of the requesting agency or jurisdiction, it is awarded 15 points.	15	0
If the proposed planning project directly addresses a location with a crash rate higher than the critical crash rate for that location, it is awarded 10 points.	10	0
If the proposed planning project directly addresses a roadway corridor, a bridge, a bike path, or transit asset(s) with a “poor” condition rating, it is awarded 9 points.	9	0
If the proposed planning project directly addresses a corridor with a Travel Time Reliability score of 1.5 or higher, it is awarded 8 points.	8	0

Either/Or Evaluation Factors:	Either	Or
If the requesting jurisdiction has not been awarded CPG funds in the last three fiscal years, the proposed planning project is awarded 7 points.	7	0
If the proposed planning project directly addresses an arterial corridor, it is awarded 6 points.	6	0
If the proposed planning project directly impacts a corridor identified as being part of the Regional Freight Network, it is awarded 5 points.	5	0
If the proposed planning project directly addresses improving operations on <u>existing</u> roadways, bike paths, or transit routes, it is awarded 4 points.	4	0
If the proposed planning project includes a task to evaluate probable environmental impacts and explore mitigation strategies, it is awarded 3 points.	3	0
If the proposed planning project integrates multiple modes of surface transportation, it is awarded 2 points	2	0
If the proposed planning project directly impacts an area of low-income or people-of-color residents, it is awarded 1 point.	1	0
Range Factor:	Highest Possible Score	Lowest Possible Score
For every 2% overmatch committed to the proposed planning project, it is awarded 1 point up to a maximum of 25 points.	25	0

In the unlikely event there is a tie between two or more proposed planning projects and there are insufficient CPG funds for all the projects, the TAC will select which project(s) is/are funded.

Planning project awards to member agencies and jurisdictions will be procured and managed by APO staff to help ensure Federal cost allowability and compliance with applicable Federal procurement requirements. The APO will pay consultants based on invoices and will submit the invoices to the requesting jurisdiction for 20% reimbursement of the local match. Therefore, the APO is the responsible party for all Special Studies & Contracts.

2022 SPECIAL STUDIES AND CONTRACTS

2022 – TRAVEL DEMAND MODEL CALIBRATION & 2050 POPULATION FORECAST

Objective and Product: 2020 will be the base year for the next MTP. Assuming that 2020 Census data and traffic counts will be available by Spring of 2022, the Census data needs to be distributed to Traffic Analysis Zones (TAZs) and the APO’s regional Travel Demand Model (TDM) needs to be recalibrated to the new base year. But, before the TDM can be recalibrated, the APO desires that the outcomes of two previous projects be fully incorporated into the TDM: 1) the Travel Demand Model Improvement effort in 2020 and 2) the 2021 Household Travel Survey. Both of those efforts resulted in outputs and recommendations that need to be implemented into the TDM program files. Also, since 2050 is the horizon planning-year for the next MTP, reasonable estimates of 2050 population, jobs, and other socio-economic data need to be completed in cooperation with the APO’s member jurisdictions and distributed to the TAZs. Finally, using the 2050 socio-economic data and the 2020 roadway network (provided by APO

staff), a 2050 no-build model scenario needs to be completed in order to highlight future areas-of-concern if no additional investment were made in the roadway network.

Relationship to FAST Act and Regional Significance of the Study: Federal regulations require the MTP to include "...the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." The TDM is the tool that the APO uses to satisfy this requirement. The TDM is a critical component of forecasting future transportation demand and understanding future regional network needs.

2022 – TRAVEL DEMAND MODEL CALIBRATION & 2050 POPULATION FORECAST

Element	2022 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Travel Demand Model Calibration & 2050 Population Forecast	\$140,000	\$112,000	\$0	\$0	\$28,000
Total	\$140,000	\$112,000	\$0	\$0	\$28,000
Funding Percentages	100%	80%	0%	0%	20%

2022 – COMMUNITY LIAISONS FOR HARD-TO-REACH POPULATIONS

Objective and Product: APO staff annually evaluate its public input campaigns of the previous year to determine their effectiveness. Recent evaluations have consistently indicated that the population of people that are responding to invitations for review and comment of the agency’s plans have included very few persons who are members of demographic groups that have been traditionally underserved, such as persons-of-color, persons with low income, persons with disabilities, etc. In response, APO staff held a dialogue with community organizations that serve these under-represented populations to identify strategies or tools that could be used to ensure that they are aware of the opportunity and importance of the APO’s plans to impact the decision-making process. One of the identified strategies was to hire persons from within the various communities to carry the message to their friends and neighbors because outsiders and persons from government organizations can often be distrusted. This is a pilot project to test this strategy. As public input opportunities become available, the APO will seek members of traditionally underserved populations, train them on the product that is available for public review and comment, and then ask them to work within their communities to spread the word. These individuals will be contractors to the APO and will keep a time sheet that includes descriptions of their actions taken in support of this effort. Afterward, APO staff will again evaluate participation from under-represented populations to determine if the pilot project was successful or not.

Relationship to FAST Act: Federal regulations¹² establish public input as foundational to the APO’s planning process. Title VI, Title II, and Environmental Justice requirements compel the

¹² See 23 CFR §450.316, among others.

APO to ensure that populations that have been traditionally underserved are provided at least equal access to the APO’s planning process.

Regional Significance of the Study: By including hard-to-reach populations in the planning process, the planning products of the APO and subsequent transportation projects will better reflect the vision, goals, and values of the entire region.

2022 – COMMUNITY LIAISONS FOR HARD-TO-REACH POPULATIONS

Element	2022 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Community Liaisons for Hard-to-Reach Populations	\$5,000	\$4,000	\$0	\$0	\$1,000
Total	\$5,000	\$4,000	\$0	\$0	\$1,000
Funding Percentages	100%	80%	0%	0%	20%

2022 – MAYHEW LAKE ROAD CORRIDOR ACCESS STUDY

Objective and Product: This study would cover Mayhew Lake Road in Benton County from the intersection at TH-23 and extend northward to the intersection with CSAH 29/35th Street NE. Mayhew Lake Road is a minor arterial with a current ADT of 5,900 vehicles per day. In the current Metropolitan Transportation Plan, the corridor is slated to be widened from a 2-lane rural section to a 4-lane undivided section at some point in the next 25 years.

The City of Sauk Rapids is experiencing development growth adjacent to this corridor and some access problems are starting to develop. At the existing school accesses a severe accident occurred last school year, and many undocumented near misses have been noted. This study should pay particular attention to existing accesses with the Sauk Rapids/Rice Highschool, with additional consideration given to pedestrian access along the corridor. A determination of future needs should be made.

The results of this study will be an assessment of current and potential future problems, and possible present-day alternatives to improve and safety. Further, the study should develop strategies and recommendations to guide City and County planners for effective access management going forward. Lastly, the study should address the needs of pedestrian access to the corridor and identify safe access/crossings.

