



Stakeholder Engagement Plan 2020 Annual Report

Prepared by the
Saint Cloud Area
Planning
Organization

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DISCLAIMER

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The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI assures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the APO receives Federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by the APO has a right to file a formal complaint with the APO, MnDOT or the U.S. DOT. Any such complaint must be in writing and filed with the APO's Title VI Compliance Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see the [Saint Cloud APO website](http://www.stcloudapo.org) (www.stcloudapo.org) or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.

CIWAANKA VI EE XAQIIJINTA

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu halkan ku siinayaa ogeysiis dadweyne in ay tahay sharciga APO in ay si buuxda u hoggaansanto Cinwaanka VI ee Xuquuqda Madaniga ee 1964 iyo Sharciga Soo-celinta Xuquuqda Madaniga ee 1987, Amarka Fulinta 12898 ee ku saabsan Cadaaladda Deegaanka, Iyo qaynuunada iyo qawaaniinta la xiriira barnaamijyada iyo nashaadaadka. Cinwaanka VI wuxuu xaqiijinayaa in qofna, sabab asal, midab, ama asal qaran ah, laga reebi doonin kaqeybgalka, loo diidi doonin faa'iidooyinka, ama haddii kale lagula takoorin barnaamij kasta ama waxqabad ee APO ay ku hesho kaalmada maaliyadeed ee Federaalka . Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takoor ay ku sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT ama US DOT. Cabasho kasta oo kale waa inay ahaataa mid qoraal ah lagana xaraystaa maareeyaha u hoggaansamida cinwaankeeda ee 'APO' VI VI waa boqol iyo siddeetan (180) maalmood gudahood taariikhda dhacday markii la sheegay in ay dhacday midabtakoor. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida Cinwaan ee 'VI kalasooc Foom', fadlan ka eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

GARANTÍA DEL TÍTULO VI

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y de la Ley de Restauración de Derechos Civiles de 1987, de la Orden Ejecutiva 12898 sobre la Justicia Ambiental, y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI asegura que ninguna persona, por motivos de raza, color o nacionalidad, podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquier programa o actividad por la cual la APO recibe asistencia financiera Federal. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO

tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe ser presentado ante el Gerente de Cumplimiento del Título VI de la APO dentro de los ciento ochenta (180) días naturales siguientes a la fecha en que la presunta ocurrencia discriminatoria. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación del Título VI, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina en 1040 County Road 4, Saint Cloud, MN 56303.

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The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act) and related statutes and regulations in all programs and activities. Title II of the Americans with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. Any person who believes they have been aggrieved by an unlawful discriminatory practice by the APO has a right to file a formal complaint with the APO, MnDOT, or the U.S. DOT. Any such complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Complaints should be submitted by the complainant and/or his/her/their designee as soon as possible but no later than sixty (60) calendar days after the alleged discriminatory occurrence and should be filed with the APO's Executive Director. For more information, or to obtain a Discrimination Complaint Form, please see the [Saint Cloud APO website](http://www.stcloudapo.org) (www.stcloudapo.org) or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.

CIWAANKA II EE XAQIIJINTA

Hay'adda Qorsheynta ee Saint Cloud Area Organisation (APO) waxay siisaa ogeysiis dadweyne inay tahay siyaasada APO inay si buuxda ugu hoggaansanto Sharciga Naafada Mareykanka ee 1990 (ADA) iyo Sharciga Baxnaaninta 1973 (Sharciga Baxnaaninta) iyo qawaaniinta iyo qawaaniinta la xiriira Dhammaan barnaamijyada iyo nashaadaadka. Qodobka II ee Sharciga Naafada Mareykanka (ADA) wuxuu u baahan yahay dhammaan hay'adaha gobolka iyo kuwa maxalliga ah inay qaadaan tillaabooyinka ku habboon si loo hubiyo in xiriirka lala yeesho codsadyaasha, ka qeybgalayaasha, iyo xubnaha bulshada naafada ah ay u la mid yihiin sida xiriirka lala yeesho kuwa kale. Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takooris ah oo ay sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT, ama US DOT. Cabasho kasta oo noocan oo kale ahi waa inay ahaataa mid qoraal ah oo ay kujirto macluumaad ku saabsan takoorida la soo sheegay sida magaca, cinwaanka, taleefan lambarka cabashada, iyo goobta, taariikhda, iyo faahfaahinta dhibaataada. Hab kale oo lagu xareeyo cabashada, sida wareysiyada shaqsiyeed ama cajalad duuban cabashada, ayaa loo heli doonaa sidii wax looga badali karo macquul ahaan dadka naafada ah markii la codsado. Ashtakooyinka waa in ay soo gudbiyaan cabashada iyo / ama wakiilkiisa / wakiilkiisa sida ugu dhakhsaha badan

ee suurtoogalka ah laakiin aan ka dambayn lixdan (60) maalmood taariikhi ah ka dib dhacda la xiriirta midab kala sooca waana in lagu fayl gareeyaa Agaasimaha Fulinta APO. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida, fadlan eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

GARANTÍA DEL TÍTULO II

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) y con la Ley de Rehabilitación de 1973 (Ley de Rehabilitación) y con los estatutos y reglamentos en todos los programas y actividades. El Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) requiere que todas las agencias de gobierno estatales y locales tomen las medidas adecuadas para asegurar que la comunicación con los aplicantes, participantes y miembros del público con discapacidades sea tan efectiva como la comunicación con otros. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe contener información sobre la presunta discriminación tales como el nombre, la dirección, el número de teléfono del denunciante, y la ubicación, la fecha y la descripción del problema. Los medios alternativos de presentar un reclamo, tales como una entrevista personal o una grabación de audio del reclamo, estarán disponibles como una modificación razonable para las personas con discapacidades a petición. Los reclamos deben ser presentados por el denunciante y/o su persona designada tan pronto como sea posible pero no más tarde de sesenta (60) días naturales después de la presunta ocurrencia discriminatoria y deben ser presentados ante el Director Ejecutivo de la APO. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.

LEARNING FROM THE PAST, LOOKING AHEAD

A Summary of the APO's 2020 Stakeholder Engagement Plan Annual Report

The Saint Cloud Area Planning Organization (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. To accomplish this mission, the APO relies heavily on ensuring that coordinated planning efforts involve meaningful public input and that input is a factor in the decision-making process behind the development of every plan and program the APO does.

The Stakeholder Engagement Plan – SEP – is the roadmap for APO staff, advisory committees, and decision-makers on how to engage and reach the community in a way that ensures all community members are given an equal and equitable opportunity to participate in the process.

The APO has developed three specific goals when it comes to getting the community involved in the regional transportation planning process:

1. **Opportunities for Involvement.** Provide early, accessible, and continuous opportunities for public involvement from a diversity of stakeholders and interested public.
2. **Access to Information.** Provide reasonable public access to technical and policy information used in the development of plans and projects.
3. **Review of Materials.** Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

To measure the APO's progress in achieving these goals, APO staff has committed to conducting an annual assessment to evaluate the effectiveness of its policies and practices around public involvement.

The 2020 SEP Annual Report serves as the APO's yearly (July 1-June 30) evaluation.

The report starts with a general overview of what the APO is. It then takes a closer look at the various public outreach strategies APO staff utilized between July 2019 and June 2020 including a discussion about how COVID-19 has changed the way APO staff interact with the community.

The bulk of the report focuses on how APO staff interacted with the community over the past year. This includes information collected on the number of meetings and events hosted by the APO and discusses the use of online surveys as a way to get people involved. The report also looks at the way APO staff let people know about different events through social media, press releases, flyers, email lists, etc. Staff also look at who they are reaching with some of these efforts by reviewing demographic data collected as part its online surveying effort.

Only looking at the ways people can participate is just one side of the coin. Staff also want to ensure that those who participate in APO-sponsored events or activities feel listened to and want to continue to engage with the APO and the transportation planning process. As part of this report, APO staff ask for feedback from those who have participated in an outreach activity on their experience and suggestions on where APO staff can improve. These comments have also been included in the report.

Toward the end of the document, APO staff conduct a similar self-evaluation specifically discussing staff's efforts in engaging people with limited English proficiency. As outlined in Federal regulations, the APO must have a Limited English Proficiency (LEP) plan that identifies reasonable steps staff can take to provide language assistance to those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. Part of the LEP plan – found within the SEP – calls for staff to do an annual review to ensure they are in line with goals of the APO's LEP plan. That assessment can be found in Chapter 5 of this document.

Finally, the 2020 SEP Annual Report moves to a discussion on recommendations APO staff can do to improve public engagement. This section is two-fold. First, staff look at how last year's recommendations were implemented. Second, staff identify some new ways to try and improve public involvement based upon the feedback provided from community members engaged with the APO.

APO staff hope that through this effort to reflect on past efforts; reassess existing strategies; and develop and explore new ideas that public engagement in the regional transportation planning process will only continue to get better.

CONTENTS

DISCLAIMER.....	1
TITLE VI ASSURANCE	2
CIWAANKA VI EE XAQIIJINTA	2
GARANTÍA DEL TÍTULO VI	2
TITLE II ASSURANCE	3
CIWAANKA II EE XAQIIJINTA.....	3
GARANTÍA DEL TÍTULO II.....	4
Learning from the Past, Looking Ahead	5
1 - Introduction	9
Saint Cloud Area Planning Organization	9
2 - 2019-2020 Public Outreach	13
Goals	13
Strategies.....	13
Adapting to COVID-19 Restrictions	15
3 – Quantitative Data	16
Public Meetings	16
TIP Open Houses	16
MTP Public Engagement.....	18
ATAC and DC Meetings	21
TAC Meetings	22
Policy Board Meetings	22
RTCC Meetings	23
Social Media	24
Facebook	24
Other Social Media	26
Online Surveys.....	26
APO Logo Feedback Survey	28
2045 MTP Survey Engagement	28
2019 SEP Survey	28
2020-2023 TIP Engagement.....	28
ATP Survey and Interactive Map	29
Demographic Questionnaire	29
MTP Surveys	31
TIP Surveys	32

ATP Survey	32
Additional Outreach	32
In-Person Paper Surveys	32
Translations	33
Flyers and Advertisements	33
Press Releases	33
Online Mapping Tools	34
Interested Persons/Stakeholders Email List	34
Website	34
4 - Qualitative Data	35
Online Survey	35
Other Qualitative Data	37
5 - Limited English Proficiency (LEP) Monitoring	38
6 - Recommendations	43
Response to 2019 Recommendations	43
Public Meetings	43
Infrequent APO Meetings	43
Follow Up on Action Taken on Public Input	44
TIP Participation	45
Demographic Questionnaire	46
Recommendations for 2020-2021 Public Engagement	47
Explore hybrid in-person/virtual meetings	47
Explore targeted and more frequent outreach and engagement	47
Solicit email addresses as part of online survey	47
Provide qualitative surveys more frequently	48
Explore more effective usage of available social media	48
Appendix A	49
Public Comments	49
Appendix B	63
Demographic Survey Results	63
Appendix C	69
LEP Staff Training and Certification Log	69

1 - INTRODUCTION

The Code of Federal Regulations (23 CFR §450.316) requires all Metropolitan Planning Organizations (MPOs) to develop and use a documented public participation plan that defines a process for providing citizens, affected public agencies, and others with reasonable opportunities to be involved in the metropolitan transportation planning process.

As the MPO for the Saint Cloud metropolitan planning area (MPA), the Saint Cloud Area Planning Organization (APO) is responsible for complying with these regulations. The APO's [Stakeholder Engagement Plan](https://bit.ly/327W6vf) (https://bit.ly/327W6vf) – approved by the APO's Executive Board in June 2018 and amended in January 2019 – fulfills those federal requirements and reinforces the APO's commitment to meaningful public involvement in its planning and programming efforts.

The APO's SEP provides detailed information regarding how the public can be involved in the APO's planning and programming processes, including: 1) the Metropolitan Transportation Plan (MTP); 2) the Transportation Improvement Program (TIP); and 3) the Unified Planning Work Program (UPWP). It also provides general guidance for all other planning products done by the APO, such as region-wide planning studies, corridor studies, and sub-area studies.

In addition to the public participation plan, the APO's SEP also contains the Title VI and Limited English Proficiency (LEP) plan.

In order to assess and evaluate the successes and shortcomings of the APO's public engagement strategies, the SEP outlines a process for staffers to compile pertinent data – both quantitative and qualitative – in regards to public engagement. Per the expectations outlined in the APO's SEP, staff will conduct a review of all public outreach efforts on an annual basis and will use the information gathered to help modify any perceived deficiencies in public outreach strategies.

This document, thereby, fulfills this expectation as outlined in the APO's SEP.

Saint Cloud Area Planning Organization

The APO Urbanized Area is designated by the U.S. Census Bureau after every decennial census. Criteria for defining this area include population density and density of development. The APO, in conjunction with the Minnesota Department of Transportation (MnDOT), approves a 20-year planning boundary that includes not only the Census-defined Urbanized Area, but also considers expected urbanized growth within that period.

Member jurisdictions 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, and LeSauk Township. Saint Cloud Metropolitan Transit Commission (MTC) – more commonly referred to as Saint Cloud Metro Bus – is also a member.

The cities of Rockville, Saint Augusta, and Saint Stephen along with Brockway Township, Haven Township, Minden Township, Saint Joseph Township, Saint Wendel Township, Sauk Rapids Township, and Watab Township are located within the designated APO 20-year planning boundary but are not formal member jurisdictions. Instead, these jurisdictions are represented through their respective counties.

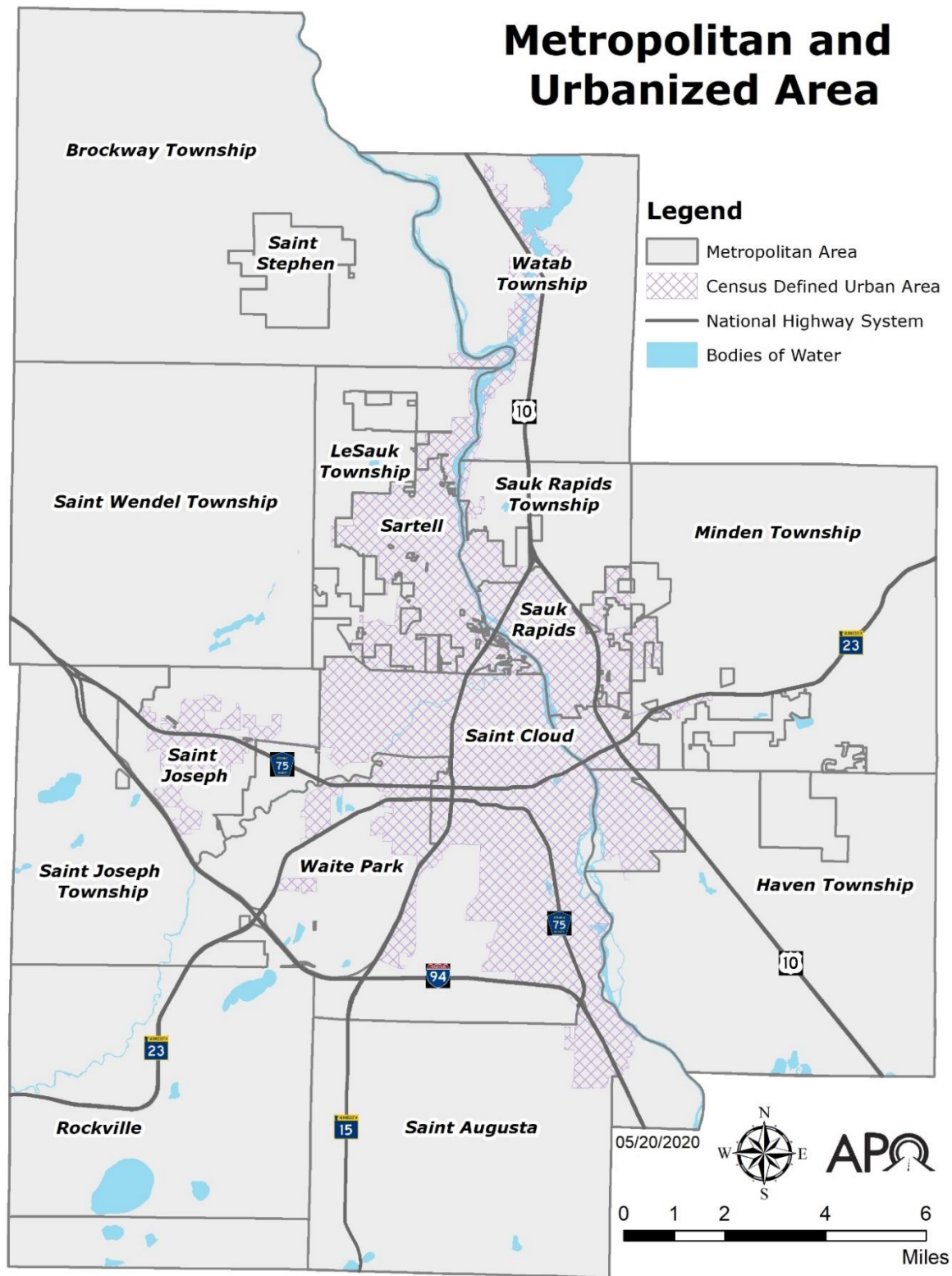


Figure 1: Map of the APO's planning area.

