

## AGENDA

### APO POLICY BOARD MEETING

THURSDAY, MAY 12, 2022 - 4:30 P.M.

**GREAT RIVER REGIONAL LIBRARY, BREMER ROOM  
1300 W ST GERMAIN ST, ST CLOUD, MN 56301**

1. Pledge of Allegiance
2. Introductions
3. Approval of Agenda
4. Public Comment Period
5. Consideration of Consent Agenda Items (*Attachments A – F*)
  - a. Approve Minutes of April 14, 2022 Policy Board Meeting (*Attachment A*)
  - b. Approve Bills Lists for April and May (*Attachments B1 & B2*)
  - c. Approve FY 2022-2025 Transportation Improvement Program Modifications and Amendments (*Attachments C1 & C2*)
  - d. Receive 1<sup>st</sup> Quarter Financial Report. (*Attachment D*)
  - e. Receive Staff Report of April 28<sup>th</sup> Meeting of the Technical Advisory Committee (*Attachment E*)
  - f. Receive Staff Report of April 7, 2022 Meeting of the Central Minnesota Area Transportation Partnership (ATP-3) (*Attachment F*)
6. Presentation on Promoting Transportation Options (*Attachment G*) *Chris Berrens, MnDOT Planning Director*
  - a. Suggested Action: None, information only**
7. Presentation on FY 2021 Budget Performance (*Attachment H*), *Brian Gibson, Executive Director*
  - a. Suggested Action: None, information only**
8. Other Business & Announcements
9. Adjournment

## English

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

## Somali

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

## Spanish

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

**SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD**  
**Thursday, April 14, 2022 – 4:30 p.m.**

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, April 14 at 4:30 p.m. APO Chair Joe Perske presided with the following members:

|                     |                      |
|---------------------|----------------------|
| Raeanne Danielowski | Sherburne County     |
| Dottie Seamans      | City of Sauk Rapids  |
| Kevin Kluesner      | City of Saint Joseph |
| Jeff Westerlund     | LeSauk Township      |
| Ed Popp             | Benton County        |
| Ryan Daniel         | Metro Bus            |
| Rick Miller         | City of Waite Park   |
| Carol Lewis         | City of St. Cloud    |
| Jeff Goerger        | City of St. Cloud    |

Also in attendance were:

|                   |                                 |
|-------------------|---------------------------------|
| Kari Steinbeisser | Conway, Deuth, Schmiesing (CDS) |
| Leigh Lenzmeier   | Stearns County                  |
| Brian Gibson      | Saint Cloud APO                 |
| Vicki Johnson     | Saint Cloud APO                 |
| James Stapfer     | Saint Cloud APO                 |
| Alex McKenzie     | Saint Cloud APO                 |
| Amber Blattner    | Saint Cloud APO                 |

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA:**

***Mr. Goerger motioned to approve the agenda, and Ms. Seamans seconded the motion. Motion carried.***

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

**CONSIDERATION OF CONSENT AGENDA ITEMS:**

- Approve Minutes of March 10, 2022 Policy Board Meeting (Attachment A)
- Approve Bills Lists for March and April (Attachments B1 & B2)
- Approve FY 2022-2025 Transportation Improvement Program Modifications and Amendments (Attachments C1-C2)
- Approve Not Waiving Tort Liability Limits for 2022 (Attachment D)
- Approve Contract for Travel Demand Model Calibration & 2050 Socioeconomic Forecast (Attachment E)
- Approve Contract for Accountant (Attachment F)
- Approve Contract for Auditor (Attachment G)
- Approve Time Extension for Mississippi River Bridge Planning Contract (Attachment H)
- Receive Staff Report of March

***Mr. Miller motioned to approve the consent agenda items a-g and item i, and Mr. Goerger seconded the motion. Motion carried.***

Mr. Perske wanted to discuss where the APO was at with item h. Mr. Gibson said the project consultant had approached the DNR to have them review the Mississippi River Bridge study information. The DNR has had the information for six months and have not yet responded with any comments, so the APO is going to move forward in the planning process.

***Mr. Perske motioned to approve item h. Mr. Miller seconded the motion. Motion carried.***

### **Consider Results of FY 2021 Audit of Financial Statements**

Ms. Steinbeisser thanked the board for CDS being able to provide the audit review. Ms. Steinbeisser said the financial statements are presented fairly in CDS's opinion. The audit was conducted in accordance with the Generally Accepted Auditing Standards and Government Auditing Standards. Financial statements are the responsibility of the APO's management. Ms. Steinbeisser provided the statement on the net position and reviewed the APOs revenue and expenses. Mr. Kluesner asked who is monitoring the cash and investments. Mr. Gibson said the APO has accounts with Liberty Bank and two investments with US Bancorp and RBC. Mr. Perske noted you can look at the monthly accounts in the agenda of each Policy Board meeting to review the APO finances. Ms. Steinbeisser compared the 2021 and 2020 revenue and expenses. Ms. Steinbeisser also summarized the APO cash flows. Mr. Kluesner asked why employee salary was lower in 2020 than in 2021. Mr. Gibson explained the employees leaving and being hired were at different pay rates. Ms. Steinbeisser said there were no difficulties encountered and no disagreements with management. Mr. Perske asked if there were any weaknesses for misuse of funds. Ms. Steinbeisser said she did not see any and the board reviews and approves the bills every month.

***Mr. Goerger motioned to approve FY 2021 Audit Financial Statements. Mr. Daniel seconded the motion. Motion carried.***

### **2021 Household Travel Survey Results**

Mr. Gibson summarized the purpose and the needs of the household travel survey. The survey ran from October 6 to November 24, 2021. Smartphone participants completed a seven-day travel diary and online and call center participants completed a one-day travel diary. The survey was available in English, Spanish, and Somali. Mr. Gibson summarized the survey results. The college age population (18-24) had the lowest percent response and 65 and older accounted for nearly 30 percent of the results. All results were weighted to account for any over or under participation of a certain group. The City of Saint Cloud had the highest response of 441 (49% of responders). Mr. Kluesner asked if this is the first year the survey was completed. Mr. Gibson said this is the first year this survey was completed, and the survey was \$300,000, so it will not be completed annually. Mr. Popp asked if the APO compared their results to other communities of similar size. Mr. Gibson said that Mr. Stapfer would investigate that. Mr. Perske asked if any results from this survey will change the way APO staff works. Mr. Gibson said he thought the most interesting information came from the low-income households and that they are walking and biking in greater numbers. Ms. Johnson said the survey did ask a visioning question on where the APO wants to go as a region and what does the public want to see in terms of transportation for the future. The visioning survey

had 2,000 comments and there was a surprising number of comments regarding electronic vehicles. Mr. Perske asked Mr. Daniel asked if the information affects anything that MetroBus does. Mr. Daniel said most of the ridership is minorities. Mr. Daniel said they are trying to make sure everyone who needs bus services has access and are looking toward moving out by Waite Park and Saint Joseph. Ms. Seamans noted that there are not many people walking to K-12 school because there are not many safe routes to school. Mr. Daniel said they will start working with 742 school district and allow kids to use the MetroBus service for school, visiting friends, etc.

**OTHER BUSINESS & ANNOUNCEMENTS:**

Ms. Johnson wished Mr. Gibson a happy birthday. Mr. Kluesner asked about congressional directed spendings. Mr. Gibson said every year the board identifies regional priorities, and this year David Turch is submitting on the APOs behalf two congressionally directed spending requests. Mr. Perske noted information from the Transportation Alliance Minnesota meeting that took place this month in St. Paul. Ms. Johnson added the ATIP development committee could note what criteria they were looking for the Central Minnesota Region. Mr. Perske noted that Highway 23 collision had its meeting this month and over 100 people were in attendance. Mr. Perske noted Northstar and not being able to ride anymore for the Twin's games. Anoka County has pulled out funding on Northstar. Ms. Danielowski noted that during Highway 10 having improvements done would have been a time that the Northstar would be used. Mr. Perske noted the region 7 survey concluded last week if you want to review comments and data. Mr. Perske noted Town Line Road may get improvements and we are waiting on information on funding. Ms. Lewis noted Jim Flaaen from the City of Saint Cloud is moving to MnDOT if you need a person to contact.

**ADJOURNMENT:**

The meeting was adjourned at 5:34 p.m.

# ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor - Actual Disbursements

April 2022

| Date                                      | Transaction Type           | Vendor | Accounting Description             | Amount    |
|---|----------------------------|--------|------------------------------------|-----------|
| <b>Adobe Creative Cloud</b>               |                            |        |                                    |           |
| 04/11/2022                                | Bill Payment (Credit Card) |        | IT Support & Services              | 52.99     |
| 04/11/2022                                | Bill Payment (Credit Card) |        | IT Support & Services              | 52.99     |
| 04/25/2022                                | Bill Payment (Credit Card) |        | IT Support & Services              | 16.13     |
| <b>AFLAC</b>                              |                            |        |                                    |           |
| 04/18/2022                                | Bill Payment (Check)       |        | Employee Health Dental & Other     | 735.38    |
| <b>Alex Mckenzie</b>                      |                            |        |                                    |           |
| 04/09/2022                                | Bill Payment (Check)       |        | March 2022 mileage reimbursement   | 176.55    |
| <b>ataglance.com</b>                      |                            |        |                                    |           |
| 04/29/2022                                | Bill Payment (Credit Card) |        | Office Supplies - appointment book | 39.89     |
| <b>BCBS of MN</b>                         |                            |        |                                    |           |
| 04/20/2022                                | Bill Payment (Check)       |        | Employee Health Insurance-May22    | 3,613.78  |
| <b>Cloudnet</b>                           |                            |        |                                    |           |
| 04/01/2022                                | Bill Payment (Check)       |        | IT Support                         | 10.00     |
| 04/09/2022                                | Bill Payment (Check)       |        | IT Support                         | 10.00     |
| <b>Conway,Deuth &amp; Schmiesing PLLP</b> |                            |        |                                    |           |
| 04/22/2022                                | Bill Payment (Check)       |        | Year 2021 Audit Services           | 10,000.00 |
| <b>David Turch &amp; Associates</b>       |                            |        |                                    |           |
| 04/01/2022                                | Bill Payment (Check)       |        | Lobbying                           | 4,000.00  |
| <b>Delta Dental</b>                       |                            |        |                                    |           |
| 04/05/2022                                | Bill Payment (Check)       |        | Employee Health Dental & Other     | 236.65    |
| <b>Loffler Companies</b>                  |                            |        |                                    |           |
| 04/08/2022                                | Bill Payment (Check)       |        | Copier useage fees                 | 113.70    |
| <b>Mailchimp.com</b>                      |                            |        |                                    |           |
| 04/05/2022                                | Bill Payment (Credit Card) |        | Printing & Publications            | 17.00     |
| <b>Net V Pro</b>                          |                            |        |                                    |           |
| 04/01/2022                                | Bill Payment (Check)       |        | IT Support & Services              | 1,277.50  |
| 04/07/2022                                | Bill Payment (Check)       |        | IT Support & Services              | 321.00    |
| <b>Granite City Gutter</b>                |                            |        |                                    |           |
| 04/19/2022                                | Bill Payment (Check)       |        | DownPayment - Roof Repairs         | 1,500.00  |
| <b>Premium Waters, Inc.</b>               |                            |        |                                    |           |
| 04/22/2022                                | Bill Payment (Check)       |        | Office Supplies - Drinking Water   | 13.00     |
| <b>Quill.com</b>                          |                            |        |                                    |           |
| 04/09/2022                                | Bill Payment (Check)       |        | Office Supplies                    | 31.98     |
| <b>Rajkowski Hansmeier LTD</b>            |                            |        |                                    |           |
| 04/21/2022                                | Bill Payment (Check)       |        | Legal Fees                         | 1,575.00  |
| <b>SC Times</b>                           |                            |        |                                    |           |
| 04/09/2022                                | Bill Payment (Check)       |        | Printing & Publications            | 137.71    |
| 04/21/2022                                | Bill Payment (Check)       |        | Printing & Publications            | 182.46    |

**ST. CLOUD AREA PLANNING ORGANIZATION**  
**Transaction List by Vendor - Actual Disbursements**  
**April 2022**

| Date  | Transaction Type           | Vendor       | Accounting Description              | Amount                     |
|---|----------------------------|--------------|-------------------------------------|----------------------------|
| <b>Schroden's Inc.</b>                                    |                            |              |                                     |                            |
| 04/12/2022  | Bill Payment (Check)       |              | snow removal                        | 210.00                     |
| <b>Spectrum Business (Charter)</b>                        |                            |              |                                     |                            |
| 04/09/2022  | Bill Payment (Check)       |              | Communications - telephone/internet | 419.94                     |
| <b>St. Cloud Postmaster</b>                               |                            |              |                                     |                            |
| 04/05/2022  | Bill Payment (Credit Card) |              | Postage                             | 64.32                      |
| <b>Stantec Consulting Services Inc</b>                    |                            |              |                                     |                            |
| 04/01/2022  | Bill Payment (Check)       |              | Mississippi River Bridge Project    | 6,373.30                   |
| 04/28/2022  | Bill Payment (Check)       |              | Mississippi River Bridge Project    | 11,577.24                  |
| <b>Stearns Electric Association</b>                       |                            |              |                                     |                            |
| 04/25/2022  | Bill Payment (Check)       |              | Utilities - electric                | 159.94                     |
| <b>Transportation Collaborative &amp; Consultants LLC</b> |                            |              |                                     |                            |
| 04/15/2022  | Bill Payment (Check)       |              | Opportunity Drive Project           | 3,095.00                   |
| <b>Weisman Cleaning Inc</b>                               |                            |              |                                     |                            |
| 04/01/2022  | Bill Payment (Check)       |              | Maintenance - Office Cleaning       | 140.00                     |
| 04/28/2022  | Bill Payment (Check)       |              | Maintenance - Office Cleaning       | 140.00                     |
| <b>West Central Sanitation, Inc</b>                       |                            |              |                                     |                            |
| 04/22/2022  | Bill Payment (Check)       |              | Utilities - garbage                 | 51.49                      |
| <b>Xcel Energy</b>  |                            |              |                                     |                            |
| 04/04/2022  | Bill Payment (Check)       |              | Utilities - heat - gas              | 325.93                     |
| <b>Your CFO Inc</b>                                       |                            |              |                                     |                            |
| 04/01/2022  | Bill Payment (Check)       |              | Accounting services - April 2022    | 1,549.00                   |
| <b>Zoom Video Communications Inc</b>                      |                            |              |                                     |                            |
| 04/05/2022  | Bill Payment (Credit Card) |              | IT Support & Services               | 483.99                     |
|   |                            |              |                                     | <u><u>\$ 43,996.15</u></u> |
| <b>LIBERTY BANK DEPOSITS</b>                              |                            |              |                                     |                            |
|   |                            | Deposit Date | Amount                              |                            |
| Bank interest earned - estimated                          |                            | 03/31/22     | 6.27                                |                            |
|   |                            |              | 6.27                                |                            |

**PROPOSED May 2022 and June 2022 DISBURSEMENTS**  
prepared 5/1/2022

ATTACHMENT B2  
AGENDA ITEM 5b

| Method Of Payment                    | To Whom Paid                                    | What Check is for                       | Account               | Amount       |
|--------------------------------------|---|---|-----------------------|--------------|
| Direct Dep.                          | Net Payroll (including insurance reimbursement) | 5/5/2022 Payroll Paid                   | Payroll               | \$ 8,747.06  |
| Electronic                           | Expense Reimbursemt - Employee mileage          | 5/5/2022 Payroll Paid                   | Payroll               | \$ -         |
| Electronic                           | Social Security, Medicare & Federal Tax PAID    | 5/5/2022 Payroll Paid                   | Payroll               | \$ 2,493.48  |
| Electronic                           | MN Department of Revenue-Withholding PAID       | 5/5/2022 Payroll Paid                   | Payroll               | \$ 641.00    |
| Electronic                           | PERA  | 5/5/2022 Payroll Paid                   | Payroll               | \$ 1,841.95  |
| Electronic                           | Great West Annuity                              | 5/5/2022 Payroll Paid                   | Payroll               | \$ 10.00     |
| Electronic                           | Minnesota State Retirement System               | 5/5/2022 Payroll Paid                   | Payroll               | \$ 124.37    |
| Electronic                           | Select Account (H.S.A.)                         | 5/5/2022 Payroll Paid                   | Payroll               | \$ 328.46    |
| Direct Dep.                          | Net Payroll (including insurance reimbursement) | 5/20/2022 Payroll Paid                  | Payroll               | \$ 8,747.06  |
| Electronic                           | Expense Reimbursemt - Employee mileage          | 5/20/2022 Payroll Paid                  | Payroll               | \$ -         |
| Electronic                           | Social Security, Medicare & Federal Tax PAID    | 5/20/2022 Payroll Paid                  | Payroll               | \$ 2,493.48  |
| Electronic                           | MN Department of Revenue-Withholding PAID       | 5/20/2022 Payroll Paid                  | Payroll               | \$ 641.00    |
| Electronic                           | PERA  | 5/20/2022 Payroll Paid                  | Payroll               | \$ 1,841.95  |
| Electronic                           | Great West Annuity                              | 5/20/2022 Payroll Paid                  | Payroll               | \$ 10.00     |
| Electronic                           | Minnesota State Retirement System               | 5/20/2022 Payroll Paid                  | Payroll               | \$ 124.37    |
| Electronic                           | Select Account (H.S.A.)                         | 5/20/2022 Payroll Paid                  | Payroll               | \$ 328.46    |
| Direct Dep.                          | Net Payroll (including insurance reimbursement) | 6/5/2022 Payroll Paid                   | Payroll               | \$ 8,747.06  |
| Electronic                           | Expense Reimbursemt - Employee mileage          | 6/5/2022 Payroll Paid                   | Payroll               | \$ -         |
| Electronic                           | Social Security, Medicare & Federal Tax PAID    | 6/5/2022 Payroll Paid                   | Payroll               | \$ 2,493.48  |
| Electronic                           | MN Department of Revenue-Withholding PAID       | 6/5/2022 Payroll Paid                   | Payroll               | \$ 641.00    |
| Electronic                           | PERA  | 6/5/2022 Payroll Paid                   | Payroll               | \$ 1,841.95  |
| Electronic                           | Great West Annuity                              | 6/5/2022 Payroll Paid                   | Payroll               | \$ 10.00     |
| Electronic                           | Minnesota State Retirement System               | 6/5/2022 Payroll Paid                   | Payroll               | \$ 124.37    |
| Electronic                           | Select Account (H.S.A.)                         | 6/5/2022 Payroll Paid                   | Payroll               | \$ 328.46    |
| Direct Dep.                          | Net Payroll (including insurance reimbursement) | 6/20/2022 Payroll Paid                  | Payroll               | \$ 8,747.06  |
| Electronic                           | Expense Reimbursemt - TRB conference            | 6/20/2022 Payroll Paid                  | Payroll               | \$ -         |
| Electronic                           | Social Security, Medicare & Federal Tax PAID    | 6/20/2022 Payroll Paid                  | Payroll               | \$ 2,493.48  |
| Electronic                           | MN Department of Revenue-Withholding PAID       | 6/20/2022 Payroll Paid                  | Payroll               | \$ 641.00    |
| Electronic                           | PERA  | 6/20/2022 Payroll Paid                  | Payroll               | \$ 1,841.95  |
| Electronic                           | Great West Annuity                              | 6/20/2022 Payroll Paid                  | Payroll               | \$ 10.00     |
| Electronic                           | Minnesota State Retirement System               | 6/20/2022 Payroll Paid                  | Payroll               | \$ 124.37    |
| Electronic                           | Select Account (H.S.A.)                         | 6/20/2022 Payroll Paid                  | Payroll               | \$ 328.46    |
| Credit Card                          | Adobe Creative Cloud - May 2022                 | Subscription service to PDF software    | IT Support & Software | \$ 146.32    |
| Credit Card                          | Adobe Creative Cloud - June 2022                | Subscription service to PDF software    | IT Support & Software | \$ 146.32    |
| Check                                | AFLAC - May 2022                                | Employee Addtl Insurance                | Payroll               | \$ 735.38    |
| Check                                | AFLAC - June 2022                               | Employee Addtl Insurance                | Payroll               | \$ 735.38    |
| Credit Card                          | At-A-Glance.com                                 | Weekly Monthly Appointment Book Planner | office Supplies       | \$ 39.89     |
| Check                                | Alex Mckenzie                                   | March 2022 Mileage Reimbursement        | Travel                | \$ 133.26    |
| Electronic                           | BCBS of MN - May 2022                           | Employee Health Insurance               | Payroll               | \$ 3,613.78  |
| Electronic                           | BCBS of MN - June 2022                          | Employee Health Insurance               | Payroll               | \$ 3,613.78  |
| Check                                | City of St Cloud - Water/Sewer - May 2022       | Utilities - water / sewer               | Utilities             | \$ 40.00     |
| Check                                | City of St Cloud - Water/Sewer - June 2022      | Utilities - water / sewer               | Utilities             | \$ 40.00     |
| Check                                | Cloudnet - May 2022                             | Internet Service                        | Utilities             | \$ 10.00     |
| Check                                | Cloudnet - June 2022                            | Internet Service                        | Utilities             | \$ 10.00     |
| Check                                | Conway Deuth & Schmiesing PLLP                  | Audit Services                          | Audit                 | \$ 10,000.00 |
| Check                                | David Turch & Associates- May 2022              | Lobbyist Services                       | Lobbying              | \$ 4,000.00  |
| Check                                | David Turch & Associates- June 2022             | Lobbyist Services                       | Lobbying              | \$ 4,000.00  |
| Check                                | Delta Dental - May 2022                         | Employee dental insurance               | Payroll               | \$ 236.65    |
| Check                                | Delta Dental - June 2022                        | Employee dental insurance               | Payroll               | \$ 236.65    |
| Credit Card                          | Facebook - estimate                             | Advertising                             | Printing & Publishing | \$ 100.00    |
| Credit Card                          | Google Inc - estimate - May 2022                | G Suite Basic - Commitment              | Utilities             | \$ 48.00     |
| Credit Card                          | Google Inc - estimate - June 2022               | G Suite Basic - Commitment              | Utilities             | \$ 48.00     |
| Check                                | Loffler Companies - estimate - May 2022         | Copier Supplies                         | Copy Machine          | \$ 99.63     |
| Saint Cloud APO Policy Board Meeting |   |   |                       | May 12, 2022 |