Relationship to FAST Act: Highway safety is an important consideration throughout the FAST Act. Given that safety concerns are increasing along this corridor, this study seems critical to ensuring that safety does not become an issue along the corridor. Additionally, good access control will also help preserve/improve mobility along this important arterial corridor as the adjacent land continues to develop.

Regional Significance of the Study: Mayhew Lake Road is an important north-south arterial for regional mobility. It is the only continuous north-south corridor east of US-10 within the APO’s planning area and will one day connect TH-23 with the urban beltline corridor at CSAH 29.

2022 – MAYHEW LAKE ROAD CORRIDOR ACCESS STUDY

Element	2022 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Mayhew Lake Road Corridor Access Study	\$100,000	\$80,000	\$0	\$0	\$20,000
Total	\$100,000	\$80,000	\$0	\$0	\$20,000
Funding Percentages	100%	80%	0%	0%	20%

2022 – SAINT JOSEPH BIRCH STREET REDEVELOPMENT STUDY

Objective and Product: Birch Street is within two blocks of the main commercial downtown area of St. Joseph and located adjacent to County Road 75 which connects to Interstate 94. The study will build upon priorities identified in the 2018 Comprehensive Plan related to Transportation and Economic Development. The study will identify specific current and future infrastructure and transportation, safety and accessibility improvement needs. It will also examine what and how future land use development and population growth may impact future transportation needs. It will set a clear vision on how the area can become vibrant and accessible. Specific attention will be paid to pedestrian and bicycle connections to the main downtown area and how those connections can be improved with future land use development and population growth.

The corridor infrastructure is in disrepair, so it is important to identify transportation improvement priorities and a corridor vision to have an improvement plan in place. The plan’s vision will help create a consensus and framework for guiding future transportation needs and land use along the corridor.

Relationship to FAST Act: Planning factor 5 reads, in part: “...promote consistency between transportation improvements and State and local planned growth and economic development patterns.” This area of Saint Joseph is due for reinvestment and revitalization. The transportation infrastructure needs to support the local planned and growth and economic development patterns of the adjacent land uses.

2022 – BIRCH STREET REDEVELOPMENT STUDY

Element	2022 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Birch Street Redevelopment Study	\$25,000	\$20,000	\$0	\$0	\$5,000
Total	\$25,000	\$20,000	\$0	\$0	\$5,000
Funding Percentages	100%	80%	0%	0%	20%

PROVISIONAL 2023 SPECIAL STUDIES & CONTRACTS

2023 – SUPPORT FOR METROPOLITAN TRANSPORTATION PLAN

Objective and Product: At a minimum, consultant assistance will be needed to run the regional travel demand model (TDM) on the proposed 2050 network and analyze the results compared to the 2050 no-build model run. Also, a consultant will need to provide planning-level cost estimates (in 2022 dollars) for provisional project lists which will allow the APO to conduct their required financial plan evaluation to ensure the MTP is fiscally constrained. Other tasks may also be needed, depending upon the how far APO staff gets in the development of the plan in 2022.

Relationship to FAST Act & Regional Significance of the Study: Federal regulations require the APO to develop a Metropolitan Transportation Plan for its planning area.

2023 – SUPPORT FOR THE METROPOLITAN TRANSPORTATION PLAN

Element	2023 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Support for the Metropolitan Transportation Plan	\$100,000	\$80,000	\$0	\$0	\$20,000
Total	\$100,000	\$80,000	\$0	\$0	\$20,000
Funding Percentages	100%	80%	0%	0%	20%

EXHIBIT 0

METROPOLITAN TRANSPORTATION PLAN WORK TASK TIMELINE

		2050 MTP Development Timeline																																																													
Task #	Task Description	Estimated Start	Estimated End	2020												2021												2022												2023												2024											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	Conduct Regional Visioning process	7/1/2021	2/28/2022	Delayed due to COVID																																																											
2	Review Performance Measure against best practices; also focus on integration of Performance Measures into planning and programming processes.	1/1/2020	12/30/2020	Partially Completed																																																											
5	Map 2020 socio-economic data into Traffic Analysis Zones	3/1/2020	8/31/2020	Completed for non-Population Data																																																											
6	Using 2020 AADT counts, create 2020 AADT map for model calibration purposes and 2020 volume-to-capacity map	9/1/2020	2/28/2021	Ongoing																																																											
7	Start Existing Conditions chapter by collecting as much 2020 transportation data as possible	3/1/2021	12/31/2021	Ongoing																																																											
10	Conduct formal Early (Issue Identification) Public Input Process	1/1/2022	4/30/2022	Ongoing																																																											
12	Using Census SF-2 files, calculate 2020 population by TAZ ; using 2020 population (SF-2) and economic data (Task 5) calibrate model to Base Year 2020 ; simultaneously develop 2050 Population and Demographics Forecasts by TAZ ; run 2050 no-build model and assess transportation impacts	3/1/2022	12/31/2022	Ongoing																																																											
13	Review, summarize, and document the priorities, goals, and projects from the planning documents from the individual jurisdictions	1/1/2020	4/30/2022	Ongoing																																																											
22	Develop MTP Goals and Objectives & Performance Measures	5/1/2022	7/31/2022	Ongoing																																																											
23	Create Existing Conditions maps - especially demographic maps - using 2020 Census data	5/1/2022	7/31/2022	Ongoing																																																											
24	Hold initial Environmental Coordination meetings with stakeholders; create existing environmental conditions maps	6/1/2022	7/31/2022	Ongoing																																																											
33	Work collaboratively with TAC and Board to develop Draft MTP Project List , by jurisdiction	10/13/2022	7/14/2023	Ongoing																																																											
34	Utilizing project expenditures by jurisdiction through Dec. 31, 2022, update 10-year financial summary of jurisdictional expenditures (i.e., 1st half "revenue side" of financial plan)	1/1/2023	3/31/2023	Ongoing																																																											
36	Apply fiscal constraint (Task 34) to pare project list to "affordable" list - other priority projects may be added to illustrative list	5/1/2023	6/30/2023	Ongoing																																																											
37	Conduct second Environmental Coordination meeting(s) with stakeholders to review Draft MTP Project List and solicit feedback.	6/1/2023	6/30/2023	Ongoing																																																											
38	Use Travel Demand Model to measure impacts of one or more sets of Project List(s) - final output is 2050 Build model results	3/1/2023	10/31/2023	Ongoing																																																											
44	APO staff incorporates any changes from Board and presents Final Draft MTP to all jurisdictional governing bodies for concurrence	10/16/2023	1/31/2024	Ongoing																																																											
45	APO staff incorporates any changes from jurisdictions and prepares Final Draft MTP for minimum 30-day public release	2/1/2024	2/6/2024	Ongoing																																																											
46	30-day public input period for Final Draft MTP	2/8/2024	3/11/2024	Ongoing																																																											
47	Public input period ends - APO staff incorporates comments into Final Draft MTP	3/11/2024	3/18/2024	Ongoing																																																											
49	TAC Recommends approval of Final Draft 2050 MTP	3/28/2024	3/28/2024	Ongoing																																																											
50	APO Board approves Final Draft 2050 MTP	4/11/2024	4/11/2024	Ongoing																																																											
51	APO staff distributes Final MTP to the public, stakeholders, and interested parties.	4/15/2024	4/15/2024	Ongoing																																																											
52	Develop Infographic version of MTP	4/1/2024	12/31/2024	Ongoing																																																											