As a comprehensive, intergovernmental transportation planning agency for the Saint Cloud Metropolitan Planning Area (MPA), the APO receives local, state, and Federal funds to administer programs and transportation-related studies.

The APO Policy Board is made up of elected officials and a senior-level management position from Saint Cloud Metro Bus. The Policy Board is the decision-making body of the APO and provides guidance and direction to staff. The Policy Board is advised by a Technical Advisory Committee (TAC) and a TAC subcommittee for active transportation (i.e., non-motorized transportation such as biking and walking) issues known as the Active Transportation Advisory Committee (ATAC).

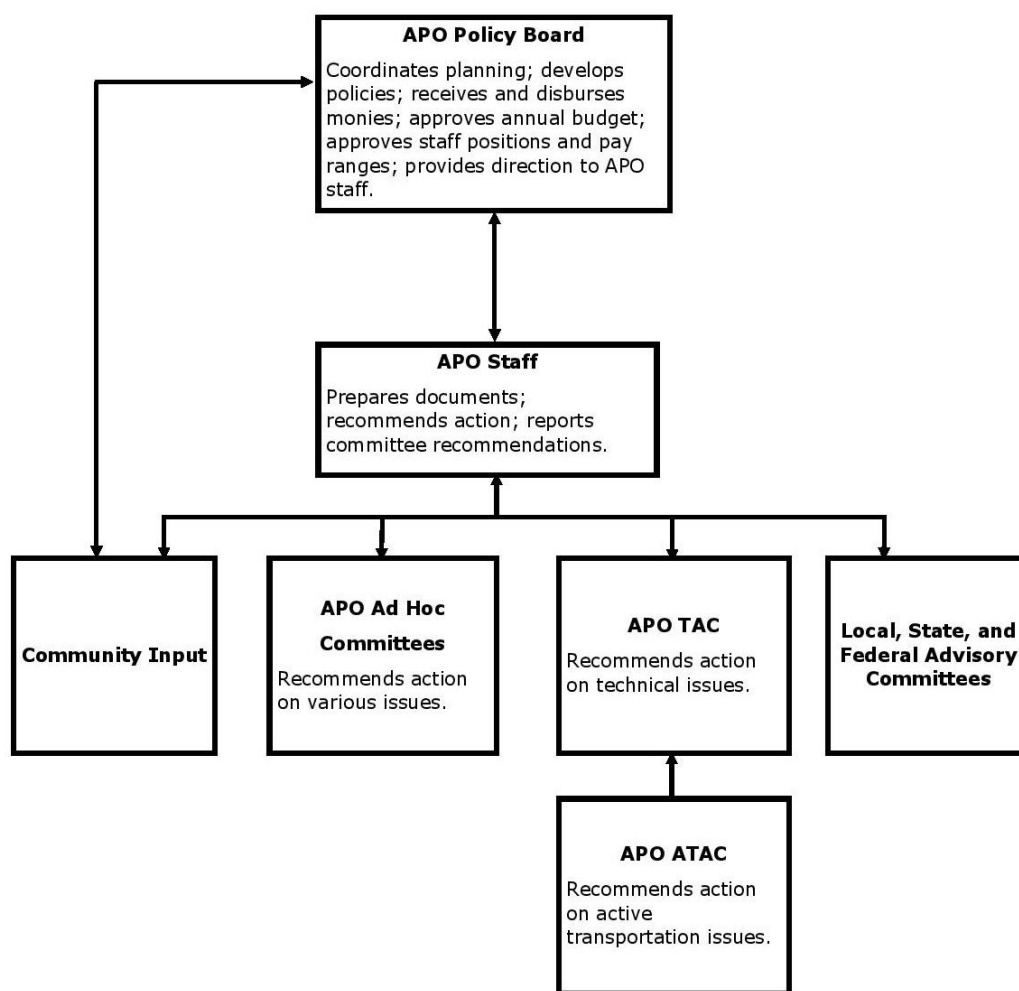


Figure 2: APO organizational chart.

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 MPA. 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 MPA.

In the transportation planning process, the APO's role includes:

- Maintaining a certified "3-C" (comprehensive, cooperative, and continuing) transportation planning process.
- Coordinating the planning and implementation activities of local, regional, and state transportation agencies.
- Undertaking an effective stakeholder engagement process which ensures meaningful public input is part of the decision-making process behind plans and programs.
- Providing leadership both in setting transportation policy and in metropolitan system planning.
- Lending technical support in planning and operations to local governments.
- Planning for an intermodal transportation system that is economically efficient, environmentally sound, provides the foundation to compete in the global economy, and will move people and goods in an energy-efficient manner.



Figure 3: APO staff engaging with members of the Active Transportation Plan Development Committee in March 2020.

2 - 2019-2020 PUBLIC OUTREACH

Goals

As identified in the APO's SEP, APO staffers strive to educate and engage the public in meaningful ways that allow for fully informed participation and engagement. With this in mind, the APO has created a list of goals and strategies to aid in the public development and implementation of the SEP.

The three goals of the SEP are:

1. Provide early, accessible, and continuous opportunities for public involvement from diverse stakeholders.
2. Provide reasonable public access to technical and policy information used in the development of plans and projects.
3. Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

Strategies

As outlined in the APO's SEP, APO staffers utilize a variety of techniques to engage and inform members of the public on regional transportation planning and programming processes. From July 2019 through June 2020, APO staff utilized the following strategies. A brief description of those strategies is also included below.

Public Meetings: These meetings generally function in coordination with transportation plan updates or planning studies with the overall intent of involving the public in the determination and consideration of identified issues and the development of project alternatives. All public meetings are announced to the public via social media and the APO's website.

Advertising of Public Meetings: Notice of public involvement opportunities may include posting of notices in public places and direct notification of stakeholders identified in the process. The APO utilizes legal notices in the local newspaper of record to advertise public input opportunities on the documents and planning studies in their draft form prior to formal completion and/or adoption by the APO's Policy Board.

News Media: The APO notifies news media through general purpose meeting notifications for the Policy Board and project specific press releases. The APO may also submit letters to the editor to the newspaper of record on current trends in transportation that would have implications on the APO planning area. The APO maintains a current list of media contacts.

APO Website: The [APO website](http://www.stcloudapo.org) (www.stcloudapo.org) is utilized to accommodate the timely delivery of information to the public. Information inclusive of meeting agendas, notices, announcements, draft/final plans, minutes, maps, and studies are located on the web in formats accessible to the public.

Social Media: The APO utilizes appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide input to the APO's on-going planning process.

Citizen Surveys: On a project specific basis, citizen surveys will be used to collect data and other relevant information. These surveys will be available both online and in hard copy.

This information is generally documented within the transportation plan or study and is posted on the APO's website.

Visualization Techniques: This content-focused technique utilizes graphics such as maps, charts, graphs, pictures, renderings, and PowerPoint presentations to communicate relationships, trends, performance thresholds, deficiencies, issues, recommendations, and considerations to the public.

Interested Persons List: The APO will maintain list of stakeholder contacts which includes citizens; affected public agencies; representatives of public transportation employees; freight shippers; providers of freight transportation services; private providers of transportation; representatives of users of public transportation; representatives of users of pedestrian walkways and bicycle transportation facilities; representatives of people with disabilities, people-of-color, persons of low income; and other interested parties. The list is used to notify stakeholder contacts of opportunities to be involved in the transportation planning process.

Speaking Engagements: APO staff members are available to provide general and project specific information as requested by interested community groups. Staff members also may perform public outreach to community and advocacy groups.

Ensuring Accessible Meetings: For meetings to be successful, everyone involved must have an equal opportunity to participate. Three components are key to presenting meetings that are accessible to people with disabilities: 1) where the meeting is held, 2) how the meeting room furniture is arranged, and 3) how the meeting information is communicated. APO staff shall use the guidance provided in [Accessible Information Exchange: Meeting on a Level Playing Field](https://www.ada.gov/business/accessiblemtg.htm) (<https://www.ada.gov/business/accessiblemtg.htm>). When preparing public meetings, APO staff shall make all reasonable good-faith efforts to provide auxiliary services if requested to do so.

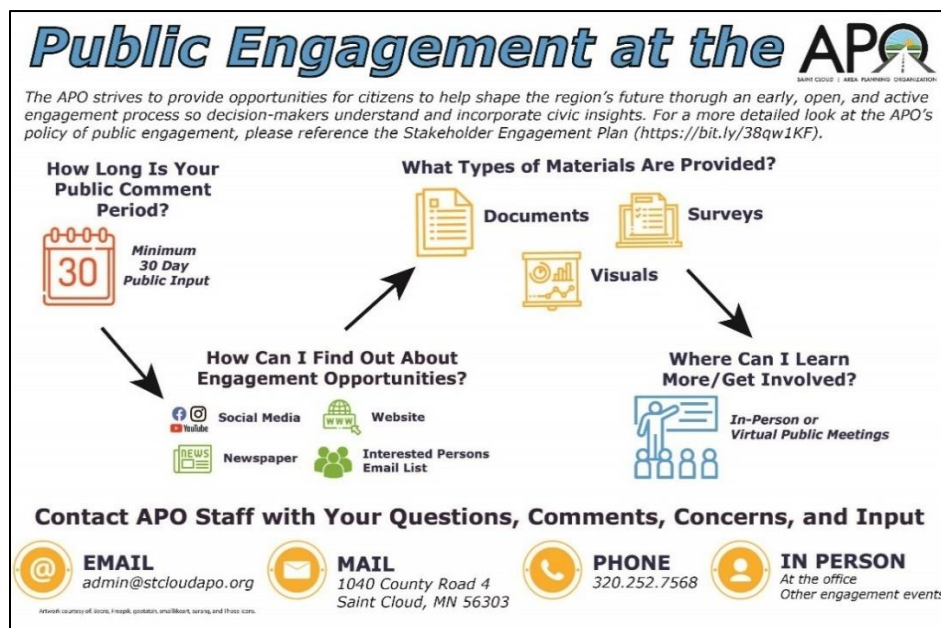


Figure 4: A simplified graphic of the APO's public engagement strategies. Artwork courtesy of Becris, Freepik, geotatah, smalllikeart, surang, and Those Icons.

Adapting to COVID-19 Restrictions

The COVID-19 global pandemic took hold in Minnesota in March 2020. Restrictions imposed statewide through executive orders from Minnesota Gov. Tim Walz and local leaders due to the health emergency limited the use of many traditional strategies for public engagement. Public facilities used by the APO were closed to meetings. Enforced restrictions on public gatherings and social distancing guidelines to prevent the spread of this contagious disease led to subsequent in-person event and meeting cancellations. Circumstances created by this health crisis meant the APO was unable to use traditional face-to-face methods and had to adapt with online and other methods to receive meaningful public input and engagement.

The APO, like other public agencies, focused almost exclusively on available online methods of public engagement. More frequent usage was made of the APO website and social media, especially Facebook. Beginning in April, meetings were conducted in a virtual format typically using the video conferencing platform, Zoom.

As documented in this report, the amount of public engagement received through online means grew substantially during this period. However, some sectors of the MPA population do not have access to online technology including those that are traditionally underserved. Concerted attempts to work with area partners and organizations to reach these groups for their input on transportation planning products and processes were initiated. As part of the recommendations for public outreach – found in Chapter 6 – APO staff is committed to exploring avenues to ensure all who want to participate in the APO’s planning process are able.



Figure 5: Members of the APO’s Active Transportation Advisory Committee (ATAC) attending a Zoom meeting in June 2020.

3 – QUANTITATIVE DATA

Public Meetings

During the 12-month period from July 1, 2019, to June 30, 2020, APO staff conducted a combined total of 36 in-person outreach events and six online virtual engagement meetings that were open to the public. Public meetings include those related to review and project development for Transportation Improvement Program (TIP), the development of proposed projects for inclusion in the 2045 Metropolitan Transportation Plan (MTP), and public discussions to guide the development of the Active Transportation Plan.

Meetings of the APO's Active Transportation Advisory Committee (ATAC), the Active Transportation Plan Development Committee (DC), the APO Technical Advisory Committee (TAC), and the APO Policy Board were scheduled events with notice provided to the public through the APO website and through Facebook.

During this time frame, APO staff were also concluding work as part of the MnDOT [Regional Transportation Coordinating Council \(RTCC\)](https://bit.ly/2SGLZHZ) (https://bit.ly/2SGLZHZ) Phase I planning grant. One project management team (PMT) meeting to finalize the MnDOT grant was conducted in August 2019.

For a full list of public meetings and input events with the comments received and their disposition please see Appendix A.

Of note, for purposes of this analysis, APO staff define a "member of the public" as: 1) someone who does not work for the APO or one of its member jurisdictions or agencies, and 2) an elected or appointed official who does not serve on the APO Policy Board.

TIP Open Houses

Between July 2019 and June 2020, APO staff hosted five open house events to discuss the APO's Transportation Improvement Program (TIP). Three events were held in-person at either the APO office – 1040 County Road 4 in Saint Cloud – or the Great River Regional Library (GRRL) – 1300 W Saint Germain Street in Saint Cloud. Seven participants from the public attended these in-person open houses.

Method of Event	Date Held	Location	Public Participants
In person	7-10-2019	APO Office	0
In person	1-16-2019	GRRL	5
In person	2-20-2020	GRRL	2

Figure 6: A table of the in-person TIP open house engagement dates, locations, and number of participants who attended between July 2019 and June 2020.



Figure 7: The TIP public engagement booth set up at the Great River Regional Library in January 2020.

Due to the COVID-19 global pandemic in spring 2020, in-person open house activities were effectively suspended. Therefore, APO staff resorted to utilizing Facebook Live to conduct two open houses in April 2020.

Reach is defined by Facebook as the estimated number of people who had any posts from your page on their screen, broken down by total, organic, and promotions. Engagement is the number of times people have engaged with your posts through likes, comments, and shares, and more.

Method of Event	Date Held	Engagement	Reach	Number of Comments Received
Facebook Live	04-21-2020	17	308	1
Facebook Live	04-29-2020	5	114	0

Figure 8: A table of the Facebook Live TIP open house engagement dates and Facebook insight numbers for engagement and reach.