**PROPOSED May 2022 and June 2022 DISBURSEMENTS**  
prepared 5/1/2022

ATTACHMENT B2  
AGENDA ITEM 5b

| Method Of Payment | To Whom Paid                                       | What Check is for                    | Account                          | Amount               |
|-------------------|--|--------------------------------------|----------------------------------|----------------------|
| Check             | Loffler Companies - estimate - June 2022           | Copier Supplies                      | Copy Machine                     | \$ 250.00            |
| Credit Card       | Mailchimp.com - estimate - May 2022                | Monthly IT Support                   | IT Support & Software            | \$ 17.00             |
| Credit Card       | Mailchimp.com - estimate - June 2022               | Monthly IT Support                   | IT Support & Software            | \$ 17.00             |
| Credit Card       | Neopost USA, Inc.                                  | Postage Meter                        | Meter Lease                      | \$ 59.25             |
| Credit Card       | Neopost USA, Inc.                                  | Postage Meter                        | Postage                          | \$ 200.00            |
| Check             | Net V Pro - May 2022                               | Monthly IT Support                   | IT Support & Software            | \$ 321.00            |
| Check             | Net V Pro - June 2022                              | Monthly IT Support                   | IT Support & Software            | \$ 321.00            |
| Check             | Pat Gorman Sealcoating                             | Roof repair                          | Maintenance                      | \$ 3,200.00          |
| Check             | Premium Water Inc - estimate - May 2022            | office drinking water                | Utilities                        | \$ 30.00             |
| Check             | Premium Water Inc - estimate - June 2022           | office drinking water                | Utilities                        | \$ 30.00             |
| Check             | Principal Financial - May 2022                     | Employee disability insurance        | Payroll                          | \$ 261.00            |
| Check             | Principal Financial - June 2022                    | Employee disability insurance        | Payroll                          | \$ 261.00            |
| Credit Card       | Quill.com - estimate - May 2022                    | Office Supplies                      | office Supplies                  | \$ 100.00            |
| Credit Card       | Quill.com - estimate - June 2022                   | Office Supplies                      | office Supplies                  | \$ 100.00            |
| Check             | Rajkowski Hansmeier LTD                            | Legal Fees                           | Legal                            | \$ 1,575.00          |
| Check             | Spectrum Business (Charter) - May 2022             | Internet Service                     | Utilities                        | \$ 414.94            |
| Check             | Spectrum Business (Charter) - June 2022            | Internet Service                     | Utilities                        | \$ 414.94            |
| Check             | Stantec Consulting Services Inc                    | Mississippi River Bridge Project     | Mississippi River Bridge Project | \$ 11,577.24         |
| Electronic        | Stearns Electric Association - May 2022            | Utilities - electric                 | Utilities                        | \$ 150.00            |
| Electronic        | Stearns Electric Association - June 2022           | Utilities - electric                 | Utilities                        | \$ 200.00            |
| Check             | SC Times - estimate - estimate - May 2022          | Public Postings                      | Printing/Publishing              | \$ 200.00            |
| Check             | SC Times - estimate - estimate - June 2022         | Public Postings                      | Printing/Publishing              | \$ 200.00            |
| Check             | SFM  | Worker's Compensation Insurance      | Insurance - Work Comp            | \$ 826.00            |
| Credit Card       | St Cloud Postmaster                                | Postage                              | Postage                          | \$ 64.32             |
| Check             | Transportation Collaborative & Consultants LLC     | Opportunity Drive Project            | Opportunity Drive Project        | \$ 3,095.00          |
| Check             | Weisman Cleaning Inc - estimate - May 2022         | Office Cleaning Services             | Maintenance                      | \$ 150.00            |
| Check             | Weisman Cleaning Inc - estimate - June 2022        | Office Cleaning Services             | Maintenance                      | \$ 150.00            |
| Check             | West Central Sanitation Inc - estimate - May 2022  | Utility - garbage                    | Utilities                        | \$ 48.63             |
| Check             | West Central Sanitation Inc - estimate - June 2022 | Utility - garbage                    | Utilities                        | \$ 48.63             |
| Electronic        | Xcel Energy - estimate - May 2022                  | Utilities - gas                      | Utilities                        | \$ 250.00            |
| Electronic        | Xcel Energy - estimate - June 2022                 | Utilities - gas                      | Utilities                        | \$ 250.00            |
| Credit Card       | Zoom Communications Inc                            | Virtual Meeting Services             | IT Support & Software            | \$ 483.99            |
| Check             | Your CFO Inc                                       | 2021 accounting services - May 2022  | Accounting Services              | \$ 1,549.00          |
| Check             | Your CFO Inc                                       | 2021 accounting services - June 2022 | Accounting Services              | \$ 1,549.00          |
| TOTAL             |  |                                      |                                  | <u>\$ 113,142.26</u> |



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

*T. 320.252.7568 F. 320.252.6557*

**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Vicki Johnson, Senior Transportation Planner  
**RE:** FY 2022-2025 Transportation Improvement Program Amendments and Administrative Modifications  
**DATE:** April 30, 2022

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

Four agencies/jurisdictions have made requests to amend/modify the APO's FY 2022-2025 TIP.

Minnesota Department of Transportation

- 2022:
  - 0503-92. MN 23, INSTALL FIBER OPTIC FROM BENTON CSAH 1 TO MN 25 IN FOLEY. Adding this \$380,000 state funded project to the FY 2022-2025 TIP.

City of Saint Cloud

- 2022:
  - 162-141-008. \*\*AC\*\*: ST. CLOUD MSAS 141, (COOPER AVE), FROM TRAVERSE ROAD TO STEARNS CSAH 75, RECONSTRUCTION WITH BICYCLE LANES AND SIDEWALK (PAYBACK IN 2023). Project cost is increasing from \$2,600,000 to \$5,147,060 due to water main and utility work. No changes to Federal funding will occur, however, local match has gone up from \$530,920 to \$3,077,980. Funding breakdown as follows: STIP Total: \$4,535,060; FHWA: \$1,457,080; Total AC: \$612,000; Other: \$3,077,980; Project Total: \$5,147,060.