*To see a more detailed version of this chart, please visit: <https://stcloudapo.org/wp-content/uploads/2020/03/2050-MTP-Development-Timeline.pdf>

EXHIBIT 1

REVENUE REPORT

Revenue Sources	2022 Revenue	2023 Revenue
Local		
APO Member Assessments	\$108,318	\$109,000
Local Match for Members' Consultant Projects	\$25,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$181,318	\$157,000
Federal		
Annual Federal CPG	\$555,538	\$566,649
Carry Forward Federal CPG from Prior Years	\$120,827	\$4,370
Total Federal	\$676,365	\$571,019
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$4,000	\$4,000
Total Other	\$66,815	\$66,815
Total Revenue	\$924,498	\$794,834

EXPENSE REPORT

Expenses	2022 Expenses	2023 Expenses
Local		
APO Member Assessments	\$108,190	\$108,050
Local Match for Members' Consultant Projects	\$25,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$181,190	\$156,050
Federal		
Annual Federal CPG	\$555,538	\$566,445
Carry Forward Federal CPG from Prior Years	\$116,457	\$0
Total Federal	\$671,995	\$566,445
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$4,000	\$4,000
Total Other	\$66,815	\$66,815
Total Expenses	\$920,000	\$789,310



DIFFERENCE BETWEEN REVENUE AND EXPENSES

Revenue Less Expenses	2022 Difference	2023 Difference
Local		
APO Member Assessments <i>(negative numbers represent spending down savings or other financial reserves)</i>	\$127	\$950
Local Match for Members' Consultant Projects	\$0	\$0
Lobbyist Fees	\$0	\$0
Total Local	\$127	\$950
Federal		
Annual Federal CPG	\$0	\$204
Balance of Carry Forward Federal CPG from Prior Years	\$4,370	\$4,370
Total Federal	\$4,370	\$4,574
Other		
State of Minnesota Planning Grant	\$0	\$0
Miscellaneous & Prior Year Interest Income	\$0	\$0
Total Other	\$0	\$0
Total Difference Between Revenue & Expenses	\$4,498	\$5,524

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EXHIBIT 2

2022 WORK ACTIVITY BY REVENUE SOURCE

Work Activity Category	Federal Funding (CPG)	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$174,122	\$21,389	\$5,347	\$22,142	\$223,000
200 Budget & UPWP	\$8,979	\$1,103	\$276	\$1,142	\$11,500
300 Transportation Improvement Program (TIP)	\$28,109	\$3,453	\$863	\$3,575	\$36,000
400 Transportation System Performance Monitoring (TSPM)	\$21,863	\$2,686	\$671	\$2,780	\$28,000
500 Planning Project Development	\$27,329	\$3,357	\$839	\$3,475	\$35,000
600 Metropolitan Transportation Plan (MTP)	\$40,602	\$4,988	\$1,247	\$5,163	\$52,000
610 MTP – Active Transportation Planning	\$38,650	\$4,748	\$1,187	\$4,915	\$49,500
620 MTP - Transit Planning	\$4,685	\$575	\$144	\$596	\$6,000
630 MTP - Freight Planning, Economic Vitality & Tourism	\$2,342	\$288	\$72	\$298	\$3,000
640 MTP - Safety, Security & Environmental Planning	\$9,370	\$1,151	\$288	\$1,191	\$12,000
700 Transportation Planning Coordination & Public Outreach	\$78,472	\$9,640	\$2,410	\$9,978	\$100,500
800 Transportation Modeling, Mapping & Technical Support	\$21,472	\$2,638	\$659	\$2,731	\$27,500
900 Locally Funded Activities	\$0	\$6,800	\$1,700	\$9,500	\$18,000
Sub-Total for APO Staff and Operations	\$455,995	\$62,815	\$15,704	\$67,486	\$602,000
Contract Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	\$48,000
Contract Services: Travel Demand Model Calibration & 2050 Population Forecasts	\$112,000	\$0	\$0	\$28,000	\$140,000
Contract Services: Community Liaisons for Hard-to-Reach Populations	\$4,000	\$0	\$0	\$1,000	\$5,000
Contract Services: Mayhew Lake Road Corridor Access Study	\$80,000	\$0	\$0	\$20,000	\$100,000
Contract Services: Birch Street Redevelopment	\$20,000	\$0	\$0	\$5,000	\$25,000
Grand Total Expenses	\$671,995	\$62,815	\$15,704	\$169,485	\$920,000

Source of Local Funds: City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, LeSauk Township, Stearns County, Benton County, Sherburne County, Saint Cloud Metro Bus, and interest and miscellaneous income for Saint Cloud APO. See Exhibit 4 for more details.

EXHIBIT 3

OVERHEAD DETAIL

Line Item	2022 Budget	2023 Budget
Liability Insurance/Workers Comp	\$5,500	\$5,638
Office Supplies	\$2,000	\$2,050
Accounting Services	\$18,500	\$18,775
Communications (<i>Telephone, Postage, and Internet</i>)	\$6,000	\$6,150
Travel (<i>Includes Lodging & Meals</i>)	\$6,000	\$6,500
Professional Development (<i>Registration Fees, etc.</i>)	\$3,500	\$3,588
Printing, Publishing & Advertising	\$2,500	\$2,563
Building Maintenance and Utilities	\$12,000	\$12,300
Legal Services	\$1,500	\$1,538
Multifunction Copier	\$3,000	\$3,060
APO Dues and Subscriptions	\$4,000	\$4,100
IT Support & Software (<i>includes website hosting</i>)	\$17,500	\$17,938
Hardware & Equipment	\$5,000	\$5,000
Miscellaneous	\$5,000	\$5,000
Total	\$92,000	\$94,200

EXHIBIT 4

2022 JURISDICTIONAL ASSESSMENTS

Member	2019 Population Estimates*	2022 Local Assessment (\$0.75 per cap.)	2022 Lobbyist Assessment	Total 2022 Local + Lobbyist Assessment
St. Cloud	68,524	\$51,393	\$15,755	\$67,148
St. Joseph	7,342	\$5,507	\$1,642	\$7,149
Sartell	19,107	\$14,330	\$4,644	\$18,974
Sauk Rapids	14,244	\$10,683	\$3,200	\$13,883
Waite Park	7,801	\$5,851	\$2,315	\$8,166
LeSauk TWP	1,846	\$1,385	\$0	\$1,385
Benton County	5,578	\$4,184	\$3,164	\$7,348
Sherburne County	2,067	\$1,550	\$864	\$2,414
Stearns County	13,248	\$9,936	\$11,616	\$21,552
Metro Bus	N/A	\$3,500	\$4,800	\$8,300
Total	139,757	\$108,319	\$48,000	\$156,319

*Population estimates courtesy of Minnesota State Demographer.