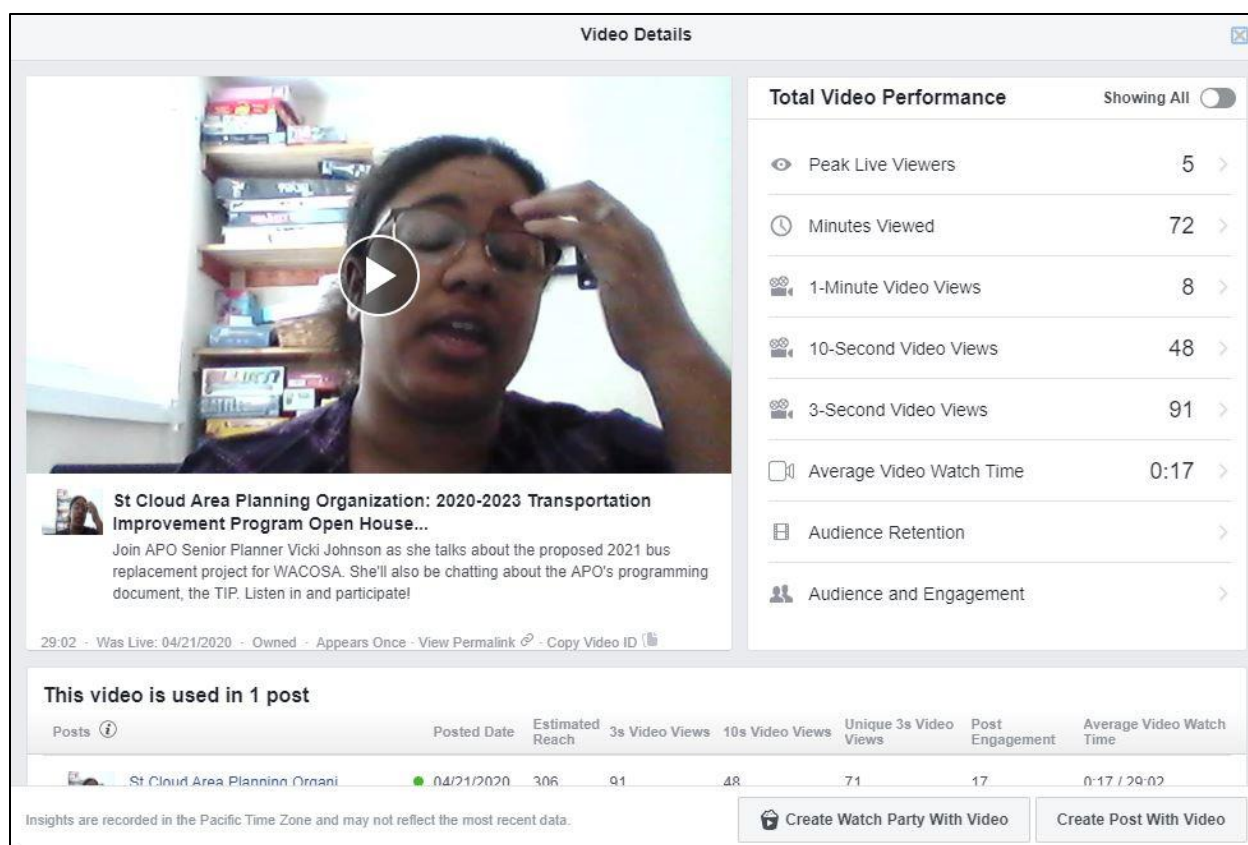


Figure 9: A screenshot of the Facebook Live metrics from the April 21, 2020, TIP virtual open house.

All five open houses were advertised to the public via legal notices found within the APO's newspaper of record (St. Cloud Times). The APO's Facebook page was also used to advertise notice of the TIP open house events through posts and Facebook Live videos from the in-person events.

MTP Public Engagement

APO staff began public input for the draft Metropolitan Transportation Plan (MTP) in August 2019. This active campaign ran through late October 2019.

Of note, there were two separate public outreach events during this time frame. The first public outreach ran from Aug. 12 through Sept. 20, 2019. During this period of time while the draft document was out for public review, significant changes to the proposed projects were made. As a result, APO staff had to immediately begin another round of public input running from Sept. 23 through Oct. 23, 2019, in order to provide all community members the opportunity to react and provide feedback to these proposed changes.

First Round of MTP Engagement

The initial round of public comment involved 10 in-person events held in various locations across the MPA. The dates of these meetings and participation was as follows:

Method of Event	Date Held	Location	Public Participants
In Person	8-17-2019	Lake Wobegon Trailhead in Saint Joseph	5
In Person	8-22-2019	Mobility Training Center	61
In Person	8-26-2019	Metro Bus Transit Station	33
In Person	8-30-2019	Rivers Edge Park	11
In Person	9-4-2019	APO Office	3
In Person	9-11-2019	Catholic Charities Emergency Services	44
In Person	9-13-2019	Lake George	21
In Person	9-16-2019	Saint Cloud City Hall	28
In Person	9-19-2019	Waite Park Senior Center	37
In Person	09-20-2019	Pinecone Road Coborn's	0

Figure 10: A list of the in-person engagement events and number of participants for the APO's first round of MTP public engagement.

In addition to these scheduled in-person events, APO staff provided information about the MTP to members of the public at four non-APO sponsored events.

Date Held	Meeting/Event	Number of People in Attendance
08-06-2019	Saint Cloud Rotary Weekly Luncheon	50
08-20-2019	Saint Cloud Metro Bus Rider Advisory Committee	8
08-21-2019	Stearns Benton Toward Zero Deaths Coalition	9
08-21-2019	United Way Access to Food Committee	13

Figure 11: A list of the non-APO sponsored events in which APO staff presented on the MTP during the APO's first round of MTP public engagement.

For the initial round of MTP outreach, APO staff utilized press releases to local media outlets which included a schedule of the APO sponsored in-person events. Press releases were distributed to the following media outlets:

- AM 1240 WJON.
- 88.1 FM KVSC.
- AM 1450 KNSI.
- St. Joseph/Sartell Newleaders.
- Sauk Rapids Herald.
- St. Cloud Times.

APO staff also advertised several of these in-person engagement events in real-time using Facebook Live video.

Second Round of MTP Engagement

Due to significant changes being proposed from the first draft available to the public, APO staff underwent a second round of public input solicitation from Sept. 23 through Oct. 23, 2019. During this time frame, staff hosted two in-person events. No one from the public participated.

Method of Event	Date Held	Location	Public Participants
In person	10-9-2019	GRRL	0
In person	10-15-2019	Saint Joseph Government Center	0

Figure 12: A list of the in-person engagement events and number of participants for the APO's second round of MTP public engagement.



Figure 13: The booth promoting the APO's MTP during a public engagement event at the library in October 2019.

In addition to these scheduled in-person events, APO staff provided information about the MTP to members of the public at two non-APO sponsored events.

Date Held	Meeting	Number of People in Attendance/Interacted With
09/28/2019	Saint Cloud 301 Event	6 people interacted with
10/11/2019	Saint Cloud Area Chamber of Commerce Government Affairs Committee	21 people attended

Figure 14: A list of the non-APO sponsored events in which APO staff presented on the MTP during the APO's second round of MTP public engagement.

APO staff advertised these meetings primarily through Facebook Live video.

ATAC and DC Meetings

Between July 2019 and June 2020, APO staff hosted two ATAC meetings – one held in-person at the Saint Cloud branch of the Great River Regional Library and the other held online via Zoom due to the ongoing COVID-19 pandemic. These meetings focused heavily on active transportation issues.

ATAC meetings and public participation are as follows:

Method of Event	Date Held	Location	Public Participants
In person	10-1-2019	GRRL	9
Online	5-6-2020	Zoom	3

Figure 15: A table of the ATAC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

Notice of ATAC meetings was provided to the volunteer list of members and announced to the public on the APO website and through Facebook events.

As an initiative created out of the work done by APO staff during the development of the MTP, an effort was launched in fall 2019 to begin work on a regional Active Transportation Plan (ATP). To assist staff in this effort and to guide the development of this plan, volunteers were solicited from the ATAC to be a part of a project working group designed with the intent of developing the ATP. Known as the Active Transportation Plan Development Committee (DC), this group met four times between July 2019 and June 2020.

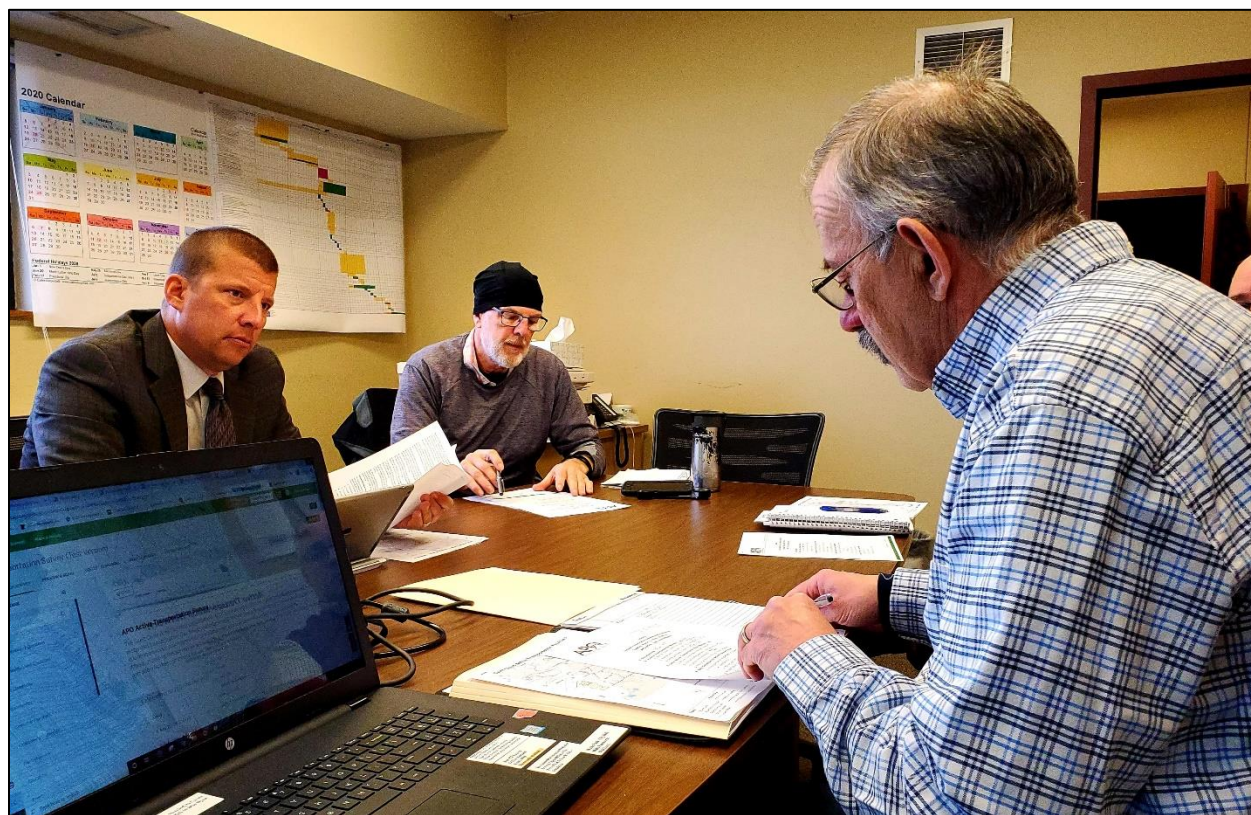


Figure 16: APO staff presenting information to members of the Active Transportation Plan DC at its March 2020 meeting.

Meetings and participation were as follows:

Method of Event	Date Held	Location	Public Participants
In person	10-31-2019	Waite Park City Hall	3
In person	2-12-2020	APO Office	4
In person	3-11-2020	APO Office	2
Online	6-10-2020	Zoom	5

Figure 17: A table of the DC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

Notice of DC meetings was provided to the volunteer list of members.

TAC Meetings

Between July 2019 and June 2020 APO staff hosted six TAC meetings at the Stearns County Public Works Department/Highway Department (Stearns Co PWD/HD) – 455-28th Ave. S in Waite Park and three meetings online via Zoom. Those meetings primarily focused on technical transportation issues. Voting membership on the TAC is comprised of planners and engineers from the agencies and jurisdictions of the APO.

TAC meetings and public participation was as follows:

Method of Event	Date Held	Location	Public Participants
In person	7-31-2019	Stearns Co PWD/HD	0
In person	8-29-2019	Stearns Co PWD/HD	0
In person	9-19-2019	Stearns Co PWD/HD	0
In person	10-29-2019	Stearns Co PWD/HD	0
In person	1-30-2020	Stearns Co PWD/HD	0
In person	2-27-2020	Stearns Co PWD/HD	0
Online	4-30-2020	Zoom	0
Online	5-28-2020	Zoom	0
Online	6-25-2020	Zoom	0

Figure 18: A table of the TAC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

TAC meetings were advertised to members of the public on the homepage of the APO's website and on the APO's Facebook page.

No one from the public attended any TAC meeting.

Policy Board Meetings

Between July 2019 and June 2020, the APO hosted eight Policy Board meetings. Six meetings were held at the Saint Cloud branch of the Great River Regional Library. Due to the COVID-19 pandemic, two Policy Board meetings were conducted online via Zoom. The dates of Policy Board meetings are as follows:

Method of Event	Date Held	Location	Public Participants
In person	8-8-2019	GRRL	0
In person	9-19-2019	Waite Park City Hall	0
In person	10-30-2019	GRRL	1
In person	1-9-2020	GRRL	2
In person	2-13-2020	GRRL	1
In person	3-12-2020	GRRL	0
Online	5-14-2020	Zoom	0
Online	6-11-2020	Zoom	1

Figure 19: A table of the TAC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

There was a total of five members of the public present for these meetings. Public comments were recorded in the APO's Policy Board minutes.

Similar to the TAC meetings, Policy Board meetings were advertised to members of the public on the homepage of the APO's website. The February Policy Board meeting was also advertised on the APO's Facebook page.



Figure 20: APO Policy Board members listen to a presentation at the March 2020 Policy Board meeting.

RTCC Meetings

Between July 1, 2019, and June 30, 2020, APO staff along with consulting firm WSB, concluded work on a MnDOT's Phase I grant for the development of a Regional Transportation Coordinating Council (RTCC) within Central Minnesota. While most of the work to fulfill this grant agreement was completed between July 2018 and June 2019, an extension granted by MnDOT allowed for work to be finished by August 2019.

As a result, one project management team (PMT) meeting was scheduled on Aug. 27, 2019, at Tri-CAP's Waite Park headquarters – 1210-23rd Ave. S.

Given the nature of these meetings, APO staff targeted individuals and organizations that had either 1) expressed interest in the development of an RTCC or 2) worked closely with transit-dependent populations that would benefit from the development of an RTCC. APO

staff reached out to these specific individuals and organizations through an interested stakeholder email list specifically developed for the RTCC effort.

Seventeen people attended the August 2019 RTCC PMT meeting.

Social Media

Between July 1, 2019, and June 30, 2020, the APO branched out from strictly using Facebook as the sole social media platform. During this one-year time frame, APO staffers developed a YouTube account, an Instagram account, and a LinkedIn profile. Even though staff have added to the APO's social media repertoire, Facebook is the predominate platform staffers use.

Facebook

The APO greatly expanded its social media presence on Facebook in the period from July 2019 through June 2020. APO staff utilized this platform to provide its Facebook followers with information about updates and changes to the draft MTP and opportunities for input on the transportation planning process. Facebook Live videos were successful in obtaining input requested on transportation projects proposed in the TIP. Through links provided on Facebook, the public could access online surveys requesting input on active transportation usage and needs. Facebook posts also provided notice of TAC meetings and other topics of importance to transportation planning.