Metro Bus

- 2022:
  - TRS-0048-22TA. ST. CLOUD MTC; PURCHASE THREE (3) CLASS 400LF CNG DAR REPLACEMENT BUSES. Removing this project from the TIP per MnDOT's Office of Transit and Active Transportation.
  - TRF-0048-22L. SECT 5339: ST. CLOUD MTC; PURCHASE THREE (3) CLASS 400LF CNG DAR REPLACEMENT BUSES. Adding this project to the TIP. This change was due to the increase of vehicle prices along with the funding source being FTA instead of FHWA. Funding breakdown as follows: STIP Total: \$786,000; FTA: \$668,100; Other: \$117,900; Project Total: \$786,000. It should also be noted that the Other funding will be split between the state

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(\$39,300) and Metro Bus (\$78,600).

#### WACOSA

- 2022:
  - TRF-9503-22. SECTION 5310: WACOSA, INC.; PURCHASE ONE (1) REPLACEMENT <30' (CLASS 400) BUS. Cost is increasing from \$93,000 to \$128,000 due to the rising cost of vehicle prices. Funding breakdown as follows: STIP Total: \$128,000; FTA: \$102,400; Other: \$25,600; Project Total: \$128,000.

Due to a delay in receiving the transit information, public comment on these four changes was split. The 30-day public comment period for the MnDOT and City of Saint Cloud changes began on March 23 and concluded on Friday, April 22. The 30-day public comment period on the Saint Cloud Metro Bus and WACOSA changes began on April 6 and will conclude on Friday, May 6.

Public comments received on both sets of changes (including comments received on the transit changes through Saturday, April 30) can be found in the following attachment. Additional comments received – if any – will be emailed to Policy Board representatives prior to the May 12, 2022, Policy Board meeting.

In addition to these proposed amendments, APO staff received a request from the City of Saint Cloud to modify their 2022 Beaver Island Trail project. Per the APO's Stakeholder Engagement Plan (SEP), given the nature of this change, a specific public comment period was not warranted.

#### City of Saint Cloud

- 2022:
  - 162-090-007. CONSTRUCT BEAVER ISLAND TRAIL PHASE 8 FROM THE EXISTING TRAIL AT ST CLOUD'S WASTE WATER TREATMENT FACILITY TO THE SOUTH ST CLOUD CITY LIMITS. Project cost increase from \$600,000 to \$997,265 due to inflation and outdated cost estimate – estimate originally prepared in 2018. No changes to Federal funding will occur, however, local match has gone up from \$120,000 to \$517,265. Funding breakdown as follows: STIP Total: \$997,265; FHWA: \$480,000; Other: \$517,265; Project Total: \$997,265.

With all the proposed changes, fiscal constraint has been maintained for each agency and jurisdiction.

**Suggested Action:** Recommend Policy Board approval.



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

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**FY 2022-2025 Transportation Improvement Program Amendments***Public Comments March-May 2022*

Requests from the Minnesota Department of Transportation (MnDOT), City of Saint Cloud, Saint Cloud Metro Bus, and WACOSA to change to the Saint Cloud Area Planning Organization's (APO's) fiscal year 2022-2025 Transportation Improvement Program (TIP) have warranted a 30-day public comment period. During this period (March 23 – April 22, 2022; and April 6 – May 6, 2022) the APO has received the following comments current through Saturday, April 30, 2022.

Online Survey:

| Agency/Jurisdiction          | Proposed Project Number      | Comments   | Date       |
|------------------------------|------------------------------|--|------------|
| <b>Saint Cloud Metro Bus</b> | TRS-0048-22TA / TRF-0048-22L | Strongly approve (2)<br>Approve (3)<br>Strongly disapprove (1)   | 04/30/2022 |
| <b>Saint Cloud Metro Bus</b> | TRS-0048-22TA / TRF-0048-22L | "Dial a Ride is an important community service"  | 04/06/2022 |
| <b>WACOSA</b>                | TRF-9503-22                  | Strongly approve (3)<br>Approve (2)<br>Strongly disapprove (1)   | 04/30/2022 |
| <b>MnDOT</b>                 | 0503-92                      | Strongly approve (2)<br>Approve (1)<br>Neither approve nor disapprove (2)  | 04/22/2022 |
| <b>MnDOT</b>                 | 0503-92                      | "It's beneficial for all. Technology is a main need for communications these days. The electric Boards along with road information." | 03/23/2023 |
| <b>City of Saint Cloud</b>   | 162-141-008                  | Strongly approve   | 04/22/2022 |

E. [admin@stcloudapo.org](mailto:admin@stcloudapo.org) W. [stcloudapo.org](http://stcloudapo.org)

| Agency/Jurisdiction | Proposed Project Number | Comments  | Date |
|---------------------|-------------------------|---|------|
|                     |                         | (2)<br>Approve (1)<br>Neither approve<br>nor disapprove (2) |      |

Email:

| Agency/Jurisdiction | Proposed Project Number | Comments   | Date       |
|---------------------|-------------------------|--|------------|
| N/A                 | N/A                     | 1) IF ANY PROJECT doesn't pay for itself, it should not be even considered.<br>2) Federal/State/City/County etc....money is tax payer money. Period. | 03/23/2022 |
| N/A                 | N/A                     | My comment speaks for itself. There is less and less taxpayers as MN brings in more Parasites and Taxpayers move to other states.                    | 03/24/2022 |
| N/A                 | N/A                     | If it doesn't pay for itself, Don't do it!! NO TAXPAYER MONIES SHOULD BE USED. Period.   | 04/06/2022 |

Facebook Live:

| Agency/Jurisdiction   | Proposed Project Number      | Comments   | Date       |
|-----------------------|------------------------------|--|------------|
| Saint Cloud Metro Bus | TRS-0048-22TA / TRF-0048-22L | "Wow, metro buses really are an expensive. Thank you for sharing information." | 04/26/2022 |

ST. CLOUD AREA PLANNING ORGANIZATION  
Budget vs. Actuals: Budget Year 2022 - FY22 P&L  
January - March, 2022