EXHIBIT 5

2022 MATCHING FUNDS CHECK

Required Match Calculation:	
Total CPG Budgeted:	\$671,995
20% Local Match Required:	\$167,999
Budgeted Funds:	
State Planning Grant Used for CPG Match:	\$56,015
Local Assessments Used for Eligible APO Internal Operations (not Category 900):	\$57,985
Local Assessments Used for Contract Services	\$54,000
Total Budgeted Local Match for CPG:	\$168,000

EXHIBIT 6

2022 FUNDING PERCENTAGES BY REVENUE SOURCE

Work Activity Category	Federal Funding (CPG)	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$174,122	\$21,389	\$5,347	\$22,142	\$223,000
200 Budget & UPWP	\$8,979	\$1,103	\$276	\$1,142	\$11,500
300 Transportation Improvement Program (TIP)	\$28,109	\$3,453	\$863	\$3,575	\$36,000
400 Transportation System Performance Monitoring (TSPM)	\$21,863	\$2,686	\$671	\$2,7803	\$28,000
500 Planning Project Development	\$27,329	\$3,357	\$839	\$3,475	\$35,000
600 Metropolitan Transportation Plan (MTP)	\$40,602	\$4,988	\$1,247	\$5,163	\$52,000
610 MTP – Active Transportation Planning	\$38,650	\$4,748	\$1,187	\$4,915	\$49,500
620 MTP - Transit Planning	\$4,685	\$575	\$144	\$596	\$6,000
630 MTP - Freight Planning, Economic Vitality & Tourism	\$2,342	\$288	\$72	\$298	\$3,000
640 MTP - Safety, Security & Environmental Planning	\$9,370	\$1,151	\$288	\$1,191	\$12,000
700 Transportation Planning Coordination & Public Outreach	\$78,472	\$9,640	\$2,410	\$9,978	\$100,500
800 Transportation Modeling, Mapping & Technical Support	\$21,472	\$2,638	\$659	\$2,731	\$27,500
Totals	\$455,995	\$56,015	\$14,004	\$57,986	\$584,000
Percentage by Revenue Source	78.08%	9.59%	2.40%	9.93%	100.00%

EXHIBIT 7

2023 PROVISIONAL BUDGET BY REVENUE SOURCE

This estimated budget for 2023 is subject to change during the development of the 2023-2024 UPWP, but it is provided here as an early estimate for budgeting purposes.

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$185,749	\$21,504	\$5,376	\$24,933	\$237,562
200 Budget & UPWP	\$9,579	\$1,109	\$277	\$1,286	\$12,251
300 Transportation Improvement Program (TIP)	\$28,737	\$3,327	\$832	\$3,857	\$36,753
400 Transportation System Performance Monitoring (TSPM)	\$19,158	\$2,218	\$554	\$2,572	\$24,502
500 Planning Project Development	\$29,153	\$3,375	\$844	\$3,913	\$37,285
600 Metropolitan Transportation Plan (MTP)	\$43,314	\$5,014	\$1,254	\$5,814	\$55,396
610 MTP - Active Transportation Planning	\$42,064	\$4,870	\$1,217	\$5,646	\$53,797
620 MTP - Transit Planning	\$6,664	\$771	\$193	\$894	\$8,522
630 MTP - Freight Planning, Economic Vitality & Tourism	\$2,499	\$289	\$72	\$335	\$3,195
640 MTP - Safety, Security & Environmental Planning	\$12,078	\$1,398	\$350	\$1,621	\$15,447
700 Transportation Planning Coordination & Public Outreach	\$84,545	\$9,788	\$2,447	\$11,349	\$108,129
800 Transportation Modeling, Mapping & Technical Support	\$22,906	\$2,652	\$663	\$3,075	\$29,296
900 Locally Funded Activities	\$0	\$6,500	\$1,625	\$11,050	\$19,175
Sub-Total for APO Staff and Operations	\$486,446	\$62,815	\$15,704	\$76,345	\$641,310
Contract Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	\$48,000
Contract Services: Support for Metropolitan Transportation Plan	\$80,000	\$0	\$0	\$20,000	\$100,000
Grand Total Expenses	\$566,446	\$62,815	\$15,704	\$144,345	\$789,310

EXHIBIT 8

LIST OF CURRENTLY UNFUNDED SPECIAL STUDIES AND CONTRACTS

This list is maintained in order to document identified planning needs for consideration in future UPWPs. The presence of a particular study on this list does not guarantee that the study will be funded.

Priority	Special Study or Contract	Description
1	<i>Estimating the Net Environmental Impacts of Transportation Options</i>	More roadway capacity may improve traffic flow and reduce air pollution, but more impermeable surfaces may negatively impact water quality. Increasing land-use densities and mixing compatible uses may shorten trip lengths and fuel use, but may also increase congestion and travel times which increases fuel use. This study would seek to better understand such trade-offs and seek insight on the options or combination of options that minimizes the overall net environmental impact of transportation.
2	<i>Study Critical Crash Rate Intersections</i>	MnDOT has developed a method by which the crash rate of an intersection can be compared against the crash rates of other similar-type intersections. If an intersection has a higher crash rate than is “typical” it may be a signal that the intersection needs some planning and engineering attention to help mitigate the crashes. This study would bundle the highest critical crash rate intersections within the metro area together for a safety review and identification of potential mitigation measures.
3	<i>Planning Study for TH-23</i>	Along with TH-15, TH-23 through the urban area is one of the worst performing corridors for travel time reliability. It is also a major freight corridor and there are some safety issues to consider. This planning study would investigate the nature of the issues and recommend mitigation/improvement measures.
4	<i>Better Understand Relationship Between Transportation and Economic Development</i>	Previous work has led the APO to conclude that the development of a return-on-investment (ROI) tool will help explain and describe the relationship between transportation and economic development and give decision-makers important information as they consider multiple competing projects for funding. But additional resources are needed to further develop and test the ROI tool.
5	<i>Choosing to Commute: Estimating the Transportation Impacts of Long-Distance Commuters & Understanding the Economics of Their Choice</i>	There are more jobs in the Saint Cloud metropolitan area than there are workers to fill those jobs. Many local businesses actively recruit workers from nearby communities, which puts more cars onto area roads, but the workers pay property taxes in other communities. Why don’t they live here? Is it better to provide transportation capacity for those workers, or would it be more cost effective to entice them to move to the Saint Cloud metro area? What are the challenges and opportunities?