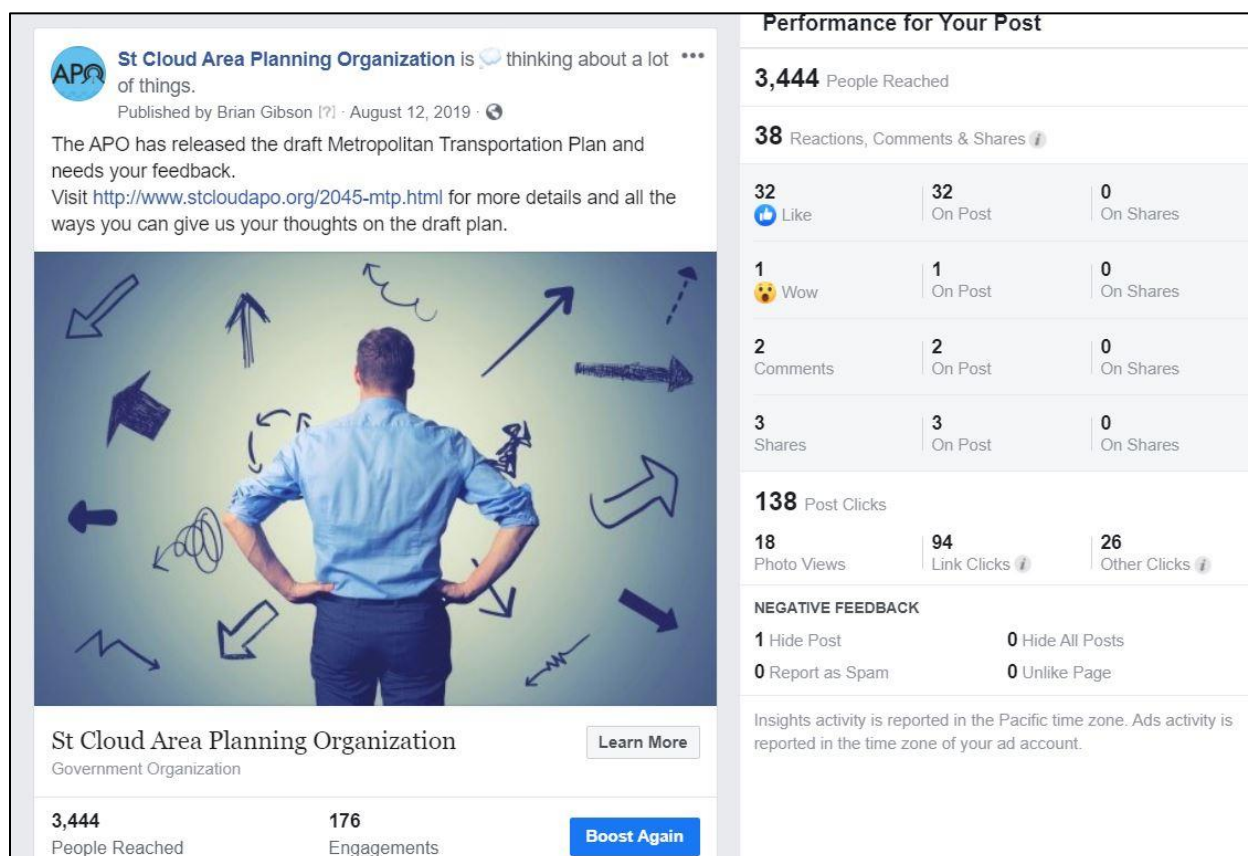


Figure 21: A screenshot of the APO's boosted MTP post from August 2019.

During this one-year time frame, the number of followers to the APO's Facebook page progressively grew. As of July 1, 2020, the APO's Facebook page had 272 followers, a 23.6 percent increase in comparison to the 237 followers last July.

In terms of posts pertaining to the APO directly soliciting public input, from July 2019 through June 2020, the APO created 39 posts, 18 more than were created the previous year. The topics receiving multiple posts included:

- TIP public comments: 12 posts.
- MTP development: 11 posts.
- TAC meetings: 8 posts.
- ATAC meetings and ATP related: 4 posts.

Rounding out the 39 posts include: A Policy Board meeting notification, an announcement about the new APO website, a follow up post about the new APO's logo, and the announcement of the 2019 SEP annual report survey.

APO staff used four styles of post types to engage members of the public. Those styles included events, photos, links, and Facebook Live videos.

During this time frame, APO staff paid for two posts to be boosted – a paid advertisement promoting an existing post. Those posts were for the APO's MTP (boosted on Aug. 26, 2019) and the Active Transportation Plan (boosted on April 1, 2020).

By boosting a post, Facebook distributes said post to a wider range of people including those who do not follow the APO on other social media platforms.

As a result, significant reach and engagement was achieved as noted below.

Figure 22 describes the top ten posts in terms of their reach. Reach, again, is the estimated number of people who had any posts from your page on their screen, broken down by total, organic, and promotions. The top performing posts were the Aug. 12 release of the MTP for public feedback (with a reach of 3,439 partly as a result of a Facebook boost), the survey announcement for the Active Transportation Plan (with a reach of 2,704 also with a Facebook boost). The next highest performing post was for a standard Facebook announcement (not a boost) on Sept. 24 for the MTP with a reach of 1,956.

Date	Purpose of Post	Post Type	Reach
08/12/2019	MTP public comment	Photo and Boosted	3,434
04/01/2019	ATP survey	Link and Boosted	2,704
09/24/2019	MTP public comment	Photo	1,956
02/20/2020	TIP public comment	Event	320
04/21/2020	TIP public comment	Facebook Live	308
10/01/2019	ATAC meeting	Photo (Event)	287
01/16/2020	TIP public comment	Facebook Live	201
10/07/2019	ATP interest	Colorful Post	150
08/17/2019	MTP public comment	Facebook Live	145
08/30/2019	MTP public comment	Facebook Live	140

Figure 22: The top ten APO Facebook posts in terms of reach between July 2019 and June 2020. Data courtesy of Facebook.

Figure 23 describes the top ten posts in terms of their engagement – the number of times people have engaged with posts through likes, comments, shares, and more. The top performing posts in terms of engagement were two photo posts inviting public comment on

the MTP from August and September 2019 and a link post for the ATP survey from April 2020. Facebook events were excluded from the engagement analysis.

Date	Purpose of Post	Post Type	Engagement
09/24/2019	MTP public comment	Photo	703
04/01/2020	ATP survey	Link and Boosted	180
08/12/2019	MTP public comment	Photo and Boosted	175
08/17/2019	MTP public comment	Photo	35
08/15/2019	SEP survey	Photo	27
08/30/2019	MTP public comment	Facebook Live	21
09/13/2019	MTP public comment	Facebook Live	18
10/07/2019	ATP interest	Colorful Post	17
04/21/2020	TIP public comment	Facebook Live	17
10/11/2019	MTP public comment	Facebook Live	15

Figure 23: The top ten APO Facebook posts in terms of engagement between July 2019 and June 2020. Data courtesy of Facebook.

A full list of Facebook posts during this time frame can be found in Appendix A.

Of note, two June 2020 posts related to public engagement for the 2021-2024 TIP for a comment period primarily in July will be included in the analysis for the 2021 SEP Annual Report.

Other Social Media

During the period from July 1, 2019, to June 30, 2020, the APO created social media accounts for Instagram, YouTube, and LinkedIn.

Nine posts were made to Instagram which included several spotlights on APO staff, an announcement regarding public comment concluding on the MTP, and one request for volunteer participation with an APO committee. As of July 1, 2020, there are 70 followers on Instagram.

APO staff created one YouTube during this time frame. This video was a how-to video providing instructions on how to navigate the online Wikimap as part of the APO's Active Transportation Plan engagement. This video was also cross posted to Facebook and was highlighted on the APO's website. The APO's YouTube channel currently has three subscribers.

A LinkedIn page was also created during this time frame. The page includes a description of the APO organization and its purpose. There have been no posts during the period and there are no followers.

Online Surveys

From July 2019 to June 2020, the APO created 17 online surveys using the online survey development platform SurveyMonkey.

Survey announcements and the necessary links were made available on the APO website, Facebook, and were distributed via email to those interested in APO planning activities. In addition, mention of the availability of these surveys was made at the APO's Policy Board, TAC, and ATAC meetings.

A total of 290 individual responses were recorded. Figure 24 provides a summary of APO survey posts, when it was posted, how long the survey was open, and the number of responses received.

Survey Focus	When Posted	Days Active	Purpose of Survey	Total Responses
APO Logo	7-9-2019	30	Obtain feedback and opinions on the proposed APO logo.	40
Draft 2045 MTP – City of Saint Cloud	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Saint Cloud.	32
Draft 2045 MTP – Benton County	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by Benton County.	4
Draft 2045 MTP – City of Sartell	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Sartell.	5
Draft 2045 MTP – City of Sauk Rapids	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Sauk Rapids.	4
Draft 2045 MTP – Sherburne County	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by Sherburne County.	1
Draft 2045 MTP – Stearns County	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by Stearns County.	5
Draft 2045 MTP – City of Saint Joseph	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Saint Joseph.	5
Draft 2045 MTP – City of Waite Park	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Waite Park.	2
Draft 2045 MTP – Full Survey	8-12-2019	30	Public input on second draft of the 2045 MTP including all proposed projects.	3
2019 SEP Annual Report Public Input Process	8-27-2019	30	Obtain feedback on the quality of public engagement as part of the development of the 2019 SEP annual report.	4
Draft 2045 MTP	9-23-2019	30	Public input on proposed project changes in the draft 2045 MTP.	45
2020-2023 TIP	1-2-2020	30	Comment on proposed TIP amendments.	2

Survey Focus	When Posted	Days Active	Purpose of Survey	Total Responses
2020-2023 TIP	2-4-2020	30	Comment on proposed TIP amendments.	1
Active Transportation	3-20-2020	93	Obtain information on active transportation users and needs.	127
2020-2023 TIP	4-8-2020	30	Comment on proposed TIP amendments.	10

Figure 24: A list of the online surveys posted in chronological order and the number of survey responses.

After the surveys were closed, summary results were made available on the APO [“Get Involved”](http://stcloudapo.org/get-involved/) web page (<http://stcloudapo.org/get-involved/>).

Below is a more in-depth look at the types of surveys developed.

APO Logo Feedback Survey

To obtain public input and feedback on a new proposed APO logo and branding, an online survey provided a series of questions asking the public about the appearance of several logo options and their reactions to them. The survey was posted online on July 9, 2019 for 30 days. A total of 40 people participated in the online survey. The results of this survey along with staff and TAC recommendations were presented to the APO’s Policy Board at the Aug. 8, 2019 meeting. Policy Board members ultimately approved a new logo for the APO.

2045 MTP Survey Engagement

From August to October 2019, there were two separate rounds of public input related to the draft MAPPING 2045, the APO’s MTP.

For the first round of public engagement, APO staff developed one large online survey covering all proposed projects and smaller online surveys for each of the jurisdictions within the MPA. The surveys were open from Aug. 12 through Sept. 23, 2019. A total of 61 people participated. Of those, 31 participants provided their email and requested to be kept informed about APO planning activities.

Due to significant changes being proposed to the original project list, APO staff initiated another round of public input from Sept. 23 through Oct. 23, 2019, with a single survey highlighting the proposed changes to the original draft. A total of 45 participants completed this second survey. Of those, 10 provided their email and requested to be kept informed about APO planning activities.

The results of both of these surveys were submitted to APO TAC and Policy Board representatives for their consideration.

2019 SEP Survey

The August 2019 SEP annual report survey was designed to gauge the quality of public engagement from participants between July 2018 and June 2019. There were four responses to this survey. These comments were included in the SEP’s 2019 annual report.

2020-2023 TIP Engagement

Three separate online surveys regarding proposed changes to the draft 2020-2023 TIP were developed in January, February, and April 2020. Amendments to the TIP were adopted after APO TAC and Policy Board review of the input from these surveys.

The January TIP survey related to proposed changes to project funding and descriptions from Stearns County and Metro Bus and project additions from WACOSA and MnDOT. This survey was open from Jan. 2 to Feb. 3, 2020. Two responses were received. The APO Policy Board acted on these proposed changes on Feb 13.

The February TIP survey addressed multiple changes proposed by MnDOT and Metro Bus. This survey was open from Feb. 6 to March 7, 2020. One response was received. The APO Policy Board acted on these proposed changes on March 12.

The April TIP survey pertaining to a project addition from WACOSA was open from April 8 to May 8, 2020. Ten responses were received. The APO Policy Board acted on this proposed change on May 14.

ATP Survey and Interactive Map

The APO Active Transportation Survey was released to the public on March 30, 2020 to solicit information from the public on active transportation (i.e., walking and bicycling).

The survey was active between March 30 and June 30, 2020. A total of 127 responses were received. Of those, 25 participants provided their email and requested to be kept informed about APO planning activities. APO staff are in the process of developing an Active Transportation Plan. Comments from this survey will be used to help develop the plan and will be incorporated into document.

Demographic Questionnaire

As a result of the 2019 SEP Annual Report recommendations, APO staff began adding nine demographic questions at the end of all APO online surveys. Respondents were asked to provide information regarding their gender, city of residence, age, ethnicity, household size, household income, whether they have a physical disability, place of birth (inside or outside the U.S.), and their primary language spoken at home. Completion of these the demographic questions by survey participants was optional.

Responses to these demographic questions assists APO staff in identifying the various groups within the MPA that are being reached through surveys. The intent is to ensure all community members are afforded an equal and equitable opportunity to participate in the process. By understanding who is participating in APO outreach, staff can strategize various techniques to ensure all people – particularly traditionally underrepresented populations – are being reached.

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA 2014-2018 ACS Five Year Population Estimates
Gender			
Male	104	46.2	50.2%
Female	117	52.0%	49.8%
*Non-Binary	4	1.8%	0.0%
City of Residence			
Rockville	0	0.0%	1.9%
Saint Augusta	3	1.3%	2.7%
Saint Cloud	111	47.6	49.8%
Saint Joseph	13	5.6%	5.1%
Saint Stephen	0	0.0%	0.7%
Sartell	61	26.2%	12.6%
Sauk Rapids	17	7.3%	10.0%
Waite Park	14	6.0%	5.6%
Other	14	6.0%	11.6%
Ethnicity			
White or Caucasian	208	93.7%	83.3%
Black or African American	4	1.8%	8.3%
Hispanic or Latino	3	1.4%	2.8%
Asian or Asian American	2	0.9%	2.8%
American Indian or Alaska Native	1	0.5%	0.4%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.0%
Other	4	1.8%	2.3%
*Number in Household			
1 person	34	14.8%	N/A
2 people	73	31.7%	N/A
3 people	44	19.1%	N/A
4 people	49	21.3%	N/A
5 people	19	8.3%	N/A
6 people	5	2.2%	N/A
7 or more people	6	2.6%	N/A
*Household Income			
Under \$10,000	1	0.5%	N/A
\$10,001 to \$25,000	5	2.4%	N/A
\$25,001 to \$50,000	38	17.9%	N/A
\$50,001 to \$75,000	67	31.6%	N/A
Over \$75,000	101	47.6%	N/A
*Age			
Under 16	1	0.4%	N/A
17-25	12	5.2%	N/A
26-62	170	73.9%	N/A

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA 2014-2018 ACS Five Year Population Estimates
63+	47	20.4%	N/A
Physical Disability			
Yes	20	8.8%	11.6%
No	207	91.2%	88.4%
Where Were You Born			
In the U.S.	224	98.2%	91.8%
Outside the U.S.	4	1.8%	8.2%
Primary Language Spoken at Home			
English	224	99.1%	89.1%
Something Other than English	2	0.9%	10.9%

**The ACS Five-Year Estimates does not calculate this information in a way that allows for a direct comparison.*

Figure 25: Results from the APO's demographic questionnaire compared to the population estimates of various demographics within the Saint Cloud MPA. Population data courtesy of 2014-2018 American Community Survey Five-Year Estimates.

As stated earlier, during the period between July 1, 2019, and June 30, 2020, a total of 17 online surveys were created. The following is an in-depth analysis of the demographic make-up of survey participants by survey topic. Of note, the 2019 SEP public input survey and the APO logo surveys did not include demographic questions.

MTP Surveys

Out of approximately 106 individuals who participated in at least one of the 11 MTP related surveys between August and October 2019, 91 demographic responses were collected.

The average participant in these APO surveys:

- Is male (56% of total respondents).
- Lives in Saint Cloud (52% of total respondents).
- Is white (93% of total respondents).
- Lives in a two-person household (38% of total respondents).
- Has a household income over \$75,000 (49% of total respondents).
- Is between the ages of 26 and 62 (67% of total respondents).
- Does not have a physical disability (90% of total respondents).
- Was born in the United States (97% of total respondents).
- Speaks English as the primary language spoken at home (98% of total respondents).

While a majority of MTP survey respondents were reportedly from the City of Saint Cloud, a good portion (approximately 30%) of participants live in the City of Sartell. Only three people of color participated in any MTP surveys. Approximately one-quarter of participants were over age 63. In addition, while nearly half of respondents reported having a household income of greater than \$75,000, about one-third of participants reported incomes between \$50,001 and \$75,000.

TIP Surveys

Out of approximately 13 individuals who participated in at least one of the three TIP related surveys between January and April 2020, 13 demographic responses were collected.