|                                  | Jan 2022      |              |               |             | Feb 2022     |              |              |             | Mar 2022     |               |                |             | Total         |               |               |             |
|----------------------------------|---------------|--------------|---------------|-------------|--------------|--------------|--------------|-------------|--------------|---------------|----------------|-------------|---------------|---------------|---------------|-------------|
|                                  | Actual        | Budget       | over Budget   | % of Budget | Actual       | Budget       | over Budget  | % of Budget | Actual       | Budget        | over Budget    | % of Budget | Actual        | Budget        | over Budget   | % of Budget |
| Income                           |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| 4000 Assessments                 |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 4001 General Operations          | 39,659.51     | 6,609.92     | 33,049.59     | 600.00%     |              | 6,609.92     | -6,609.92    | 0.00%       |              | 6,609.92      | -6,609.92      | 0.00%       | 39,659.51     | 19,829.76     | 19,829.75     | 200.00%     |
| 4108 Local Match                 |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Reimbursement                    |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 4108.05 Travel Demand Model      |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Support                          | 14,000.00     | 14,000.00    | 0.00          | 100.00%     |              | 0.00         | 0.00         |             |              | 0.00          | 0.00           |             | 14,000.00     | 14,000.00     | 0.00          | 100.00%     |
| 4108.15 Hard-to-Reach            |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Liaisons                         | 499.99        | 500.00       | -0.01         | 100.00%     |              | 0.00         | 0.00         |             |              | 0.00          | 0.00           |             | 499.99        | 500.00        | -0.01         | 100.00%     |
| 4108.16 Mayhew Lake Road         |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Corridor                         | 10,000.00     | 10,000.00    | 0.00          | 100.00%     |              | 0.00         | 0.00         |             |              | 0.00          | 0.00           |             | 10,000.00     | 10,000.00     | 0.00          | 100.00%     |
| 4108.19 Opportunity Drive        |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Study                            | 20,000.00     | 20,000.00    | 0.00          | 100.00%     |              | 0.00         | 0.00         |             |              | 0.00          | 0.00           |             | 20,000.00     | 20,000.00     | 0.00          | 100.00%     |
| Total 4108 Local Match           |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Reimbursement                    | \$ 44,499.99  | \$ 44,500.00 | -\$ 0.01      | 100.00%     | \$ 0.00      | \$ 0.00      | \$ 0.00      |             | \$ 0.00      | \$ 0.00       | \$ 0.00        |             | \$ 44,499.99  | \$ 44,500.00  | -\$ 0.01      | 100.00%     |
| Total 4000 Assessments           | \$ 84,159.50  | \$ 51,109.92 | \$ 33,049.58  | 164.66%     | \$ 0.00      | \$ 6,609.92  | -\$ 6,609.92 | 0.00%       | \$ 0.00      | \$ 6,609.92   | -\$ 6,609.92   | 0.00%       | \$ 84,159.50  | \$ 64,329.76  | \$ 19,829.74  | 130.83%     |
| 4103 MnDOT                       |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 4103.01 MN DOT Grant             |               | 0.00         | 0.00          |             |              | 0.00         | 0.00         |             | 15,703.75    | 15,703.75     | 0.00           | 100.00%     | 15,703.75     | 15,703.75     | 0.00          | 100.00%     |
| Total 4103 MnDOT                 | \$ 0.00       | \$ 0.00      | \$ 0.00       |             | \$ 0.00      | \$ 0.00      | \$ 0.00      |             | \$ 15,703.75 | \$ 15,703.75  | \$ 0.00        | 100.00%     | \$ 15,703.75  | \$ 15,703.75  | \$ 0.00       | 100.00%     |
| 4105 Consolidated Planning Grant | 31,926.02     | 0.00         | 31,926.02     |             | 29,597.88    | 0.00         | 29,597.88    |             | 33,980.29    | 109,699.25    | -75,718.96     | 30.98%      | 95,504.19     | 109,699.25    | -14,195.06    | 87.06%      |
| 4107 CPG Revenue - Contractors   |               | 0.00         | 0.00          |             |              | 0.00         | 0.00         |             | 2,476.00     | 59,000.00     | -56,524.00     | 4.20%       | 2,476.00      | 59,000.00     | -56,524.00    | 4.20%       |
| 4110 DEMO Projects               |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 4110A Demo Local Match           |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 4110.02 Missis River Brdge       |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Plan                             |               |              | 0.00          |             |              |              | 0.00         |             | 14,360.43    |               | 14,360.43      |             | 14,360.43     | 0.00          | 14,360.43     |             |
| Total 4110A Demo Local Match     | \$ 0.00       | \$ 0.00      | \$ 0.00       |             | \$ 0.00      | \$ 0.00      | \$ 0.00      |             | \$ 14,360.43 | \$ 0.00       | \$ 14,360.43   |             | \$ 14,360.43  | \$ 0.00       | \$ 14,360.43  |             |
| Total 4110 DEMO Projects         | \$ 0.00       | \$ 0.00      | \$ 0.00       |             | \$ 0.00      | \$ 0.00      | \$ 0.00      |             | \$ 14,360.43 | \$ 0.00       | \$ 14,360.43   |             | \$ 14,360.43  | \$ 0.00       | \$ 14,360.43  |             |
| 4900 Interest                    | 84.60         | 333.00       | -248.40       | 25.41%      | 4.63         | 333.00       | -328.37      | 1.39%       | 14.68        | 333.00        | -318.32        | 4.41%       | 103.91        | 999.00        | -895.09       | 10.40%      |
| Total Income                     | \$ 116,170.12 | \$ 51,442.92 | \$ 64,727.20  | 225.82%     | \$ 29,602.51 | \$ 6,942.92  | \$ 22,659.59 | 426.37%     | \$ 66,535.15 | \$ 191,345.92 | -\$ 124,810.77 | 34.77%      | \$ 212,307.78 | \$ 249,731.76 | -\$ 37,423.98 | 85.01%      |
| Gross Profit                     | \$ 116,170.12 | \$ 51,442.92 | \$ 64,727.20  | 225.82%     | \$ 29,602.51 | \$ 6,942.92  | \$ 22,659.59 | 426.37%     | \$ 66,535.15 | \$ 191,345.92 | -\$ 124,810.77 | 34.77%      | \$ 212,307.78 | \$ 249,731.76 | -\$ 37,423.98 | 85.01%      |
| Expenses                         |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| 6560A Wages and Benefits         |               | 40,568.94    | -40,568.94    | 0.00%       |              | 40,568.94    | -40,568.94   | 0.00%       |              | 40,568.94     | -40,568.94     | 0.00%       | 0.00          | 121,706.82    | -121,706.82   | 0.00%       |
| 6560 Payroll Expenses            | 12,571.83     |              | 12,571.83     |             | 26,145.88    |              | 26,145.88    |             | 25,910.56    |               | 25,910.56      |             | 64,628.27     | 0.00          | 64,628.27     |             |
| 6565 Payroll Tax Expense         | 929.35        |              | 929.35        |             | 1,936.74     |              | 1,936.74     |             | 1,941.98     |               | 1,941.98       |             | 4,808.07      | 0.00          | 4,808.07      |             |
| 6600 Employee Benefits           |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 6600.1 PERA                      | 1,927.30      |              | 1,927.30      |             | 1,959.65     |              | 1,959.65     |             | 1,942.00     |               | 1,942.00       |             | 5,828.95      | 0.00          | 5,828.95      |             |
| 6600.5 Health/Dental/Life        |               |              |               |             |              |              |              |             |              |               |                |             |               |               |               |             |
| Insurance                        | 4,170.32      |              | 4,170.32      |             | 5,286.41     |              | 5,286.41     |             | 5,083.34     |               | 5,083.34       |             | 14,540.07     | 0.00          | 14,540.07     |             |
| 6600.6 HSA Account               | 389.46        |              | 389.46        |             | 328.46       |              | 328.46       |             | 703.46       |               | 703.46         |             | 1,421.38      | 0.00          | 1,421.38      |             |
| Total 6600 Employee Benefits     | \$ 6,487.08   | \$ 0.00      | \$ 6,487.08   |             | \$ 7,574.52  | \$ 0.00      | \$ 7,574.52  |             | \$ 7,728.80  | \$ 0.00       | \$ 7,728.80    |             | \$ 21,790.40  | \$ 0.00       | \$ 21,790.40  |             |
| Total 6560A Wages and Benefits   | \$ 19,988.26  | \$ 40,568.94 | -\$ 20,580.68 | 49.27%      | \$ 35,657.14 | \$ 40,568.94 | -\$ 4,911.80 | 87.89%      | \$ 35,581.34 | \$ 40,568.94  | -\$ 4,987.60   | 87.71%      | \$ 91,226.74  | \$ 121,706.82 | -\$ 30,480.08 | 74.96%      |
| 6601 Office Supplies             | 13.00         | 167.00       | -154.00       | 7.78%       | 254.46       | 167.00       | 87.46        | 152.37%     | 44.98        | 167.00        | -122.02        | 26.93%      | 312.44        | 501.00        | -188.56       | 62.36%      |
| 6602 Accounting Services         |               |              | 0.00          |             |              |              | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 6602.2 Accounting Services       | 1,549.00      | 1,542.00     | 7.00          | 100.45%     | 1,549.00     | 1,542.00     | 7.00         | 100.45%     | 1,549.00     | 1,542.00      | 7.00           | 100.45%     | 4,647.00      | 4,626.00      | 21.00         | 100.45%     |
| Total 6602 Accounting Services   | \$ 1,549.00   | \$ 1,542.00  | \$ 7.00       | 100.45%     | \$ 1,549.00  | \$ 1,542.00  | \$ 7.00      | 100.45%     | \$ 1,549.00  | \$ 1,542.00   | \$ 7.00        | 100.45%     | \$ 4,647.00   | \$ 4,626.00   | \$ 21.00      | 100.45%     |
| 6603 Communications              |               | 500.00       | -500.00       | 0.00%       |              | 500.00       | -500.00      | 0.00%       |              | 500.00        | -500.00        | 0.00%       | 0.00          | 1,500.00      | -1,500.00     | 0.00%       |
| 6603.1 Telephone                 | 199.96        |              | 199.96        |             |              |              | 0.00         |             | 199.96       |               | 199.96         |             | 399.92        | 0.00          | 399.92        |             |
| 6603.2 Postage                   | 9.25          |              | 9.25          |             | 17.40        |              | 17.40        |             |              |               | 0.00           |             | 26.65         | 0.00          | 26.65         |             |
| 6603.3 Internet                  | 224.98        |              | 224.98        |             | 10.00        |              | 10.00        |             | 229.98       |               | 229.98         |             | 464.96        | 0.00          | 464.96        |             |
| Total 6603 Communications        | \$ 434.19     | \$ 500.00    | -\$ 65.81     | 86.84%      | \$ 27.40     | \$ 500.00    | -\$ 472.60   | 5.48%       | \$ 429.94    | \$ 500.00     | -\$ 70.06      | 85.99%      | \$ 891.53     | \$ 1,500.00   | -\$ 608.47    | 59.44%      |
| 6604 Travel                      | 113.08        | 500.00       | -386.92       | 22.62%      | 173.22       | 500.00       | -326.78      | 34.64%      | 176.55       | 500.00        | -323.45        | 35.31%      | 462.85        | 1,500.00      | -1,037.15     | 30.86%      |
| 6605 Printing & Publishing       | 14.99         | 208.00       | -193.01       | 7.21%       | 220.94       | 208.00       | 12.94        | 106.22%     | 199.46       | 208.00        | -8.54          | 95.89%      | 435.39        | 624.00        | -188.61       | 69.77%      |
| 6606 Utilities and Maintenance   |               | 1,000.00     | -1,000.00     | 0.00%       |              | 1,000.00     | -1,000.00    | 0.00%       |              | 1,000.00      | -1,000.00      | 0.00%       | 0.00          | 3,000.00      | -3,000.00     | 0.00%       |
| 6606.1 Utilities                 | 555.65        |              | 555.65        |             | 569.94       |              | 569.94       |             | 446.13       |               | 446.13         |             | 1,571.72      | 0.00          | 1,571.72      |             |