Priority	Special Study or Contract	Description
6	<i>Identification of Viable Cost-Assisted Transportation Options</i>	We know from the data and from public comments that many area families are financially stressed. This study would seek to identify viable options for providing low-cost or cost-assisted transportation options to help reduce the financial stress caused by transportation. For example, a buyers' assistance program for vehicle purchases, or subsidized vehicle maintenance program may be options to explore.

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EXHIBIT 9

TRENDS

In order to better provide context for this work plan, the following historical information is presented:

JURISDICTIONAL ASSESSMENTS HISTORY 2017 – 2022

Jurisdiction	2017	2018	2019	2020	2021	2022
St. Cloud	\$34,845	\$43,100	\$45,794	\$46,165	\$46,165	\$51,393
St. Joseph	\$3,521	\$4,313	\$4,583	\$4,829	\$4,829	\$5,507
Sartell	\$8,946	\$11,252	\$11,956	\$12,326	\$12,326	\$14,330
Sauk Rapids	\$6,971	\$8,724	\$9,269	\$9,441	\$9,441	\$10,683
Waite Park	\$3,856	\$4,889	\$5,195	\$5,216	\$5,216	\$5,851
LeSauk Township	\$929	\$1,156	\$1,228	\$1,237	\$1,237	\$1,385
Benton County	\$2,844	\$3,508	\$3,728	\$3,717	\$3,717	\$4,184
Sherburne County	\$1,053	\$1,311	\$1,393	\$1,397	\$1,397	\$1,550
Stearns County	\$5,921	\$8,356	\$8,878	\$8,993	\$8,993	\$9,936
Metro Bus	\$1,852	\$2,000	\$3,500	\$3,500	\$3,500	\$3,500
St. Augusta	\$1,785	\$0	\$0	\$0	\$0	\$0
Total	\$72,523	\$88,609	\$94,524	\$96,821	\$96,821	\$108,319
% Change Year Over Year		+22.18%	+6.68%	+2.43%	N/C	+11.88%

**This table does not include local match requirements for jurisdiction-specific studies*

APO BUDGET HISTORY 2017 – 2022

Line Item	2017	2018	2019	2020	2021	2022
Staff Salaries and Benefits	\$476,443	\$458,175	\$428,075	\$436,500	\$463,289	\$492,000
Overhead	\$89,070	\$96,200	\$94,200	\$88,850	\$96,821	\$92,000
Consultant Studies	\$228,000	\$28,184	\$162,000	\$509,000	\$445,000	\$270,000
Sub-Total for CPG Eligible Expenses	\$793,513	\$582,559	\$684,275	\$1,034,350	\$1,005,110	\$854,000
Turch & Associates	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000
Staff Time for Legislative Communications	\$6,106	\$7,375	\$7,200	\$6,700	\$4,250	\$4,500
Audit	N/A	\$7,500	\$7,750	\$8,000	\$8,250	\$8,500
Legislative Comm. Travel	\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Sub-Total for Other	\$57,106	\$67,875	\$67,950	\$67,700	\$65,500	\$66,000
Grand Total	\$850,619	\$650,434	\$752,225	\$1,102,050	\$1,070,610	\$920,000

EXHIBIT 10

**RESOLUTION AUTHORIZING THE FILING OF A FEDERAL CONSOLIDATED
PLANNING GRANT FOR CALENDAR YEAR 2022**

**SAINT CLOUD AREA PLANNING ORGANIZATION
2022 FEDERAL CONSOLIDATED PLANNING GRANT
AUTHORIZATION
RESOLUTION 2021-05**

**Authorizing filing of a Federal Consolidated Planning Grant (CPG)
Agreement for the Calendar Year 2022 Unified Planning Work Program.**

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2022 Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization hereby authorizes filing and entering into an agreement for distribution of 2022 federal CPG funds with the State of Minnesota, Department of Transportation.

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint Cloud Area Planning Organization are hereby authorized to execute such Agreement and amendments.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 12th day of August 2021, as shown by the minutes of said meeting in my possession.

ATTEST:

Joe Perske, Chair

Brian Gibson, Executive Director

Date

Date

EXHIBIT 11

**RESOLUTION AUTHORIZING THE FILING OF A GRANT AGREEMENT WITH
MNDOT FOR CALENDAR YEAR 2021**

**SAINT CLOUD AREA PLANNING ORGANIZATION
2022 STATE PLANNING GRANT AUTHORIZATION
RESOLUTION 2021-06**

**Authorizing filing of a grant agreement with the Minnesota Department of
Transportation for the Calendar Year 2022 Unified Planning Work
Program.**

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2022 Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization authorizes filing and entering into an Agreement for Distribution of State Planning Funds for Calendar Year 2022 with the State of Minnesota, Department of Transportation; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint Cloud Area Planning Organization are hereby authorized to execute such Agreement and amendments.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 12th day of August 2021, as shown by the minutes of said meeting in my possession.

ATTEST:

Joe Perske, Chair

Brian Gibson, Executive Director

Date

Date

EXHIBIT 12

**RESOLUTION SELF-CERTIFYING THE APO'S PROCUREMENT PROCESS
COMPLIANCE FOR CALENDAR YEAR 2021**

**SAINT CLOUD AREA PLANNING ORGANIZATION
PROCUREMENT PROCESS SELF-CERTIFICATION
RESOLUTION 2021-07**

Certifying compliance of the Saint Cloud Area Planning Organization's procurement procedures with all administrative requirements, cost principles, and audit requirements for Federal awards.

BE IT RESOLVED that the Saint Cloud Area Planning Organization shall use documented procurement and contracting procedures that meet or exceed all Federal regulations as recorded in 2 CFR Part 200, including, but not limited to: 1) free and open competition in all procurements, 2) the prevention of waste, fraud, abuse, and conflicts of interest in its procurement process, and 3) the fair and equal treatment of all potential vendors and contractors; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization shall periodically review and update those documented procedures to maintain the aforementioned standard; and

BE IT FURTHER RESOLVED that the Executive Director of the Saint Cloud Area Planning Organization is hereby authorized to execute procurements as necessary and in accordance with the adopted 2022 Unified Planning Work Program and the procurement procedures as approved by the Policy Board of the Saint Cloud APO.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 12th day of August 2021, as shown by the minutes of said meeting in my possession.