The average participant in these APO surveys:

- Is female (62% of total respondents).
- Lives in Saint Cloud (62% of total respondents).
- Is white (92% of total respondents).
- Lives in a two-person household (54% of total respondents).
- Has a household income between \$50,001 and \$75,000 (54% of total respondents).
- Is between the ages of 26 and 62 (69% of total respondents).
- Does not have a physical disability (92% of total respondents).
- Was born in the United States (100% of total respondents).
- Speaks English as the primary language spoken at home (100% of total respondents).

Only one person of color (identified as of Hispanic or Latino ethnicity) took part in surveys related to the TIP. Survey takers were primarily from Saint Cloud, however two residents (15%) were from Saint Joseph.

ATP Survey

There were 124 individuals who took, at least in part, the demographic questionnaire as part of the active transportation survey. The average participant taking the Active Transportation Plan survey:

- Is female (60% of respondents).
- Lives in Saint Cloud (43% of respondents).
- Is between the ages of 26-62 (80% of respondents).
- Is white (94% of respondents).
- Lives in a two-person household (25% of respondents).
- Has a household income over \$75,000 (49% of respondents).
- Does not have a physical disability (92% of respondents).
- Was born in the United States (99% of respondents).
- Speaks English as the primary language spoken at home (100% of respondents).

Participants taking the active transportation survey came from across the MPA including Sartell (25%), Waite Park (10%), and Sauk Rapids (7%). Six people of color responded to this survey (three identifying as Black/African American; one identifying as Hispanic/Latino; one identifying as Asian/Asian American; and one identifying as American Indian/Alaska Native).

A copy of the demographic questionnaire and matrix can be found in Appendix B.

Additional Outreach

Between July 2019 and June 2020, APO staff utilized additional tactics to engage members of the public in the transportation planning process. Below is a short synopsis of additional public engagement strategies and techniques staff utilized.

In-Person Paper Surveys

In addition to the online surveys, a paper survey was created for the MTP asking very broadly if the projects proposed were in line with the transportation vision the public had in

mind. These surveys were used strictly at in-person events in conjunction with the booth. Most of these surveys were used to record verbal comments community members provided.

Translations

In order to engage community members with limited English proficiency, APO staff translated some of its public outreach materials. Based off the APO's SEP, staff had translated advertisements of the MTP public comment period into four languages: Spanish, Somali, Hmong, and Laotian. In addition, surveys distributed at in-person engagement events were also translated into these four languages.

As part of a targeted outreach to the MPA's growing Somali population, APO staff also translated the Active Transportation survey into Somali.

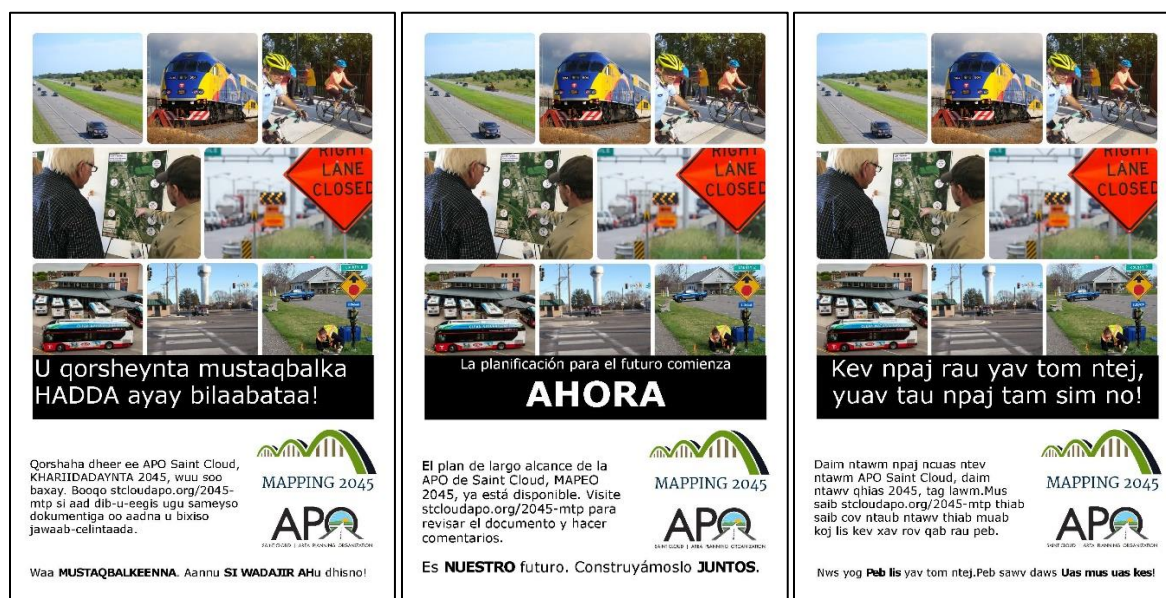


Figure 26: Flyers used to advertise the MTP translated into Somali (left), Spanish, and Hmong.

Flyers and Advertisements

To draw attention from the community about the draft 2045, APO staff created flyers to distribute around the MPA. These flyers were distributed to 76 locations across the MPA with a focus on grocery stores; ethnic grocery and retail spaces; places of worship; and community gathering spaces. In addition, flyers were placed on all Saint Cloud Metro Bus fixed route and Dial-a-Ride buses along with several shelters from Sept. 3 through Sept. 20, 2019.

Press Releases

Notification of some of the APO's planning activities through press releases was also undertaken during this time. APO staff developed press releases for the MTP public engagement process (in August and again in September 2019) along with the Active Transportation Plan planning effort in March 2020. Press releases were distributed to the following media outlets:

- AM 1240 WJON.
- 88.1 FM KVSC.
- AM 1450 KNSI.
- St. Joseph/Sartell Newsleaders.
- Sauk Rapids Herald.
- St. Cloud Times.

Since these were press releases and not paid media advertisements, the publication of these efforts was not consistent.

Online Mapping Tools

In conjunction with the active transportation online survey, APO staff developed an online interactive mapping tool known as a wikimap. The wikimap allowed residents to identify their preferred bicycle and walking routes and identify barriers and trouble spots along the way. The wikimap was made available between March 30 and June 30, 2020. Approximately 27 individual responses were identified. The results of this project, along with the online survey, are being incorporated into the APO's draft Active Transportation Plan.

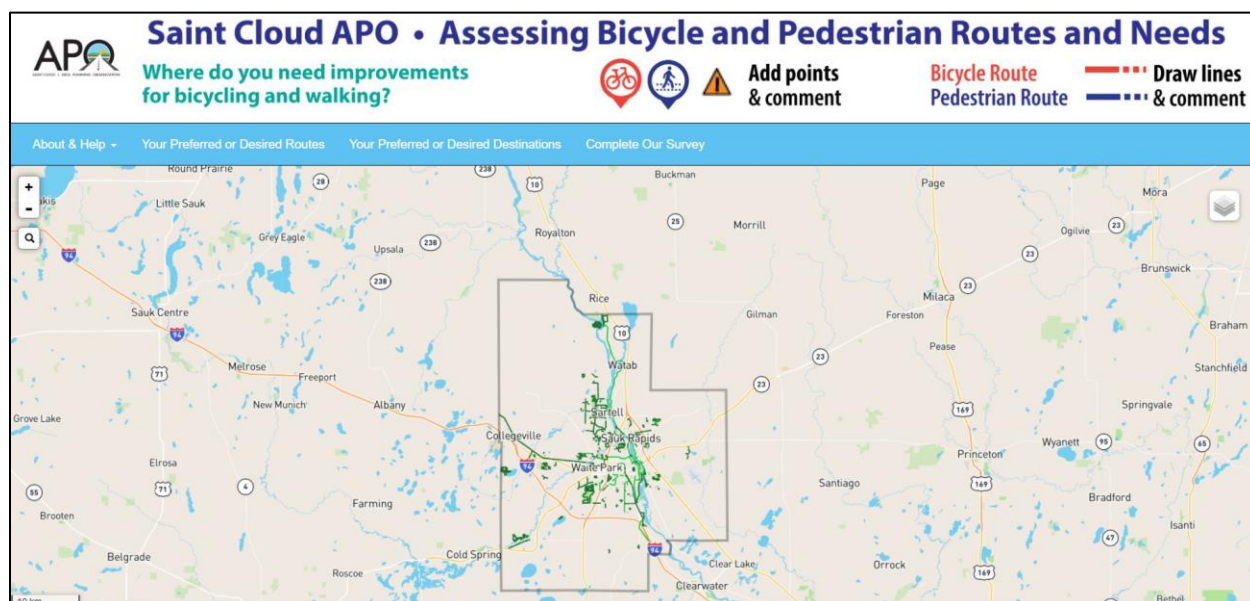


Figure 27: A screenshot of the APO's wikimap used as part of the public engagement effort for the Active Transportation Plan.

Interested Persons/Stakeholders Email List

APO staff have developed and maintained two email lists pertaining to public engagement. One list is developed specifically for individuals who have expressed an interest in APO planning activities and would like to be kept informed of possible public outreach opportunities. The second is a list of organizations that work closely with traditionally underrepresented populations – people-of-color, people with disabilities, low-income populations, and older adults.

During public engagement opportunities APO staff send out email notifications to individuals and/or organizations identified on these lists.

Website

APO staff also provide members of the public with the opportunity to reach staff via the [APO's website](http://www.stcloudapo.org) (www.stcloudapo.org). Between July 2019 and June 2020 APO staff received no emails that were generated from the APO's website.

4 - QUALITATIVE DATA

While the number of public engagement events held, how APO staff notified/provided the public opportunities for input, and the demographic make-up of those participants are important; APO staff felt it necessary to survey participants on their experience to determine what APO staff are doing well and what areas are in need of improvement.

Online Survey

On an annual basis APO staff survey those who have interacted with the APO about their experience, the usefulness of information provided, and their view of the staff response to their comments and feedback.

Between July 15 and Aug. 17, 2020, a total of 17 people participated in the online survey.

Ten respondents found about the APO engagement activity by email, four by word of mouth, and three from the APO website.

Participants were given a series of statements relating to their experience before, during and after the event and asked whether they agree or disagree. The survey then asked whether they were likely to participate in future events or encourage others to do. Figures 28 through 31 show the survey response to these statements.

Before the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
The notice or invitation to participate was clear and welcoming?	7	9	0	1
Information about the event topic helped prepare me to participate more effectively.	3	11	2	1
The purpose of the event was clearly defined.	6	9	1	1
I believed that any views offered would be taken seriously by APO staff.	10	4	3	0

Figure 28: A list of responses about people's experiences providing public input before an APO event as part of the APO's public engagement qualitative survey.

During the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
There was sufficient opportunity for me to express my views about what I thought was important.	9	3	5	0
APO staff provided a safe, fair, and well-managed environment for participants.	10	5	2	0
APO staff heard my opinions on the topic(s) presented.	6	7	3	0

Figure 29: A list of responses about people's experiences providing public input during an APO event as part of the APO's public engagement qualitative survey.

After the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
I believed that the event would result in better decisions on the topic(s) discussed.	8	6	2	1
I believe that any views offered would be taken seriously by APO staff.	8	6	2	1

Figure 30: A list of responses about people's experiences providing public input after an APO event as part of the APO's public engagement qualitative survey.

Regarding future engagement opportunities ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
Given the chance, I would participate in an APO outreach activity again.	11	5	1	0
I would encourage other residents to participate in similar APO events on this or other appropriate topics.	14	1	1	1

Figure 31: A list of responses from the APO's public engagement qualitative survey inquiring about their willingness to participate in future APO-sponsored outreach events.

Overall, the responses were favorable. However, several individuals identified concerns that during a public outreach that they were not given sufficient opportunity to discuss topics that were important to them (29%). Other areas of concern include staff taking feedback seriously (18%) and staff hearing opinions on topics being discussed (18%).

APO staff also asked survey participants to provide suggestions for how they can improve upon public engagement events. Six people responded with the following comments:

- Find community contacts within groups that would benefit from the outcomes. Answer the who should be involved and find out how to reach those audiences.
- By having some sort of a scheduled calendar of events so a person can plan ahead to attend. Also by having regular input sessions to get individual concerns and then including them in the next event. It's all about communication between the APO and the community. My personal feelings are that these communications are at a minimum. The APO should make an attempt to engage more people.
- 1) Put real questions on the event.
- By directly engaging the community. This survey will be filled out by people that have a relationship with APO. So it's likely to be favorable. APO staff have admitted that they aren't connected to the communities in a meaningful way.
- Tough job in the pandemic. I don't know.
- Listening to the people in the community

Out of the responses given, most indicated that online surveys were the preferred way to provide public comment. This was followed by in-person events, emails, and public meetings. Social media ranked fairly low in terms of preference. One respondent indicated APO staff look at other social media platforms since this individual was not on Facebook.

Other Qualitative Data

In addition to the online survey, APO staff had received one email pertaining to the quality of public engagement.

The email reads:

"The survey will not tell you how you are doing with public engagement. It will tell you how you are doing with people that you are already engaged with. The work that APO is part of is so critical and I think it's a disservice that APO doesn't see the need to do anything different."

Comments and feedback obtained in relation to the experience of attendees at various APO-sponsored meetings and/or events have been factored in as part of the recommendations staff have proposed. More information on those recommendations can be found in Chapter 6.



Figure 32: APO staff presenting to members of the APO's Policy Board in March 2020.

5 - LIMITED ENGLISH PROFICIENCY (LEP) MONITORING

As part of the APO's SEP, staff have developed a Limited English Proficiency (LEP) plan to identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. Defined in Executive Order 13166, persons with limited English language proficiency are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

Per Federal regulations, APO staff will review its LEP Plan on an annual basis. As part of that review, staff will include the following:

- The number of documented persons with limited English language proficiency contacts encountered.
- How the needs of persons with limited English language proficiency have been addressed.
- Determination of the current LEP population in the service area.
- Determination of whether the need for translation services has changed.
- Determination of whether local language assistance programs have been effective and sufficient to meet the need.
- Determination of whether the APO's financial resources are sufficient to fund language assistance resources needed.
- Determination of whether the APO fully complies with the goals of the LEP plan.
- Determination of whether complaints have been received concerning the agency's failure to meet the needs of individuals with limited English language proficiency.
- Maintain a Title VI complaint log which includes LEP to determine issues and basis of complaints.

Below is the APO's 2019-2020 LEP self-evaluation.

Number of documented persons with limited English language proficiency contacts encountered.

Between July 2019 and June 2020, the APO has had no requests for interpreters and no requests for translated documents. The APO's Board, committees, staff, contractors, and sub-recipients have not knowingly had any contact with persons with limited English language proficiency. There were no encounters from those with limited English language proficiency at any APO meetings, events, or activities.

How the needs of persons with limited English language proficiency have been addressed.

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be identified as a person with limited English language proficiency and may be entitled to language assistance with respect to the APO's programs and services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language.

APO staff may notify and identify a person with limited English language proficiency who needs language assistance by:

- Posting notice in a conspicuous and accessible place in the APO office of the LEP plan and the availability of interpretation or translation services free of charge in languages persons with limited English language proficiency would understand.
- Posting the APO's LEP plan on the APO website.
- Greeting visitors and participants as they arrive at the APO office or APO-sponsored meetings or events. By informally engaging participants in conversation or by using language identification cards, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be available at the time, it will help identify future needs.
- Providing "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- APO staff will be surveyed annually as part of the annual monitoring process.
- Publishing advanced public notice of the event including information on procuring a translator or interpreter.

In regard to meeting the needs of persons with limited English language proficiency, the APO strives to:

1. Take reasonable steps to provide the opportunity for meaningful access to clients who have difficulty communicating in English.
2. Provide the following resources to clients who have difficulty communicating in English:
 - a. Interpretive services for public meetings, if advance notice is provided to the APO and such services are available.
 - b. Translated versions (or provide for interpretation of relevant sections) of all documents/publications upon request, within a reasonable time frame and if resources permit.

Additionally, the APO includes the following paragraph – which is translated into both Somali and Spanish in accordance with the Safe Harbor Provision – at the bottom of every agenda distributed to the public by the APO; on the APO's website under the [Get Involved](https://stcloudapo.org/get-involved/) (<https://stcloudapo.org/get-involved/>) dropdown; displayed at the APO office near the desk of the administrative assistant and within the APO's conference room; and displayed near the sign-in form at all in-person meetings and in-person engagement events:

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 Translation:

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 Translation:

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.