|  | Jan 2022      |              |               |             | Feb 2022      |               |              |             | Mar 2022     |               |                |             | Total         |               |               |             |
|--|---------------|--------------|---------------|-------------|---------------|---------------|--------------|-------------|--------------|---------------|----------------|-------------|---------------|---------------|---------------|-------------|
|  | Actual        | Budget       | over Budget   | % of Budget | Actual        | Budget        | over Budget  | % of Budget | Actual       | Budget        | over Budget    | % of Budget | Actual        | Budget        | over Budget   | % of Budget |
| 6606.2 Maintenance                         | 490.00        |              | 490.00        |             | 420.00        |               | 420.00       |             | 350.00       |               | 350.00         |             | 1,260.00      | 0.00          | 1,260.00      |             |
| Total 6606 Utilities and Maintenance       | \$ 1,045.65   | \$ 1,000.00  | \$ 45.65      | 104.57%     | \$ 989.94     | \$ 1,000.00   | -\$ 10.06    | 98.99%      | \$ 796.13    | \$ 1,000.00   | -\$ 203.87     | 79.61%      | \$ 2,831.72   | \$ 3,000.00   | -\$ 168.28    | 94.39%      |
| 6607 Legal Services                        |               | 125.00       | -125.00       | 0.00%       |               | 125.00        | -125.00      | 0.00%       | 1,575.00     | 125.00        | 1,450.00       | 1260.00%    | 1,575.00      | 375.00        | 1,200.00      | 420.00%     |
| 6608 Multifunction Copier                  | 55.03         | 250.00       | -194.97       | 22.01%      | 166.47        | 250.00        | -83.53       | 66.59%      | 113.70       | 250.00        | -136.30        | 45.48%      | 335.20        | 750.00        | -414.80       | 44.69%      |
| 6609 IT Support & Software                 | 2,483.42      | 1,458.00     | 1,025.42      | 170.33%     | 710.83        | 1,458.00      | -747.17      | 48.75%      | 2,521.20     | 1,458.00      | 1,063.20       | 172.92%     | 5,715.45      | 4,374.00      | 1,341.45      | 130.67%     |
| 6609.1 Equipment & Hardware                | 1,756.53      | 417.00       | 1,339.53      | 421.23%     |               | 417.00        | -417.00      | 0.00%       |              | 417.00        | -417.00        | 0.00%       | 1,756.53      | 1,251.00      | 505.53        | 140.41%     |
| 6610 Dues & Subscriptions                  | 109.00        | 333.00       | -224.00       | 32.73%      |               | 333.00        | -333.00      | 0.00%       |              | 333.00        | -333.00        | 0.00%       | 109.00        | 999.00        | -890.00       | 10.91%      |
| 6611 Miscellaneous Expenses                |               | 417.00       | -417.00       | 0.00%       | 1,500.00      | 417.00        | 1,083.00     | 359.71%     |              | 417.00        | -417.00        | 0.00%       | 1,500.00      | 1,251.00      | 249.00        | 119.90%     |
| 6615 Insurance - Office                    | 385.58        | 458.00       | -72.42        | 84.19%      | 385.58        | 458.00        | -72.42       | 84.19%      | 385.58       | 458.00        | -72.42         | 84.19%      | 1,156.74      | 1,374.00      | -217.26       | 84.19%      |
| 6615.01 Workers Compensation               | 71.00         |              | 71.00         |             | 71.00         |               | 71.00        |             | 71.00        |               | 71.00          |             | 213.00        | 0.00          | 213.00        |             |
| Total 6615 Insurance - Office              | \$ 456.58     | \$ 458.00    | -\$ 1.42      | 99.69%      | \$ 456.58     | \$ 458.00     | -\$ 1.42     | 99.69%      | \$ 456.58    | \$ 458.00     | -\$ 1.42       | 99.69%      | \$ 1,369.74   | \$ 1,374.00   | -\$ 4.26      | 99.69%      |
| 6618 Professional Development              |               | 291.67       | -291.67       | 0.00%       |               | 291.67        | -291.67      | 0.00%       |              | 291.67        | -291.67        | 0.00%       | 0.00          | 875.01        | -875.01       | 0.00%       |
| 6622 CPG Passthrough Expense               |               |              | 0.00          |             |               |               | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 6622.22 Travel Demand Model Updates        |               | 0.00         | 0.00          |             |               | 0.00          | 0.00         |             |              | 0.00          | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 6622.25 Mississippi River Bridge Plan20    |               |              | 0.00          |             |               |               | 0.00         |             | 17,950.54    |               | 17,950.54      |             | 17,950.54     | 0.00          | 17,950.54     |             |
| 6622.28 Opportunity Drive Operations Study |               | 0.00         | 0.00          |             |               | 0.00          | 0.00         |             | 3,095.00     | 0.00          | 3,095.00       |             | 3,095.00      | 0.00          | 3,095.00      |             |
| 6622.29 Hard-to-Reach Liaisons             |               | 0.00         | 0.00          |             |               | 0.00          | 0.00         |             |              | 0.00          | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 6622.30 Mayhew Lake Road Corridor          |               | 0.00         | 0.00          |             |               | 0.00          | 0.00         |             |              | 0.00          | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| Total 6622 CPG Passthrough Expense         | \$ 0.00       | \$ 0.00      | \$ 0.00       |             | \$ 0.00       | \$ 0.00       | \$ 0.00      |             | \$ 21,045.54 | \$ 0.00       | \$ 21,045.54   |             | \$ 21,045.54  | \$ 0.00       | \$ 21,045.54  |             |
| Total Expenses                             | \$ 28,018.73  | \$ 48,235.61 | -\$ 20,216.88 | 58.09%      | \$ 41,705.98  | \$ 48,235.61  | -\$ 6,529.63 | 86.46%      | \$ 64,489.42 | \$ 48,235.61  | \$ 16,253.81   | 133.70%     | \$ 134,214.13 | \$ 144,706.83 | -\$ 10,492.70 | 92.75%      |
| Net Operating Income                       | \$ 88,151.39  | \$ 3,207.31  | \$ 84,944.08  | 2748.45%    | -\$ 12,103.47 | -\$ 41,292.69 | \$ 29,189.22 | 29.31%      | \$ 2,045.73  | \$ 143,110.31 | -\$ 141,064.58 | 1.43%       | \$ 78,093.65  | \$ 105,024.93 | -\$ 26,931.28 | 74.36%      |
| Other Income                               |               |              |               |             |               |               |              |             |              |               |                |             |               |               |               |             |
| 5001 Washington Lobbyist Assessment        | 24,000.50     | 24,000.00    | 0.50          | 100.00%     |               | 0.00          | 0.00         |             |              | 0.00          | 0.00           |             | 24,000.50     | 24,000.00     | 0.50          | 100.00%     |
| Total Other Income                         | \$ 24,000.50  | \$ 24,000.00 | \$ 0.50       | 100.00%     | \$ 0.00       | \$ 0.00       | \$ 0.00      |             | \$ 0.00      | \$ 0.00       | \$ 0.00        |             | \$ 24,000.50  | \$ 24,000.00  | \$ 0.50       | 100.00%     |
| Other Expenses                             |               |              |               |             |               |               |              |             |              |               |                |             |               |               |               |             |
| 902 Ineligible Fed Reimbursemt             |               |              | 0.00          |             |               |               | 0.00         |             |              |               | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 902.1 Travel - Air Meals Etc               |               | 0.00         | 0.00          |             |               | 0.00          | 0.00         |             |              | 0.00          | 0.00           |             | 0.00          | 0.00          | 0.00          |             |
| 902.10 Washington Lobbyist                 | 4,000.00      | 4,000.00     | 0.00          | 100.00%     | 4,000.00      | 4,000.00      | 0.00         | 100.00%     | 4,000.00     | 4,000.00      | 0.00           | 100.00%     | 12,000.00     | 12,000.00     | 0.00          | 100.00%     |
| 902.3 Subscriptions                        |               |              | 0.00          |             |               | 39.00         | 39.00        |             |              |               | 0.00           |             | 39.00         | 0.00          | 39.00         |             |
| Total 902 Ineligible Fed Reimbursemt       | \$ 4,000.00   | \$ 4,000.00  | \$ 0.00       | 100.00%     | \$ 4,039.00   | \$ 4,000.00   | \$ 39.00     | 100.98%     | \$ 4,000.00  | \$ 4,000.00   | \$ 0.00        | 100.00%     | \$ 12,039.00  | \$ 12,000.00  | \$ 39.00      | 100.33%     |
| 903 Audit Fees                             | 1,500.00      | 2,500.00     | -1,000.00     | 60.00%      |               | 0.00          | 0.00         |             |              | 0.00          | 0.00           |             | 1,500.00      | 2,500.00      | -1,000.00     | 60.00%      |
| Total Other Expenses                       | \$ 5,500.00   | \$ 6,500.00  | -\$ 1,000.00  | 84.62%      | \$ 4,039.00   | \$ 4,000.00   | \$ 39.00     | 100.98%     | \$ 4,000.00  | \$ 4,000.00   | \$ 0.00        | 100.00%     | \$ 13,539.00  | \$ 14,500.00  | -\$ 961.00    | 93.37%      |
| Net Other Income                           | \$ 18,500.50  | \$ 17,500.00 | \$ 1,000.50   | 105.72%     | -\$ 4,039.00  | -\$ 4,000.00  | -\$ 39.00    | 100.98%     | -\$ 4,000.00 | -\$ 4,000.00  | \$ 0.00        | 100.00%     | \$ 10,461.50  | \$ 9,500.00   | \$ 961.50     | 110.12%     |
| Net Income                                 | \$ 106,651.89 | \$ 20,707.31 | \$ 85,944.58  | 515.04%     | -\$ 16,142.47 | -\$ 45,292.69 | \$ 29,150.22 | 35.64%      | -\$ 1,954.27 | \$ 139,110.31 | -\$ 141,064.58 | -1.40%      | \$ 88,555.15  | \$ 114,524.93 | -\$ 25,969.78 | 77.32%      |





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

*T. 320.252.7568 F. 320.252.6557*

**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Vicki Johnson, Senior Transportation Planner  
**RE:** Staff Report on April 28, 2022, Technical Advisory Committee meeting  
**DATE:** April 30, 2022