ATTEST:

Joe Perske, Chair

Brian Gibson, Executive Director

Date

Date



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: Regional Transportation Priorities Booklet
DATE: July 29, 2021

Most years, I develop a briefing booklet on regional transportation priorities which we provide to members of Congress and the legislature. This year, you may recall, that I polled members of the Policy Board about transportation priorities to help determine which projects should be submitted for potential Congressionally directed funding. Those results were:

Project	Points	Rank
TH-15 Reconstruction	67	1
Southwest Beltline	64	2
Mississippi River Bridge at 33 rd Street S	64	2
Extend Northstar Train Route	56	4
Repair Existing Roadways	54	5
Widen I-94 between Albertville and Monticello	53	6
Widen I-94 between St. Joseph and Clearwater	50	7

Based on those results, I prepared a draft briefing booklet for your review.

When the Technical Advisory Committee (TAC) reviewed the draft, they raised one issue: Historically, Federal Highway Administration (FHWA) has been unwilling to review and approve environmental documents if funding to complete project construction has not yet been identified. The TAC approved the briefing booklet contingent upon determining FHWA's current position.

I reached out to the local FHWA office, and they offered the following:

- In most cases, FHWA will **not** review environmental documents if construction funding has not been secured, **BUT**
- Recently, the division office has become looser on the fiscal constraint requirement. For example, if the local government has funds to deliver "substantive partial improvements", FHWA will process the environmental document.

E. admin@stcloudapo.org W. stcloudapo.org

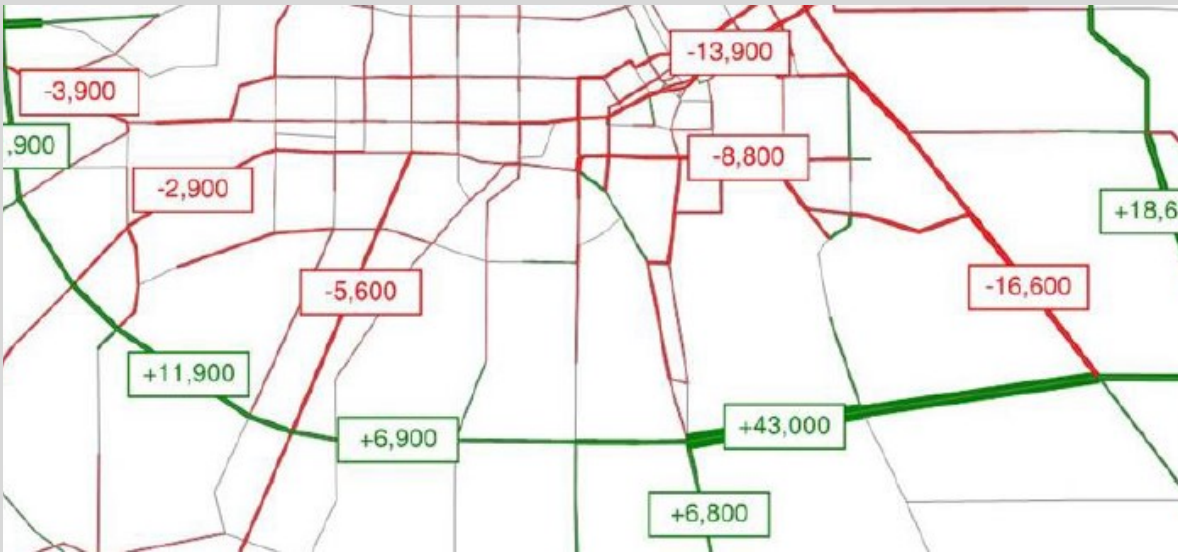
This is important because once the environmental review has been completed the review is only good for about 10 years. If the project takes longer than that to construct, the jurisdiction will end up doing the environmental review process over again. Also, if Federal funds were used to complete the environmental review but no substantive progress is made on construction within 10 years, the jurisdiction may be forced to repay the Federal funds.

So, while the environmental review process is the next logical step in developing all three of the top regional priorities, it behooves the implementing jurisdictions to begin identifying and budgeting funding and/or strategies for the construction of at least "substantive portions of" the projects. Without demonstrating the local financial commitment to constructing the projects, it will be difficult, if not impossible, to complete the environmental review process.

Members are warned that if we are successful and receive funding for the environmental review for any or all of the regional priorities, the jurisdictions should also be prepared to identify non-Federal funds or strategies for completing substantive portions of the construction project(s).

You may be asking, "What qualifies as 'substantive progress'?" The answer to that varies project-by-project and results from detailed negotiations with FHWA.

Suggested Action: Approve the Regional Transportation Priorities Briefing Booklet

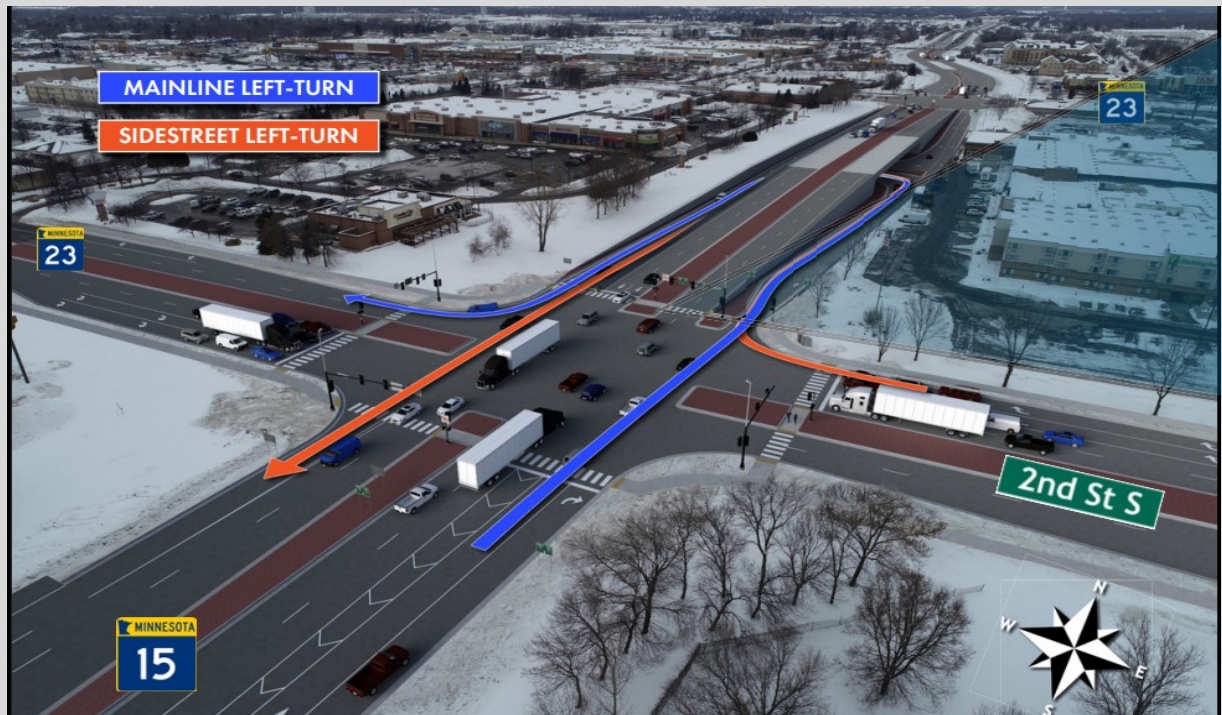


2022 Regional Transportation Priorities

Saint Cloud Area Planning Organization
1040 County Road 4
Saint Cloud, Minnesota 56303-0643
Phone: 320-252-7568
Fax: 320-252-6557
Website: www.stcloudapo.org