During this time frame APO staff provided the following in multiple languages:

- Flyers advertising public comment for the MTP. These flyers were translated into Somali, Spanish, Laotian, and Hmong.
- Paper surveys regarding the MTP. These surveys were translated into Somali, Spanish, Laotian, and Hmong.
- The online survey pertaining to the development of the Active Transportation Plan. This survey was translated into Somali.

LEP Population in the MPA

The most current data set available to APO staff that provided the most complete breakdown of languages by individual jurisdiction within the MPA was the 2011-2015 ACS Five Year Estimates.

According to 2011-2015 ACS Five Year Estimates approximately 91.5% of the Saint Cloud MPA population over the age of 5 speaks only English. About 8.5% of the people within the MPA over age 5 speak a language other than English at home. Of this, 3.2% speak English less than “very well”. This is below both the state’s (4.4%) and nation’s (8.6%) thresholds for people who speak English less than “very well.” The most common languages according to the ACS data are African languages (1,501 people or 1.2%); Spanish or Spanish Creole (880 people or 0.7%); and Vietnamese (439 people or 0.4%).

Geographic Area	2011-2015 ACS Population Estimates	2011-2015 ACS Population (5+) Who Speak English Less Than "Very Well"	Percent of Total Population
United States	269,603,003	25,410,766	8.6%
Minnesota	5,069,910	224,803	4.4%
Saint Cloud MPA	122,849	3,922	3.2%

Figure 33: A geographic breakdown of the 2011-2015 population estimates of people over age 5 who speak English less than "very well." Data courtesy of the 2011-2015 American Community Survey Five Year Estimates.

U.S. DOT has adopted the Safe Harbor Provision which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision applies to eligible LEP language groups that constitute 5% or 1,000 persons, whichever is less of the total population of persons eligible to be served or likely to be affected or encountered. Based this rule, African languages falls under the Safe Harbor Provision. Somali was determined to be the African language most common to the MPA and the language that would be made available in accordance with the Safe Harbor Provision.

Determination of whether the need for translation services has changed.

The need for interpretation and translation services and the APO commitment to respond to those needs has remained consistent.

Determination of whether local language assistance programs have been effective and sufficient to meet the need.

APO staff can respond to requests for language assistance utilizing a list of interpreter and translation services that can be made available. As stated earlier, the APO has had no documented encounters with LEP individuals. However, staff feel they are prepared to appropriately accommodate individuals with limited English proficiency.

Determination of whether the APO's financial resources are sufficient to fund language assistance resources needed.

Given its limited financial resources, the APO is likely unable to provide full multi-language translations of large planning documents or agenda packets. Given the limited LEP population it is unlikely this would be warranted. However, the APO will consider any such requests and its ability to satisfy them on a case-by-case basis as they arise.

Determination of whether the APO fully complies with the goals of the LEP plan.

While involvement in APO planning activities by citizens is voluntary and not considered a vital, immediate, or an emergency direct service, the APO is committed to ensuring all persons interested in APO activities have equal and equitable access to do so.

The APO's goals for public involvement include early, accessible, and continuous opportunities for public involvement; reasonable public access to technical and policy information used in the development of plans and projects; and a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

In pursuit of these goals, the APO is committed to ensuring materials are accessible to those whose who speak English “less than very well.” As identified in the SEP, the APO provides notice to the public of how translation and/or interpretive services can be provided to review APO documents (including agendas) and participate in APO planning activities.

Sufficient Staff Training

The APO recognizes the significance of staff with appropriate training and resources available to assist LEP individuals. The following training will be provided to all staff on an annual basis and upon new hire employee orientation:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services available and offered to the public.
- Use of the “I Speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

To provide added assurances of staff training, the APO has prepared an LEP training and certificate of completion log to ensure staff compliance with as it pertains to annual LEP training. This can be found in Appendix C.

Title VI/LEP Complaints

The APO assures that no person, shall on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259) be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under an agency-sponsored program or activity.

In the event an individual (or his/her/their representative) believes that he/she/they have been subject to discrimination prohibited by Title VI and other nondiscrimination provisions they have the right to file a complaint. This includes LEP individuals.

In addition to responding to the complaint, the APO Title VI Coordinator, Brian Gibson, must maintain a log of all Title VI complaints filed against the APO.

As of July 2020, the APO has had no formal Title VI complaints filed against the organization.

6 - RECOMMENDATIONS

Response to 2019 Recommendations

During the development of the 2019 SEP Annual Report, APO staff made five recommendations for improving public engagement. The following is a summary of those recommendations including a performance rating and a brief description of what was (or was not) done over the past year. Concluding each section – in bold italics – is the 2020 APO staff evaluation of each of the strategies and recommendations on their continued usage over the next year.

Public Meetings

APO staff can do a better job of advertising public meetings to encourage more public participation. To do this, APO staff's 2019 recommendations were to:

1. Consistently utilize its social media platform to advertise meetings. This will include creating Facebook events.
2. Utilize simpler, less jargon-filled language. This will be included in advertising on social media platforms, on the APO's website, and in agenda packet material.

Public Meetings Year End Assessment

1. Advertisement of meetings. **APO Response: Good.**

Over the past year, the APO staff created Facebook events for all TAC and ATAC meetings. APO staff only advertised one out of the eight Policy Board meetings with a Facebook event. Staff also made much more use of a variety of Facebook posts on a frequent basis to advertise meetings and events.

APO staff recommends continuing to post public meeting notices to Facebook including the APO's Policy Board meetings. Staff will also continue to expand use of social media to advertise meetings.

2. Less jargon used in materials. **APO Response: Good.**

Throughout the year, APO staff made a conscious effort to use simpler, understandable language in all its communications with the Policy Board, committees, and the public.

APO staff recommend continued use of simple, understandable language in all communications.

Infrequent APO Meetings

Due to the nature of infrequent meetings – particularly ATAC meetings and TIP open houses – APO staff felt the need to explore possible options in notifying members of the public of these opportunities. To do this, APO staff's 2019 recommendations were to:

1. Identify several key locations – locations with high traffic and those that attract a demographically diverse audience – within the MPA to distribute flyers about infrequent APO meetings.
 - a. For ATAC meetings, APO staff will explore locations that garner a wide variety of active transportation users as locations to post flyer alerting that audience of the meeting date, time, and location.

- b. For TIP open houses, APO staff will explore a variety of locations within the MPA. If the open house is evaluating the full TIP document, APO staff will post flyers in key locations in each of the APO member jurisdiction's communities. For specific amendments to the TIP, APO staff will target the communities of those jurisdictions requesting changes to the document.
2. Utilize simpler, less jargon-filled language. This will be included in advertising on social media platforms, on the APO's website, and in agenda packet material (should the meetings contain an agenda).

Infrequent APO Meetings Year End Assessment

1. Use of Flyers. **APO Response: Inconsistent.**

As documented in this report, flyers were prepared and distributed in locations across the MPA mainly to draw attention to engagement opportunities for the draft MTP. There was a considerable investment in staff time including developing the flyers, mileage, and widespread distribution. After the conclusion of the MTP, no additional effort was made on this recommendation.

APO staff recommend suspending this effort. It was undetermined whether this passive form of communication was effective in increasing the level of public engagement. Staff recommend using more other, more direct forms of public engagement.

Follow Up on Action Taken on Public Input

Comments received at public meetings (ATAC/TAC/Policy Board) are recorded in the meeting's minutes. These comments, however, are typically not disposed of in the same way as those on specific plans or studies. APO staff will do their best to provide follow up information to comments made during public meetings either with a follow up at the next regularly scheduled meeting and/or directly to the commenter dependent upon whether contact information is provided. To accomplish this, APO staff's 2019 recommendations were to:

1. At public input events, APO staff will ask participants if they are interested in signing up (providing their email address) in order to be contacted on specific topics they are interested in. However, currently these emails are lumped into one general stakeholder email listserv and are contacted very infrequently, if at all. Rather than attempt to manage multiple listservs on a wide variety of topics, APO staff will provide – at a minimum – quarterly updates to the one general stakeholder email listserv. These updates will consist of an e-newsletter that will be distributed electronically and will be placed on the APO's website. These newsletters will consist of updates surrounding APO planning activities, such as active transportation, transit, and roadway construction projects, along with relevant transportation related information within the MPA. It is the hope that by providing this platform to interested stakeholders they will become more familiar with the roles and responsibilities of the APO and will receive regular updates on topics they have expressed interest in.

Follow Up on Action Taken on Public Input Year End Assessment

1. Disposition of public comments made at meetings. **APO Response: Good.**

When comments were received at public meetings, events, or through other means, APO staff promptly acknowledged those comments. In the specific case of the TIP

open houses (both in-person and virtual), staff provided follow up emails and/or posts to answer additional questions. Participants providing input on specific planning efforts had their comments incorporated into subsequent planning documents.

APO staff recommend continuing to provide prompt response and documentation of public comments.

2. Prepare and distribute e-newsletter. **APO Response: Incomplete.**

Due to staffing and time constraints APO staff were not able to implement the e-newsletter.

APO staff are committed to developing a newsletter. Staff will work to gather the necessary technical skills to design the newsletter and will work to develop a plan to implement this task within the next year. Staff will also work to provide paper copies of the newsletter and mail that information to those who request a hard copy.

TIP Participation

Between July 2018 and June 2019, APO staff had virtually no one comment on the TIP. To encourage more participation, in 2019 APO staff recommended:

1. Relocate the open house events from the APO office to either a more centralized location – such as the Saint Cloud branch of the Great River Regional Library – or reach out to member jurisdictions who are impacted by the changes to the TIP during the amendment process for suggested locations for in-person events.
2. Develop an online survey during the 30-day public comment period comment period that would be advertised online, in the required legal notice, and on social media.
 - a. For the draft TIP document, APO staff will develop a large survey that encompasses all projects. Staff will also develop smaller, individualized surveys that are specific to each agency and/or jurisdiction.
 - b. For the TIP amendments, APO staff will develop a signal survey that encompasses all projects.

TIP Participation Year End Assessment

1. Relocation of Open Houses. **APO Response: Good.**

The APO held in person open house events at the Great River Regional Library which were successful in receiving improved attendance. However, due to COVID-19, in-person events were suspended as of March 2020. Staff instead hosted virtual events via Facebook Live. The number of comments received during the virtual open house events were comparable to the in-person events.

APO staff recommend continued use of Facebook Live for TIP “open house” events. If (and when) the suspension of in-person events is lifted, APO staff shall consider a combination of in-person events at the library – following appropriate public health guidance – and online events through Facebook.

2. Online Surveys. **APO Response: Good.**

During this time period APO staff had three TIP amendments. Staff developed surveys for these and received a combined total of 13 comments. At the tail end of this time frame, APO staff had initiated the public comment period on the draft TIP

document. One large TIP survey with all of the projects and seven individualized surveys were created. Since a majority of the public outreach for this event occurred outside of the SEP annual report time frame, the results of this effort will be reported in the next annual report.

APO staff recommend continued use and advertisement of online surveys.

Demographic Questionnaire

APO staff had initially developed a demographic questionnaire as part of the SEP. However, based upon the information collected during the 2019 annual report, staff determined the amount of demographic data collected using those surveys was insufficient in terms of drawing conclusions for analysis. To address this, the 2019 recommendations were:

1. Updating the demographic survey questions. APO staff will modify the existing demographic questionnaire to further determine gaps in achieving the goals of engaging all segments of the community.
 - a. APO staff will provide an "other" option when asking about gender.
 - b. APO staff will modify the age question. The question will read: What is your age? Answers will include: 16 or under, 17-25, 26-62, 63+.
 - c. APO staff will modify the ability question. The question will read: Do you have a physical disability? Answers will be yes or no.
 - d. APO staff will modify the household income question. The question will read: Last year, what was your total household income? Answers will include: Under \$10,000, \$10,000-\$25,000, \$25,001-\$50,000, \$50,001 to \$75,000, and \$75,000+.
 - e. APO staff will modify the language question. The question will read: What is the primary language spoken in your home? Answers will include: English and Something other than English.
 - f. APO staff will ask the following question: In what city do you reside? Answers to this question will include: Saint Cloud, Sauk Rapids, Waite Park, Saint Joseph, Sartell, Saint Augusta, Rockville, Saint Stephen, or Other (please specify).
 - g. APO staff will ask the following question: Where were you born? Answers will include: In the United States or Outside the United States.
2. On every online survey engagement opportunity APO staff will include the nine demographic questions at the end of the survey. There will be a disclaimer attached stating: The following questions are OPTIONAL, but completing them will help APO staff understand if they are reaching all segments of the population.
3. APO staff will continue to explore options to improve demographic questionnaire results from public meetings and in-person engagement events.

Demographic Questionnaire Year End Assessment

1. Updating the Demographic Survey Questions. **APO Response: Good.**

Survey questions for the demographic questionnaire were updated as recommended.

APO staff recommend continuing with the updated demographic questionnaire.

2. Including the Demographic Questionnaire on Online Surveys. **APO Response: Good.**

All online surveys created during this time frame included the demographic questionnaire. APO staff received approximately 243 survey responses to the demographic questionnaire.

APO staff recommend continuing this practice.

3. Exploring Options for Public Meetings and In-Person Engagement Events. **APO Response: Incomplete.**

Due to staffing constraints, APO staff have not begun work on this recommendation.

APO staff is committed to exploring these types of options and will work on coming up with suggestions and strategies for implementation.

Recommendations for 2020-2021 Public Engagement

In addition to the self-evaluations listed above, APO staff recommend the following strategies be implemented in the coming year. These recommendations are listed in no particular order.

Explore hybrid in-person/virtual meetings

With COVID-19 effectively eliminating in-person meetings and public engagement opportunities, APO staff have been relying heavily on virtual platforms like Zoom to conduct meetings. Once public health guidelines allow for in-person meetings APO staff will more than likely transition back to this type of platform. However, APO staff realize members of the public may feel more comfortable attending and participating in meetings and/or events virtually. To offer greater transparency and participation, staff will investigate the technology, costs, and practicality of methods that would permit members of the public to view, listen, or join meetings and events virtually. Consideration will be given to posting audio recordings of meetings on the APO website.

Explore targeted and more frequent outreach and engagement

In attempting to assure equitable access and opportunity to participate in the transportation planning process, APO staff have relied on their interested stakeholder email list. This list is comprised of organizations that work closely with traditionally underrepresented populations (i.e., people-of-color, low-income, people with disabilities, limited English proficient populations, older adults, and young people). Despite this, the response from these demographic groups – as measured by the optional demographic survey responses – was minimal.

Representatives from these demographic groups have expressed a need for APO staff to do one-on-one engagement within their communities on a regular basis. This does not have to be tied to a specific activity or public comment period. Several comments received from the SEP survey suggest that strategies currently in use by the APO fall short in achieving meaningful participation.

APO staff will explore opportunities to reach and engage with potentially underrepresented stakeholders on a more frequent basis and in alternative forums. APO staff will be mindful of the available staff time and financial resources needed to accomplish this task.

Solicit email addresses as part of online survey

For in-person meetings and engagement events, APO staff utilize a sign-in sheet which allows individuals the option to provide their email address to stay informed about APO

planning activities. However, as APO staff have transitioned to online engagement – in part due to COVID-19 – providing the public with a means to stay connected to planning activities has not been consistent.

As part of online surveys, APO staff will include the option for individuals to provide their email address. This will provide participants the opportunity to receive the APO’s newsletter and emails regarding public input opportunities. It will also allow APO staff to more readily conduct qualitative assessments on public engagement.

Provide qualitative surveys more frequently

Currently, APO staff annually distribute a qualitative assessment to individuals who have participated in an APO public outreach activity within the past year. This survey allows participants to provide their feedback on their experience in dealing with APO staff. However, APO staff have noticed that for some events significant time has passed between the initial public engagement opportunity and when staff are inquiring about participant experience. Staff believe inviting feedback closer to the time frame for the product or event in which people were engaged will improve their recall of the activity and likelihood to participate in the survey.