The Saint Cloud Area Planning Organization's (APO's) Technical Advisory Committee (TAC) held a regular meeting on Thursday, April 28, 2022. At that meeting, the following topics were discussed:

1. Consider FY 2022-2025 Transportation Improvement Program Amendments and Modifications
  - a. APO Senior Transportation Planner Vicki Johnson discussed several proposed changes to the FY 2022-2025 TIP. Requests were made by MnDOT, City of Saint Cloud, Saint Cloud Metro Bus, and WACOSA. Ms. Johnson provided a recap of the public engagement on these changes. TAC representatives recommended Policy Board approval.
2. Consider FY 2023-2026 Transportation Improvement Program Amendment and Administrative Modification Schedule
  - a. Ms. Johnson presented on the proposed amendment and modification schedule for the FY 2023-2026 TIP. The schedule included deadlines to notify APO staff of proposed changes, dates for public comment, TAC meeting dates, and Policy Board meeting dates. TAC representatives approved the schedule.
3. Consider draft FY 2024-2027 Transportation Improvement Program Development Schedule
  - a. Ms. Johnson presented on the proposed TIP development schedule for the FY 2024-2027 TIP. She highlighted various key dates including deadlines for various grant solicitations. She said this schedule was developed based off the approved Area Transportation Improvement Program (ATIP) development schedule. TAC representatives approved the schedule.
4. Hear presentation on potential impacts of Federal Transportation Authorization
  - a. APO Executive Director Brian Gibson provided a recap of key highlights from the new Federal Transportation Authorization bill – Infrastructure Investment and Jobs Act (IIJA). He discussed the new grant programs available and the increased in funding for several existing formula programs. MnDOT District 3 Planning Director Steve Voss also provided updates on MnDOT's understanding of the IIJA and it's implications at the state level.

**Suggested Action:** None, informational only.



**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Vicki Johnson, Senior Transportation Planner  
**RE:** Staff Report on April 7, 2022, Central Minnesota Area Transportation Partnership meeting  
**DATE:** April 8, 2022

The Central Minnesota Area Transportation Partnership (ATP-3) met via Teams on Thursday, April 7, 2022. At that meeting, the following occurred:

1. Introduction of MnDOT District 3's new State Aid Engineer Angie Tomovic.
2. FY 2022-2025 Local Federal Project Update
  - a. MnDOT District 3 Planning Director Steve Voss provided an update on the Federal projects slated for construction in FY 2022. Three projects fall within the APO's planning area. City of Saint Cloud's Cooper Avenue and City of Sartell's 19<sup>th</sup> Avenue project are currently on schedule with plans being submitted to the District. The City of Saint Cloud's Beaver Island Project did not make the deadline, however, Mr. Voss indicated they are days away from submitting their plans.
  - b. Mr. Voss also provided an update on HSIP projects slated for FY 2022 construction. All projects, including both Stearns County projects (chevron curve signing and rural intersection lighting) are good to go.
3. Greater MN Highway Safety Improvement Program (HSIP) Fall 2021 Solicitation Announcements
  - a. Mr. Voss presented on the Highway Safety Improvement Program awards from this past solicitation. Ten projects from across the district were awarded funding. This includes the Stearns County roundabout construction on CSAH 2 at Minnesota Street in Saint Joseph, Sherburne County's intersection lighting project, and Sherburne County's sinusoidal rumble stripes project – all of which are either entirely or partially located within the APO's planning boundaries.
  - b. Mr. Voss presented on the MnDOT District 3 HSIP awards. He said four District sponsored projects were selected. Those included: Intersection realignment and turn lanes on MN 23 at 100<sup>th</sup> Ave and MN 23 at 90<sup>th</sup> Ave.; Compact roundabout on MN 23 at CSAH 32/Third Ave SW; High tension cable median barrier on US 10 (Little Falls to CR 40); and six-inch ground-in wet-reflective pavement markings on various highways Districtwide (not in the APO). Two additional projects were awarded that fall within District 3's maintenance area but are being funded/led by District 1.
  - c. Mr. Voss also discussed the Highway Rail Grade Crossing Selected Projects. Four projects were awarded rail funding to install gates, flashing lights, and constant warning circuitry. None of those projects fall within the APO's planning boundaries.
4. Review FY 2023-2026 State Transportation Improvement Program Funding Guidance

- a. Mr. Voss presented on the approved funding levels used to develop the draft 2023-2026 STIP. He discussed the funding target for the ATP Managed Surface Transportation Block Grant Program (STBGP); Transportation Alternatives (TA); and HSIP. He also provided a review of the District's funding targets and a quick summary of the ATP managed program's regional funding targets. It is important to note that these targets were still utilizing FAST Act funding levels, not IIJA levels.
5. ATIP Development Committee Draft FY 2023-2026 Area Transportation Improvement Program (ATIP) Recommendations
  - a. MnDOT District 3 Engineering Specialist and Program Coordinator Jeff Lenz reviewed the draft FY 2026 locally managed Surface Transportation Block Grant Program (STBGP) projects. Seven projects were awarded funding across the district under this program including the APO's Stearns County CSAH 75 bridge replacement project.
  - b. Mr. Lenz also reviewed the Transportation Alternatives (TA) process. Ten applications were received by the District. Three projects were awarded funding: City of Crosslake, City of Elk River, and City of Rice. The APO's one TA project – City of Waite Park's Lake Wobegon Trail Connection project – was ranked fourth. The city was offered \$150,928 in Federal funding (below the requested \$315,961) however, they declined the offer. That remaining balance was distributed among the other three projects awarded funding.
  - c. Mr. Voss discussed the ATP's only Local Partnership Program applicant – City of Monticello. Monticello was proposing to add flashing yellow left turn arrows at six intersections to improve traffic flow on MN 25 and I-94. An additional four intersections would be added to this project (all of which would be locally funded).
  - d. Mr. Voss also discussed the MnDOT District 3 FY 2023-2026 Trunk Highway Construction Program. He provided an overview of several changes to the draft program with some projects needing to be pushed back to later years and other projects being added. No new projects located within the APO's planning area were added by MnDOT in FY 2026.
6. Promoting Transportation Options and Measuring with a Vehicle Miles Travel (VMT) Target
  - a. MnDOT Planning Director of Transportation for MnDOT's Performance, Risk & Investment Analysis Unit Chris Berrens provided a presentation on VMT reduction by promoting other means of transportation. In 2020 the Sustainable Transportation Advisory Committee (STAC) had provided recommendations to MnDOT to reduce VMT by 20% by 2050. Mr. Berrens said the some of the benefits of embracing this goal would be:
    - i. A decreased risk for motor vehicle crashes.
    - ii. Increased safety for people walking and biking.
    - iii. Less time spent in traffic, money spent on transportation.
    - iv. Reduced disparities of a system that requires person vehicle ownership to access basic needs.
    - v. Reduce long-term financial costs of unnecessary transportation system expansion.
  - b. Mr. Berrens said a reduction in VMT is not something new – several cities and counties in Minnesota (along with others nationally) have taken on this challenge. Mr. Berrens said MnDOT reviewed historic VMT and population growth and determined that our VMT has increased about twice as fast as our population. MnDOT felt that to be able to achieve this goal (and account for

continued population growth) the state would aim for a per capita VMT reduction of 20%. This would equate to a 7% decrease in VMT statewide by 2050.

- c. In order to make strides to this goal, MnDOT has outlined its role in needing to make this happen including serving as a lead, partner, or supporting agency. Mr. Berrens reviewed several strategies that are based on VMT trends including land use, highway spending, travel options, and transportation demand management along with a discussion on VMT differences between urban, suburban, and rural areas.

#### 7. Corridors of Commerce Update

- a. Mr. Voss provided a recap of the Corridors of Commerce discussion that occurred at the January ATP-3 meeting. He said that the CoC discussion is currently making its way through the state legislature. There has been some discussion on the regional distribution portion would change from the proposed 50/50 split between the seven county metro and greater Minnesota to roughly a 30-35% split three ways between the Metro (inner loop), the collar counties surrounding the metro, and the rest of the state. Mr. Voss said there was talk about having the program's solicitation begin in August 2022, however with the changes being proposed and the need for ATPs to develop evaluation criteria, it is more likely the solicitation for CoC funding will begin in February 2023. Mr. Voss said he will continue to keep the ATP-3 abreast of different activities with this as well as look to convene the ATIP development committee to begin the work on structuring evaluation criteria prior to the start of the solicitation.

#### 8. FY 2024-2027 STIP Development Timeline

- a. Mr. Voss presented on the draft FY 2024-2027 STIP timeline. This timeline included key dates for when solicitations would be launched, committee meeting dates for evaluation, and the ultimate approval of the next STIP. It was proposed that the deadline for the STBGP applications be moved from Jan. 2, 2023, to Jan. 9, 2023.

**Suggested Action:** None, informational only.



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

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**TO:** Saint Cloud APO Policy Board  
**FROM:** Brian Gibson, PTP, Executive Director  
**RE:** Chris Berrens  
**DATE:** May 3, 2022

At a recent Region 7W meeting, Chris Berrens from MnDOT gave a presentation on Promoting Transportation Options and Measuring with a Vehicle Mile Traveled Target.

The APO Board Chair was in attendance, saw the presentation, and requested the Mr. Berrens give the same presentation to the APO Board.

Mr. Berrens will be in attendance to do just that.