Environmental Review for MN-15 Improvements

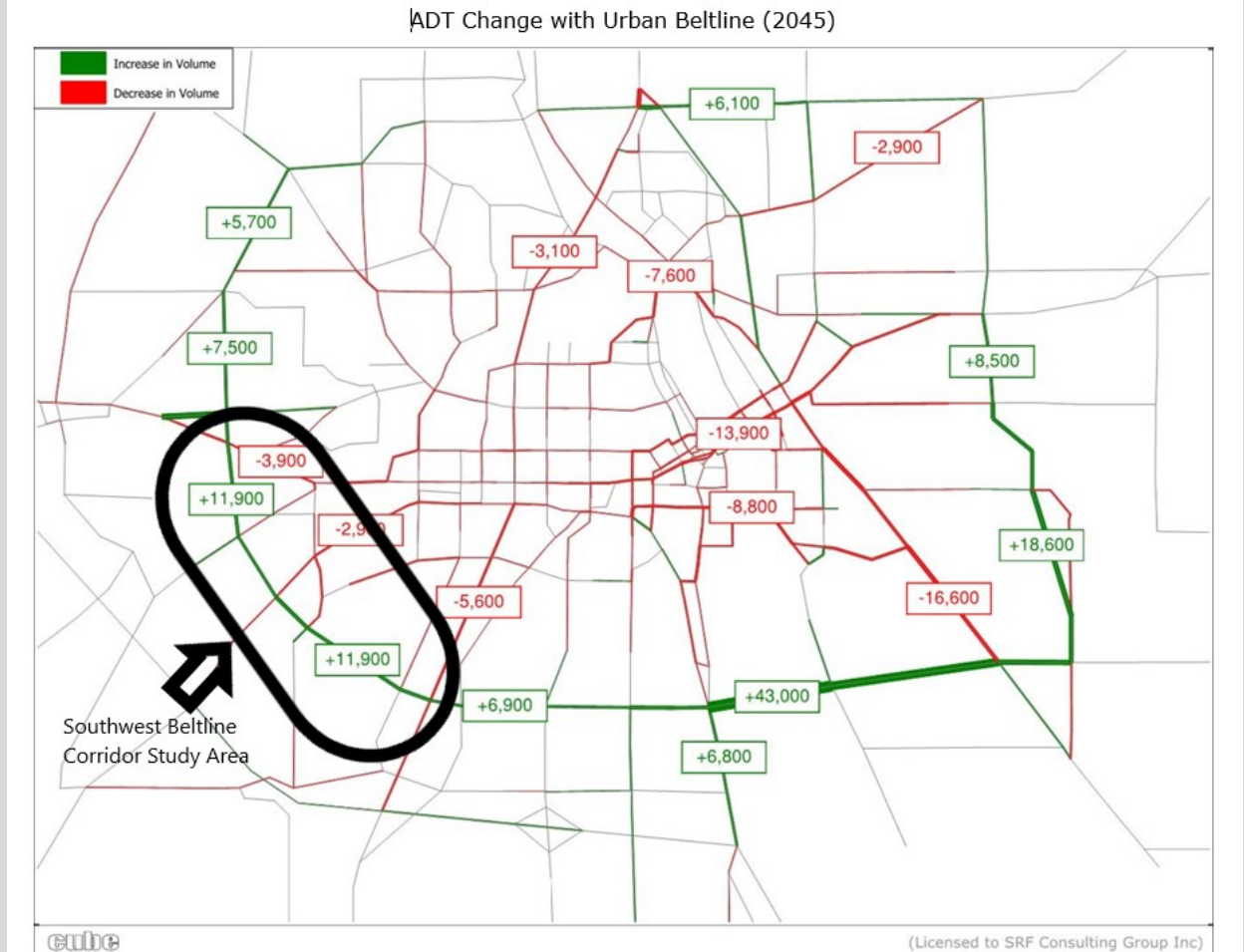


Minnesota Highway 15 through the core of the urban area has some of the worst performing intersections in the region in terms of travel-time reliability. Moreover, two of the intersections are among the worst in the state for crash frequency.

In 2020, the APO completed a planning study that evaluated multiple possible alternatives for improving safety and operations along the corridor. The next step in the process is to complete the environmental review that would be used to inform the selection of the final preferred alternative.

We estimate the environmental review will cost about \$1 million.