APO staff will distribute public engagement qualitative assessment surveys to individuals immediately following the close of public comment periods. For plans that will be developed over multiple years like the MTP, APO staff will identify appropriate opportunities to receive feedback from participants on the quality of public engagement. At a minimum, these qualitative assessment surveys will be conducted on an annual basis.

Explore more effective usage of available social media

APO staff has generally made much more effective use of Facebook through posts pertaining to events and announcements concerning public meetings and activities. Tools such as Facebook Live have increased engagement and public participation.

In the last year, social media accounts for Instagram, YouTube and LinkedIn were created, though there has been little use of these platforms for planning related announcements or public engagement.

APO staff will explore opportunities to make improved use of Instagram, YouTube and LinkedIn for informational purposes and other announcements.

APO staff believe that by accomplishing these actionable items staff can work toward improving the public engagement experience. These recommendations will be reevaluated and assessed for effectiveness during the development of the next SEP Annual Report.

APPENDIX A

Public Comments

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In-Person Public Engagement Calendar of Events

Month	Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
Jul-19	7/10/2019	APO	TIP Open House	0	0	0	N/A
	7/31/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
Aug-19	8/6/2019	St. Cloud Rotary	Luncheon	50	0	0	N/A
	8/8/2019	Saint Cloud Public Library	Policy Board meeting	0	0	0	N/A
	8/17/2019	Lake Wobegon Trail head	MTP Public Engagement Event	5	5	See MTP Disposition Matrix	See MTP Disposition Matrix
	8/20/2019	Mobility Training Center	RAC Meeting	8	0	0	N/A
	8/21/2019	St. Cloud Police Department (Stearns/Benton TZD)	TZD Meeting	9	0	0	N/A
	8/21/2019	United Way Building	Access to Food Meeting	13	0	0	N/A
	8/22/2019	Mobility Training Center	MTP Public Engagement Event	61	21	See MTP Disposition Matrix	See MTP Disposition Matrix
	8/26/2019	Metro Bus Transit Station	MTP Public Engagement Event	33	13	See MTP Disposition Matrix	See MTP Disposition Matrix
	8/27/2019	Tri-CAP	Regional Transportation Coordinating Council	17	Several	See meeting minutes (https://stcloudapo.org/wp-content/uploads/2019/12/Final-RTCC-Phase-I-OIP.pdf)	This meeting was the final meeting as outlined in the contract between the Saint Cloud APO and consulting firm WSB in the execution of the RTCC Phase I grant. APO staff have handed on the responsibilities of continuing the RTCC to Tri-CAP.
	8/29/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
	8/30/2019	Rivers Edge Park	MTP Public Engagement Event	11	5	See MTP Disposition Matrix	See MTP Disposition Matrix
Sep-19	9/4/2019	Saint Cloud Area Planning Organization	MTP Public Engagement Event	3	3	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/11/2019	Catholic Charities	MTP Public Engagement Event	44	13	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/13/2019	Lake George	MTP Public Engagement Event	21	1	"Bridge Construction on 1st Street, is making it a lot harder to commute around"	No action taken, but APO appreciates the comment.
	9/16/2019	Saint Cloud City Hall	MTP Public Engagement Event	28	13	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/19/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
	9/19/2019	Waite Park Senior Center	MTP Public Engagement Event	37	5	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/19/2019	Waite Park City Hall	Policy Board meeting	0	0	0	N/A
	9/20/2019	Pinecone Road Coborns	MTP Public Engagement Event	0	0	0	N/A
	9/28/2019	Saint Cloud City Hall	Saint Cloud 301 Event	6	6	See MTP Disposition Matrix	See MTP Disposition Matrix
Oct-19	10/1/2019	Great River Regional Library	ATAC Meeting	9	Several	See ATAC meeting minutes	N/A
	10/9/2019	Great River Regional Library	MTP Public Engagement Event	0	0	0	N/A
	10/15/2019	Saint Joseph City Hall	MTP Public Engagement Event	0	0	0	N/A
	10/29/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
	10/30/2019	Great River Regional Library	Policy Board meeting	1	0	0	N/A
	10/31/2019	Waite Park City Hall	ATP Development Committee	3	Several	See ATP Development Committee Minutes	N/A
Jan-20	1/9/2020	Great River Regional Library	Policy Board meeting	2	0	0	N/A

In-Person Public Engagement Calendar of Events							
Month	Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
	1/16/2020	Great River Regional Library	TIP Open House	5	1	<p>"I'm really excited about the 301 retaining wall project. I noticed that there was some construction work around there a while back and portions of the wall became dislodged. I really love that wall."</p> <p>"I'm worried about the project on CSAH 75 (resurfacing from TH 15 to Cooper). I'm worried that the excitement to move cars to places like Walmart and Costco they would get rid of all of the on-road bicycle facilities. While the bicycle facilities on that road aren't great and end at 33rd Avenue (I'd like to see them extend to 15), I would like to keep what we have."</p>	<p>Comment 1: No action taken, but APO appreciates the comment.</p> <p>Comment 2: APO staff will forward this comment to the appropriate jurisdiction.</p>
	1/30/2020	Stearns County Public Works	TAC meeting	0	0	0	N/A
Feb-20	2/12/2020	Saint Cloud Area Planning Organization	ATP Development Committee	4	Several	See ATP Development Committee Minutes	N/A
	2/13/2020	Great River Regional Library	Policy Board meeting	1	1	Per minutes: Person was attending due to interest in the Northstar presentation by MnDOT's Office of Passenger Rail Frank Loetterle	N/A
	2/20/2020	Great River Regional Library	TIP Open House	2	2	<p>"I live in that area and that is not a factor for me."</p> <p>"I think they could close a few more railroad crossing areas. They can be very dangerous especially along Highway 10 and the diagonal intersections."</p>	<p>Comment 1: No action taken, but APO staff appreciate the comment.</p> <p>Comment 2: No action was taken, but APO staff appreciate the comment.</p>
	2/27/2020	Stearns County Public Works	TAC meeting	0	0	0	N/A
Mar-20	3/17/2020	Great River Regional Library	ATAC Meeting	3	Several	See ATAC meeting minutes	N/A
Mar-20	3/11/2020	Saint Cloud Area Planning Organization	ATP Development Committee	2	Several	See ATP Development Committee Minutes	N/A
Mar-20	3/12/2020	Great River Regional Library	Policy Board meeting	0	0	0	N/A
Apr-20	4/30/2020	Online Only -- Zoom	TAC meeting	0	0	0	N/A
May-20	5/6/2020	Online Only -- Zoom	ATAC Meeting	3	Several	See ATAC meeting minutes	N/A
	5/14/2020	Online Only -- Zoom	Policy Board meeting	0	0	0	N/A
	5/28/2020	Online Only -- Zoom	TAC meeting	0	0	0	N/A

In-Person Public Engagement Calendar of Events							
Month	Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
Jun-20	6/10/2020	Online Only -- Zoom	ATP Development Committee	4	Several	See ATP Development Committee Minutes	N/A
	6/11/2020	Online Only -- Zoom	Policy Board meeting	1	Several	<p>Per minutes: Community member said there is never enough time during the Public Comment period to talk about everything. She invited all members to contact her so she can tell them about the many opportunities for improvement. She will complete ADA Coordinator training by the end of July and will be available to assist people. She acknowledged that the COVID-19 Preparedness Plan addresses the office, she felt that a COVID-19 Transportation Plan was lacking for the region. She stated she would like to speak to Stearns County people because by not having a RTCC, it hurts things that we do. She commented that Rochester is the only other area that does not have an RTCC. She requested that we get things going on having the RTCC in the area. We cannot leave our area without good transportation. She said that those she has reached out to are ignoring her, and that is not a good idea. She said there are many people available to help, and that it would be a good idea to have an inclusion plan. She will figure out how to get her contact information to everyone. Many people are hurting with the COVID-19.</p>	In response to comments, APO staff to provide follow up information...at the next regularly scheduled meeting and/or directly to the commenter.
	6/25/2020	Online Only -- Zoom	TAC meeting	0	0	0	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
July	7/10/2019	TIP	Post Type: Photo (Event) Shareback: Come learn about the draft FY 2020-2023 Transportation Improvement Program and about the transportation projects coming to the Saint Cloud metro.	N/A	71	0	N/A	2
	7/19/2019	APO Logo Survey	Post Type: Photo Shareback: THANK YOU to all those who participated in our APO Logo Survey. The logo that was the first choice for 70% of all respondents was the logo shown below. The APO Board will be discussing logo options (and hopefully settling on a final choice) at their August 8 meeting. You can download the full survey results at http://www.stcloudapo.org/.../apo_logo_final_survey_responses...	4	60	0	N/A	N/A
	7/31/2019	TAC	Post Type: Photo (Event) Shareback: APO staff will be meeting with members of the TAC to discuss, among other items, future expansion and reconstruction roadway projects as part of the long range Metropolitan Transportation Plan.	N/A	37	0	N/A	1
August	8/12/2019	MTP	Post Type: Photo Shareback: The APO has released the draft Metropolitan Transportation Plan and needs your feedback. Visit http://www.stcloudapo.org/2045-mtp.html for more details and all the ways you can give us your thoughts on the draft plan. (Boosted on August 26, 2019)	175	3,439	1) "Downtown St Cloud is closed. There isn't one single street without a detour cone on it !" 2) "(Expletive) st.cloud. the only good thing about your city is the easy access to illegal marijuana"	See Comment Disposition Matrix in the MTP	N/A
	8/15/2019	SEP Survey	Post Type: Photo Shareback: The Saint Cloud Area Planning Organization (APO) is committed to effectively engaging the community by hearing and responding to public input. Please, take a few minutes to provide us with some information about your experience and how we can work to improve our engagement strategies in the future. Thank you! 😊 https://www.surveymonkey.com/r/TWVFPWR	27	135	0	N/A	N/A
	8/17/2019	MTP	Post Type: Facebook Live Video Shareback: The Saint Cloud Area Planning Organization is out and about! Currently in Saint Joseph at the Lake Wobegon Trail Head. 🚶🚴🚲 Come check us out from 4 pm to 6 pm today!	35	145	0	N/A	N/A
	8/22/2019	MTP	Post Type: Facebook Live Video Shareback: APO staff are out and about today discussing long range (2045) projects and other transportation issues. Come see us from 11 a.m. to 1 p.m.	14	63	0	N/A	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	8/26/2019	MTP	Post Type: Facebook Live Video Shareback: We're out at the transit center until 7 pm taking comments on the draft Metropolitan Transportation Plan.	16	85	0	N/A	N/A
	8/29/2019	TAC	Post Type: Photo (Event) Shareback: The APO's Technical Advisory Committee will be hosting a public meeting. View the agenda online at stcloudapo.org. All are welcome to attend.	N/A	41	0	N/A	2
	8/30/2019	MTP	Post Type: Facebook Live Video Shareback: Stop by and say "hi" then take a Tootsie Roll.	21	140	0	N/A	N/A
September	9/4/2019	MTP	Post Type: Facebook Live Video Shareback: Stop by anytime today between 3 pm and 7 pm for our public open house meeting to talk about the draft transportation plan.	13	65	0	N/A	N/A
	9/13/2019	MTP	Post Type: Facebook Live Video Shareback: N/A	18	123	0	N/A	N/A
	9/19/2019	TAC	Post Type: Photo (Event) Shareback: Saint Cloud APO's Technical Advisory Committee will be meeting to discuss changes to the draft long-range projects and transportation project scoring criteria for the 2024 project solicitation process. All are welcome to attend.	N/A	37	0	N/A	N/A
	9/24/2019	MTP	Post Type: Photo Shareback: Some significant changes to the draft Metropolitan Transportation Plan have been proposed, so we are providing the public an additional 30 days to review the proposed changes and provide their thoughts. Click on the link below to learn more and complete our survey on the proposed changes. https://www.surveymonkey.com/r/8PMPWM3	703	1,956	1) What happened with the pole barn put up where the 5th leg of the 19th Ave roundabout was supposed to go in someday as part of the APO plan for a beltway around the Metro area?	"Steve Hennes, we were all surprised when that pole barn went up, but we will be completing a planning study in 2020 to determine the alignment of that 5th leg. There are still options."	N/A
October	10/1/2019	Active Transportation Advisory Committee	Post Type: Photo (Event) "Join the Saint Cloud Area Planning Organization as we host the third Bicycle and Pedestrian Advisory Committee Meeting of 2019! We will cover topics ranging from our draft Metropolitan Transportation Plan, to the upcoming Active Transportation Plan, and other fun transportation related items as well. Please, join us on October 1, 2019 at the Great River Regional Library in downtown Saint Cloud in the Bremer Room 104. Hope to see you there, thank you!"	N/A	287	0	N/A	N/A
	10/7/2019	Active Transportation Plan	Post Type: Colorful Post "Interested in helping create the next Active Transportation Plan for the Saint Cloud Regional Area? Contact Alison Voigt @STCAPO!"	17	150	0	N/A	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	10/9/2019	MTP	Post Type: Facebook Live Video "Public input open house today at the library 4pm - 6 pm. If you have any thoughts or ideas about transportation, we how to see you."	13	84	0	N/A	N/A
	10/11/2019	MTP	Post Type: Facebook Live Video "Executive Director Brian Gibson talks about the APO's long range transportation plan, MAPPING 2045. More information can be found at stcloudapo.org."	15	77	0	N/A	N/A
	10/22/2019	MTP	Post Type: Photo "Last day to provide comments and give feedback on the proposed changes to the draft MTP! Use the link below to access the survey. Survey closes tomorrow October 23rd! https://www.surveymonkey.com/r/8PMPWM3 "	3	53	0	N/A	N/A
	10/29/2019	TAC	Post Type: Photo (Event) "The APO's Technical Advisory Committee will be meeting to discuss the final approval of the APO's long range plan (Metropolitan Transportation Plan) along with the area's safety targets for 2020 and regional transportation priorities for the area. Check out stcloudapo.org for the full agenda. All are welcome to attend!"	N/A	60	0	N/A	N/A
December	12/18/2019	APO Website	Post Type: Link "Our new website is now live. Check it out and let us know what you think (especially if you find any glitches or errors!)"	20	97	0	N/A	N/A
January	1/2/2020	TIP	Post Type: Link "APO staff is requesting feedback on several changes to the Transportation Improvement Program including the addition of roadway projects. Feel free to participate in our survey. More information can be found on our website stcloudapo.org!"	2	68	0	N/A	N/A
	1/16/2020	TIP	Post Type: Facebook Live Video "We're talking changes to our Transportation Improvement Program at the St. Cloud Library until 5. Come stop by and chat."	3	76	0	N/A	N/A
	1/16/2020	TIP	Post Type: Event "Several changes to projects within the APO's Transportation Improvement Program (TIP) have been requested. Come learn more and provide your input!"	N/A	201	0	N/A	5
	1/30/2020	TAC	Post Type: Event "The Saint Cloud APO's TAC will be meeting to discuss and recommend prioritization and funding for proposed transportation projects within the region. Members of the public are welcome and encouraged to attend."	N/A	120	0	N/A	4
February	2/4/2020	Policy Board	Post Type: Photo/Link "The next meeting of the APO Policy Board will be held on Thursday, Feb. 13 at 4:30 p.m. You can see the agenda packet on our website: https://stcloudapo.org/events/policy-board-meeting-2/ "	6	64	0	N/A	N/A

Facebook Public Engagement

Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	2/6/2020	TIP	Post Type: Link "APO staff is requesting feedback on several changes to the Transportation Improvement Program including the addition of a rail crossing project in Sherburne County. Feel free to participate in our survey. More information can be found on our website stcloudapo.org!"	2	43	0	N/A	N/A
	2/20/2020	TIP	Post Type: Facebook Live Video "APO Senior Planner Vicki Johnson is taking your comments about changes to the APO's Transportation Improvement Program at the St. Cloud Library! Come learn about proposed Metro Bus and MnDOT projects in the area."	7	61	0	N/A	N/A
	2/20/2020	TIP	Post Type: Event "The APO has received requests from MnDOT and Metro Bus to make changes to its programming document. Come learn about these potential changes and provide your input!"	N/A	320	0	N/A	6
	2/27/2020	TAC	Post Type: Event "The APO's TAC will be meeting to discuss a variety of topics related to transportation including discussing transportation priorities and performance measures for the transportation network. More information can be found at stcloudapo.org. All are welcome to attend."	N/A	80	0	N/A	0
March	3/17/2020	ATAC	Post Type: Event (CANCELED): "The APO's ATAC will be meeting to discuss active transportation (i.e., biking and walking) concerns within the APO's planning area. All are welcome to attend. More information will be posted at stcloudapo.org as we get closer to the event!"	N/A	114	0	N/A	2
April	4/1/2020	Active Transportation Plan	Post Type: Link (BOOSTED): Tell us about walking and bicycling in your community. As part of our effort to prepare a regional Active Transportation Plan, we have developed a short survey to collect public input. At the end of the survey, there is also a link to an interactive map where you can identify your preferred or desired routes and destinations. The survey and the interactive map will include space for you to comment specifically on any specific likes, issues, or concerns in relation to the current infrastructure for biking, walking, and access to transit."	180	2,704	1 (Person tagged another person in the comments)	N/A	N/A
	4/8/2020	TIP	Post Type: Link "APO staff is requesting feedback on a proposed change to the Transportation Improvement Program. Feel free to participate in our survey. More information can be found on our website stcloudapo.org!"	2	51	0	N/A	N/A
	4/14/2020	TIP	Post Type: Scheduling video post. "Join APO Senior Planner Vicki Johnson as she talks about the proposed 2021 bus replacement project for WACOSA. She'll also be chatting about the APO's programming document, the TIP. Listen in and participate!"	3	103	0	N/A	N/A
	4/21/2020	TIP	Post Type: Facebook Live Video "Join APO Senior Planner Vicki Johnson as she talks about the proposed 2021 bus replacement project for WACOSA. She'll also be chatting about the APO's programming document, the TIP. Listen in and participate!"	17	308	1. Nice job Vicki, the bus sounds like a good investment choice. Thank you! Only other thought I might have is if they	You are so welcome. I will be sure to forward your comment on to WACOSA as well. I can check if there are other options for them. But, for this	

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
						needed funding for operations and scheduling – if fed funding is available for that too.	particular pot of grant money, funding is restricted to purchasing buses/vans; wheelchair lifts, ramps, and securement devices; transit-related technology systems; mobility management programs; and the acquisition of transportation services. More information can be found here: https://bit.ly/3cmHBHP . For the purposes of the APO’s involvement, our programming document focuses on Federal dollars primarily for bus purchases for organizations like WACOSA. There are probably other state dollars available (again, I’ll check on it), but that falls outside of the APO’s area of expertise. But I’ll ask if there are other avenues in which WACOSA could pursue federal funding. Good question! Hello. So, I checked with MnDOT’s Office of Transit and Active Transportation yesterday – they are the ones who really help assist transit agencies in getting funding from the Federal Transit and Federal Highway Administrations (FTA and FHWA). As far as they are aware, there aren’t any other types of federal grants available through FTA or FHWA to assist WACOSA with operations and scheduling. However, they did say other funding sources are potentially available to them through the Minnesota Department of Human Services. But the extent of that funding and whether WACOSA takes advantage of this and/or other funding sources would be more in WACOSA’s wheelhouse. For the APO, we are primarily only concerned with federal funding being spent within our planning area so our field of expertise doesn’t go that far into the weeds. Hope this helps!	

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	4/23/2020	TIP	Post Type: Scheduling video post. "Join Senior Planner Vicki Johnson as she talks about the latest request to change the APO's transportaiton project programming document -- the Transportation Improvement Program. She will be answering your questions and listening to your comments on the document and the proposed changes."	3	96	0	N/A	N/A
	4/29/2020	TIP	Post Type: Facebook Live Video "Join APO Senior Planner Vicki Johnson as she talks about the proposed 2021 bus replacement project for WACOSA. She'll also be chatting about the APO's programming document, the TIP. Listen in and participate!"	5	114	0	N/A	N/A
	4/30/2020	TAC	Post Type: Event "Due to the global pandemic, the APO's Technical Advisory Committee (TAC) will be holding a virtual meeting to discuss changes to the FY 2020-2023 Transportation Improvement Program and will be provided an update on the development of the region's Active Transportation Plan. The meeting is open to the public. Please contact APO Executive Director Brian Gibson (gibson@stcloudapo.org) at least 24 hours in advance to request the online link and/or phone number. The full agenda can be viewed online at www.stcloudapo.org "	N/A	71	N/A	N/A	2
May	5/28/2020	TAC	Post Type: Event "Due to the on-going global pandemic, the APO's Technical Advisory Committee (TAC) will be holding a virtual meeting to discuss the fiscal years 2021-2024 Transportation Improvement Program and the 2021-2022 Unified Planning Work Program. The meeting is open to the public. Please contact APO Executive Director Brian Gibson (gibson@stcloudapo.org) at least 24 hours in advance to request the online link and/or phone number. The full agenda can be viewed online at www.stcloudapo.org "	N/A	88	N/A	N/A	1
June	6/25/2020	TAC	Post Type: Event "Due to the on-going global pandemic, the APO's Technical Advisory Committee (TAC) will be holding a virtual meeting to discuss the TAC bylaws and the role the APO should play in transportation security planning. The meeting is open to the public. Please contact APO Executive Director Brian Gibson (gibson@stcloudapo.org) at least 24 hours in advance to request the online link and/or phone number. The full agenda can be viewed online at www.stcloudapo.org "	N/A	57	N/A	N/A	2

Active Transportation Comments

The following is a list of comments received regarding the development of the Active Transportation Plan.

Date Received	Source	Comment	Disposition
Dec. 17, 2019	Metro Bus Rider Advisory Committee	Safety concerns as follows: <ol style="list-style-type: none"> 1. Needs for safer pedestrian access to the bus stop near Alltran (Benton CR 29). Since there is no decent shoulder to walk along (it's a post in the ground) and there is no crosswalk, it makes it dangerous for pedestrians to access that stop. 2. There is no sidewalk or crosswalk access to the bus stop on 12th Street N across from the Al Loehr Veteran and Community Apartments 	Safety concerns noted and will be considered in the analysis of improvement needs for active transportation.
Jan. 9, 2020	Bike St. Cloud	Bike St. Cloud members conducted a visual gap analysis of current active transportation facilities within Saint Cloud and suggested possible connections which were mapped.	Suggested links are noted and input will be considered during the facilities analysis phase of ATP development.
March 9, 2020	ATP DC Member	Observations and comments from a transit and active transportation user spoken to APO staff as follows: <ol style="list-style-type: none"> 1. Tech High School currently isn't safe for pedestrians. 2. Crosswalks don't allow enough time to cross before the light changes. 3. Not enough walkways or bikeways on the roads. 4. Peanut roundabout in Sauk Rapids is dangerous for children, should be a speed limit. 5. The Metro Bus downtown station has gotten worse for people who walk or bike. 6. Some roads are in bad shape – unsafe for drivers, walkers, riders, and bikers. 	Observations and concerns with regard to safety of Metro Bus and active transportation facilities are noted and will help to inform the ATP planning process.
March 15, 2020	ATP DC Member	Email comment: Something I didn't hear about at the Active Transportation Small Group meeting was the lowering SPEED Limits. I believe this is the single thing area governments could do to improve safety for bikes and	Comments noted and reported to ATAC and the Active Transportation Development Committee. APO

Date Received	Source	Comment	Disposition
		pedestrians. Low hunger. Up until last year 30 mph was the rule, statewide. No longer. Simple change/world of difference. Hope you might include this in the Active Transportation Advisory Committee (ATAC) discussion.	TAC members are proposing a working group to discuss options for lowering speeds on local roadways in response to change in legislation.
June 8, 2020	ATP DC Member	Email comment: Please be proactive and reach out and follow up in a meaningful manner. APO has serious equity issues including ADA and inclusion. Ignoring does not make them go away. Concerns are including and not limited to: Real inclusion, Accessible websites, Attitudes and behavior, People with disabilities (including Older People) and their transportation needs Lack of training re inclusion and meaningful follow through.	APO Staff offered to meet with the DC member individually to further discuss concerns and suggestions with regard to ADA equity and inclusion.

The following is a list of comments from the APO's wikimap.

Number of Respondents	Category	Type	Location	Comments
1	Problem or Barrier	Bicycling	Wilson Park	Too far away for family to bike.
1	Problem or Barrier	Bicycling	Benton Drive / US 10 Intersection	The shortest route isn't the safest route from my house. Benton Drive's traffic.
1	Problem or Barrier	Bicycling/Pedestrian	US 10/MN 23 Intersection	No off-road trail or sidewalk to cross over Highway 10 along Highway 23.
1	Problem or Barrier	Bicycling/Pedestrian	CR 133/19 th Ave South	No trail/sidewalk that connects from should of County Road 133 or Sixth Street S
1	Destination	Bicycling	Coborns – Sauk Rapids	LOVE the trail on the Sauk Rapids bridge.

Number of Respondents	Category	Type	Location	Comments
1	Destination	Bicycling	St. Cloud Hospital	Visiting spouse at work or picking up a prescription
1	Destination	Bicycling	Downtown Saint Cloud	Shopping, coffee, dining, drinking, entertainment, and there is a local bike shop here, too.
1	Destination	Bicycling	Hester Park	Pool and playground.
1	Destination	Bicycling	Beaver Island Brewery	Weekly bike ride event sponsored by brewery.
1	Destination	Bicycling	Lake George	Summertime by Lake George and other activities with kids
2	Destination	Bicycling	Saint Cloud State University	College campus activities, education, community events, arts, sports ...
1	Destination	Bicycling	Coborns – South Saint Cloud	Grocery pickup
1	Destination	Bicycling	Munsinger Park	Visit to flower gardens and river
1	Destination	Bicycling	Jail Trail	Many people visit the Jail Trail to single track mountain bike.
1	Destination	Bicycling	Byerly's Grocery Store	Grocery pickup
1	Destination	Bicycling	Dairy Queen	Dairy Queen treat
1	Destination	Bicycling	Crossroads Mall	Shopping
1	Destination	Bicycling	Oak Hill School	Visiting school and playground
1	Destination	Bicycling	CentraCare	Health care for me.

Number of Respondents	Category	Type	Location	Comments
				Employment for many.
1	Destination	Bicycling/Pedestrian	YMCA	Exercise and Family events.
1	Destination	Pedestrian	Whitney Park	The playground, sports activities or exercise.
1	Destination	Pedestrian	North Jr. High	Kiddo goes to school here.
1	Destination	Bicycle	Wobegon Trail	Leisure time.
1	Destination	Bicycle	Church of St. Michael	Attend mass.
1	Destination	Bicycle	Sartell City Hall	Attend meetings.
1	Destination	Pedestrian	Lions Park	None.

APPENDIX B
Demographic Survey Results
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	2045 MTP Survey - 1st Draft*									2045 MTP Survey - 2nd Draft	
	City of Saint Cloud	Benton County	City of Sartell	City of Sauk Rapids	Stearns County	Saint Joseph	City of Waite Park	Full Survey		Project Changes	Totals
Nonwhite	2	1	0	1	0	0	0	0		2	6
Black or African American	1	1	0	0	0	0	0	0		0	2
Other	1	0	0	1	0	0	0	0		2	4
Age 25 or less	2	2	1	0	1	0	0	0		0	4
Age 63+	9	1	2	1	0	3	2	1		5	24
Language other than English	0	1	0	0	1	0	0	0		0	2
Physical Disability	4	4	0	1	0	2	1	0		2	14
Born Outside US	1	1	0	0	0	0	0	0		1	3
Female	12	1	1	2	0	0	0	2		18	36
Male	16	1	3	2	1	4	2	1		21	51
Non-binary or Other	1	2	0	0	1	0	0	0		0	4
Household Incomes											
\$25,000 or less	0	0	0	1	1	0	0	0		0	2
\$25,001 -\$50,000	4	1	0	2	0	1	1	1		3	13
\$50,001 - \$75,000	12	1	2	0	2	1	1	1		9	29
Over \$75,000	10	2	2	1	0	1	0	1		26	43
Hh Size											
1	3	1	0	0	0	0	1	0		5	10
2	15	2	2	2	1	2	1	1		9	20
3	5	0	1	1	1	2	0	1		4	10
4	4	0	2	0	1	0	0	0		12	15
5	1	0	0	0	0	0	0	0		7	7
6	1	0	0	0	0	0	0	0		0	0
7+	1	1	0	1	0	0	0	0		3	5
Total	29	4	4	4	2	4	0	3		41	91
*Also surveyed, Sherburne County, MnDOT - no responses received.											

	2020-2023 TIP Surveys - 2020			
	Jan	Feb	April	Total
Nonwhite	0	0	1	1
Black or African American	0	0	0	0
Other Ethnicity	0	0	1	1
Age 25 or less	0	0	0	0
Age 63+	1	1	2	4
Language other than English	0	0	0	0
Physical Disability	0	0	1	1
Born Outside US	0	0	0	0
Female	1	1	6	8
Male	1	0	4	5
Non-binary or Other	0	0	0	0
<u>Household Incomes</u>				
\$25,000 or less	0	0	0	0
\$25,001 - \$50,000	0	1	2	3
\$50,001 - \$75,000	1	0	0	1
Over \$75,000	1	0	2	3
<u>Household Size</u>				
1	1	0	2	3
2	1	1	5	7
3	0	0	0	0
4	0	0	1	1
5	0	0	2	2
6	0	0	0	0
7+	0	0	0	0

	2020-2023 TIP Surveys - 2020			
	Jan	Feb	April	Total
Total	2	1	10	13

Active Transportation Survey	
April - June 2020	
Nonwhite	7
Black or African American	3
Other	4
Age 25 or less	0
Age 63+	19
Language other than English	0
Physical Disability	10
Born Outside US	0
Female	73
Male	48
Non-binary or Other	0
<u>Household Incomes</u>	
\$25,000 or less	4
\$25,001 - \$50,000	22
\$50,001 - \$75,000	31
Over \$75,000	55
<u>Household Size</u>	
1	21
2	31
3	29
4	29
5	9
6	4
7+	1

Active Transportation Survey	
April - June 2020	
Total	124

APPENDIX C

LEP Staff Training and Certification Log

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2020 Limited English Proficiency (LEP) Training and Certificate of Completion

As a direct recipient of Federal assistance, the Minnesota Department of Transportation (MnDOT) is required to comply with Title VI laws, related statutes, and regulations. It is necessary that any agency receiving Federal and/or state financial assistance from MnDOT receive training on U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) Limited English Proficiency laws and regulations on an annual basis.

As a sub-recipient of MnDOT's Federal funds, the Saint Cloud Area Planning Organization (APO) is required to comply with Title VI and related nondiscrimination laws and regulations, which includes Limited English Proficiency assistance. Employees of the APO are required to complete one hour of Title VI training each year.

APO employees shall review the following module in order to fulfill their LEP training requirements for 2020:

MODULE 1 – Communicating Effectively with Limited English Proficient Members of the Public (50 minutes): <https://bit.ly/3jrwtNB>

This video training series, in production since 2013, is part of a training toolkit designed to educate Federal personnel on interacting with limited English proficient individuals. It was developed in response to the Attorney General's February 2011 memorandum to all Federal agencies, calling upon them to ensure that limited English proficient individuals can access Federal Government programs and services under Executive Order 13166. The training series is intended to help establish consistent and legally sound practices across the government when engaging in communications with limited English proficient individuals.

More information can be found at www.LEP.gov

Declaration of Employee: I have completed annual LEP training on _____ (date) as required by the Saint Cloud Area Planning Organization and the Minnesota Department of Transportation. I have also received information on:

- Title VI Policy and LEP responsibilities.
- The use and location of language identification cards.
- Language assistance services available and where the resources can be found.
- How to document language assistance requests.
- How to handle potential Title VI/LEP complaints.

Printed Name and Title: _____

Signature: _____ Date: _____

APO LEP Training Log

Year	Executive Director	Senior Transportation Planner	Associate Transportation Planner	Transportation Planning Technician	Administrative Assistant	Transportation Planner
2020						
2021						
2022						
2023						
2024						
2025						
2026						