Environmental Review for Southwest Segment of Beltline Corridor

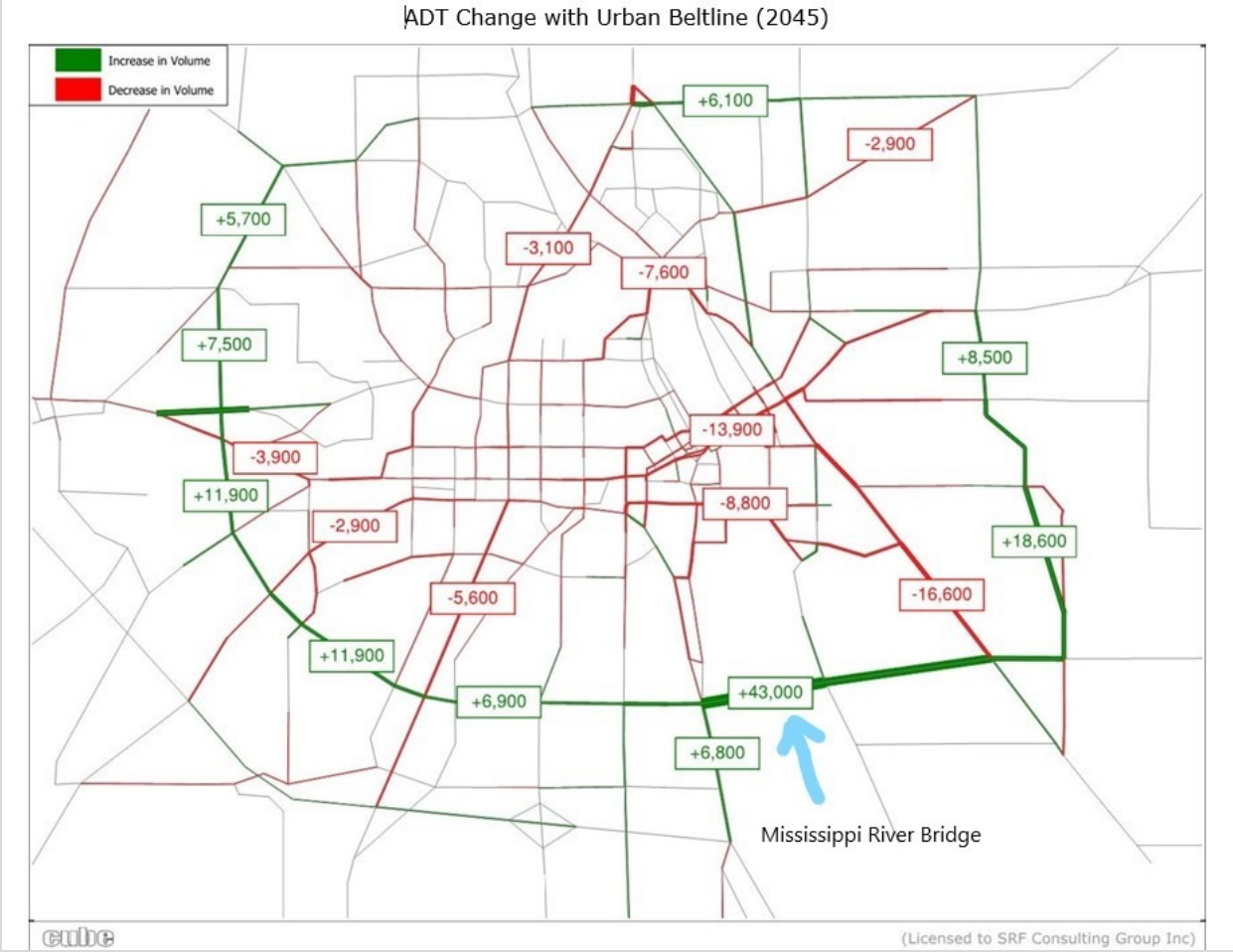


The Southwest segment of the urban beltline corridor will connect the existing interchange at 33rd St. S and TH-15 with the westerly portion of CSAH 75, primarily through the Cities of Waite Park and Saint Joseph.

The APO is currently completing a planning study for this segment of the urban beltline.

The next step would be the completion of the environmental review, which we estimate would cost approximately \$2 million.

Environmental Review for Mississippi River Bridge Corridor



Planning for a river crossing between 33rd St. S in Saint Cloud and US 10 in Sherburne County has recently been reinitiated. It is expected that a final alignment and right-of-way for the connection will be identified and preserved within the next two years.

The most immediate need to advance this effort will be the completion of the environmental review process, which we estimate will cost \$750,000.





1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Central Minnesota Area Transportation Partnership Voting Representative
DATE: July 30, 2021

The Area Transportation Partnerships (ATPs) were created by MnDOT in the early 1990s to emphasize greater public involvement, enhance regional planning, and increase cooperation development of Minnesota's State Transportation Improvement Program (STIP). There are eight ATPs throughout Minnesota.

In Central Minnesota, the ATP consists of four transportation planning entities from across MnDOT District 3: Region Five Development Commission, East Central Regional Development Commission (7E), Region 7W Transportation Policy Board, and the Saint Cloud Area Planning Organization (APO).

Each year, the Central Minnesota ATP (ATP-3) develops an Area Transportation Improvement Program (ATIP). The ATIP lists the state, regional, and local transportation priorities for most of the area encompassed by MnDOT District 3. The regional priorities listed in the ATIP are then recommended for inclusion in Minnesota's STIP.

Voting membership of the ATP-3 consists of 18 members:

- MnDOT District 3 (2 votes).
- Region 5 RDC (2 votes).
- East Central RDC (2 votes).
- Region 7W (2 votes).
- Saint Cloud APO (2 votes).
- Northern and southern D3 county engineer (1 vote each).
- Northern and southern D3 city engineer (1 vote each).
- Leech Lake Band (1 vote).
- Mille Lacs Band (1 vote).
- Rural transit (1 vote).
- Saint Cloud Metro Bus (1 vote).

Per the ATP-3's Operations and Policy Manual, Region 5, 7E, 7W, and the APO are responsible for appointing two voting members to serve on the ATP. One of those members must be an elected official. In past practice, this has typically defaulted to the APO's Policy Board chair. In 2021, this role is currently being filled by Stearns County Commissioner Joe Perske.

The second voting member from the APO has typically defaulted to an APO staff member. This role is currently being filled by APO Senior Transportation Planner Vicki Johnson.

In June, it was brought to the attention of both APO and Region 7W staff that Mr. Perske was serving in two capacities at the ATP-3 level – as an appointed member for both the

E. admin@stcloudapo.org W. stcloudapo.org

Region 7W Transportation Policy Board and the Saint Cloud APO. Since it is prohibited for Mr. Perske to have his vote count twice at the ATP-3, Mr. Perske was given the option to select which planning entity he would like his vote to count on behalf of. In late July, Mr. Perske had decided he would like to remain the appointed Region 7W voting representative at the ATP-3 level.

As a result, the APO is currently needing to fill the vacancy in the elected official representation to the ATP-3.

It is important to note that this position cannot be filled by current First Vice Chair, Sherburne County Commissioner Raeanne Danielowski as she, too, is currently serving as a Region 7W elected official to the ATP-3. Any other board member is eligible to serve on the ATP-3 – with the note that if the APO appoints Metro Bus CEO Ryan Daniel to the ATP-3 his vote would strictly count for the APO and NOT be applied to Metro Bus.

Time commitments for this position include attending quarterly meetings in January, April, June, and October. These meetings typically run from about 9:30 a.m. to noon and meeting locations are split between Saint Cloud (January and June) and Baxter (April and October).

Suggested Action: Designate an ATP-3 voting representative for the remainder of calendar year 2021.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: 2022 Legislative Appropriation
DATE: July 29, 2021

In April the Policy Board passed a resolution in support of Senate File 2314 which sought to appropriate \$400,000 in trunk highway funds to conduct a safety planning study on US-10 in the APO planning area, and another \$600,000 for local transportation construction projects of the APO members.

The language from SF2314 did make it into the final bill that was passed by the legislature and signed by the Governor – sort of. The specific language in SF2314 was replaced by more general language that simply appropriated \$1 million for US-10.

APO staff is currently in discussions with MnDOT about how they interpret this language and how open they are to honoring the original intent of SF2314 or if they will act based only on the final language of the bill. There is a meeting scheduled for August 5th to continue that discussion.

However, if the APO does receive some money from this appropriation, we will need to know how the Board would like the funds to be used.

At your August 12th meeting I will provide an update and hope to have a discussion with you about how much funding we may receive and how you feel those funds would best be used.

Suggested Action: None, discussion only