***Requested Action:*** None, informational only

# *Unified Planning Work Program 2021 End-of-Year Report*

For the Saint Cloud Area Planning Organization



Brian Gibson, PTP  
Executive Director  
1040 County Road 4  
Saint Cloud, MN 56303-0643  
320-252-7568

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Prepared for the Policy Board  
May 2022

*"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration, and the Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented therein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation or the Minnesota Department of Transportation. This report does not constitute a standard, specification, or regulation."*

## Unified Planning Work Program 2021 End-of-Year Report

## Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2021, which began on Jan. 1, 2021 and ended Dec. 31, 2021. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

**Figure 1. Saint Cloud APO Metropolitan Planning Area**



## Unified Planning Work Program 2021 End-of-Year Report

## Purpose and Need

The goals of this report are:

1. To provide a public record of the performance of the APO.
2. To provide a financial summary of budgets and expenditures for the purpose of financial transparency and future budgeting.
3. To provide a management tool for the development of subsequent work plans.

## APO Staff Vision, Goal, and Core Values

The performance and behavior that is valued by APO staff is rooted in the internal vision, goal, and values of the organization.

### Vision:

To provide high-quality, high-value public service to our members and the general public.

### Goal:

The logical, informed investment of limited transportation funding.

### Core Values:

- **Working Together** – APO staff shall bring all stakeholders to the table and shall hear and consider all voices in the completion of projects and discussion of future needs. This is true both internally (i.e., teamwork among APO staff members) and externally (i.e., cooperation between APO staff and the staff and elected leadership of the member jurisdictions and the general public). APO staff will do its best to provide meaningful assistance to the member jurisdictions and to create opportunities for cooperation between member jurisdictions. By working together, every APO staff member will be able to learn from others and apply that knowledge throughout their individual area of responsibility. It will also help make the best use of limited resources. APO staff will also work with the general public to provide time and opportunities for meaningful input into the planning process.
- **Integrity** – APO staff shall work openly and honestly with everyone to build trust and respect. They shall also develop and foster a reputation for the timely production of high-quality, accurate, and dependable work products. This will not only help produce trusted products, but by doing it right the first time, the need to redo work will be decreased.
- **Critical Thinking and Problem-Solving** – APO staff members shall develop and continuously sharpen their individual technical skills and shall provide objective, fact-based technical assistance to help individual member jurisdictions and the region as a whole solve problems and achieve their goals. New and creative ideas to solve problems will be sought-out and welcomed. All reasonable ideas will be evaluated.
- **Efficiency** – APO staff shall expend its limited resources as efficiently as possible to provide high-quality, low-cost public service to the individual jurisdictional members and to the residents of the entire region.
- **Positive Work Environment** – APO staff members shall develop and foster a positive, respectful, and supportive work environment in which all staff members



## Unified Planning Work Program 2021 End-of-Year Report

have the opportunity to grow professionally, improve their technical skills, and feel valued for their unique contributions to the team.

## Organization

The APO is governed by a Policy Board of elected and appointed officials from the following jurisdictions:

- Stearns County, MN
- Benton County, MN
- Sherburne County, MN
- City of Saint Cloud, MN
- City of Sauk Rapids, MN
- City of Sartell, MN
- City of Waite Park, MN
- City of Saint Joseph, MN
- LeSauk Township in Stearns County, MN
- Saint Cloud Metropolitan Transit Commission (aka, Metro Bus)

Additionally, there are three incorporated cities of fewer than 5,000 individuals within the APO's planning area – Saint Augusta, Rockville, and Saint Stephen – who are represented on the APO Board by Stearns County.

The APO Board is supported by a staff of six approved positions (5.72 FTEs):

1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for the disbursement of all monies under the direction of the Board; has signatory authority on all contracts, documents, and other official instruments of the APO; keeps the official records and financial accounts of the APO; APO procurement officer and project manager for planning projects completed by consultants; hires and supervises additional staff members for positions approved by the Board; is appointed by an affirmative vote by the majority of Board members.
2. **Planner III (Senior Planner)** – Responsible for the general supervision and direction of the Planner I and Planner II positions; in coordination with the Planner I and II positions is responsible for the timely development and keeping of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP); chairs and is the primary support staff member for the Technical Advisory Committee (TAC); fills in for the Executive Director in her/his absence.
3. **Planner II (Associate Planner)** – Responsible for the development and keeping of the APO's Stakeholder Engagement Plan and Title VI Compliance document(s); is the APO's primary active-transportation planning specialist, including developing and maintaining the regional Active Transportation Plan, Safe Routes to School planning, and serving as the primary coordinator for the Active Transportation Advisory Committee (ATAC); and, as able, supports the Senior Transportation Planner by completing other specific tasks as directed.
4. **Planner I (Transportation Planner)** – (*This position was vacant for the entirety of 2021.*)
5. **Planning Technician** – Responsible for the development and keeping of the APO's transportation performance measures including collection, analysis, and annual



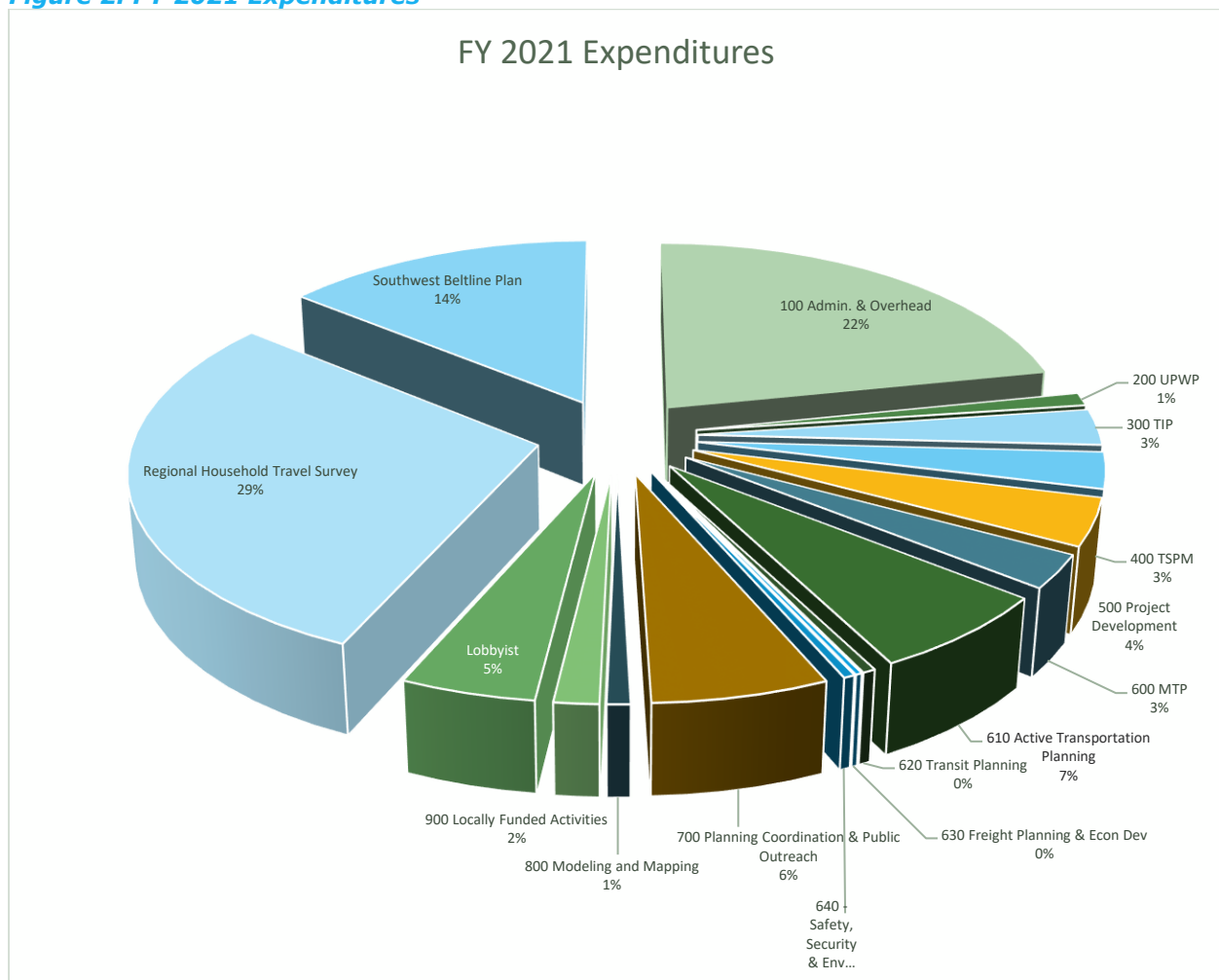
## Unified Planning Work Program 2021 End-of-Year Report

reporting of regional transportation performance data; responsible for the keeping and operation of the regional Travel Demand Model (TDM); provides ArcGIS mapping services and analysis to other planners and jurisdictional members; as able, may complete additional tasks as assigned by the Executive Director or Senior Transportation Planner.

6. **Administrative Specialist** – General support staff for all other positions; answers telephone, opens and distributes mail, copies and files documents as needed; writes minutes for all TAC and Board meetings; monitors and purchases office supplies as needed; works with Executive Director and Accountant on keeping timesheets and records of work effort; writes outgoing correspondence as directed, and assorted other duties; this is a 0.72 FTE position.

## Overall Financial Performance

Figure 2. FY 2021 Expenditures



The FY 2021 UPWP was approved by the Board on June 11, 2020. The document was amended twice during the fiscal year. The budget figures used below represent the approved budgets in the final UPWP after all amendments.

## Unified Planning Work Program 2021 End-of-Year Report

Figure 3. FY2021 Budget vs. Expenditures

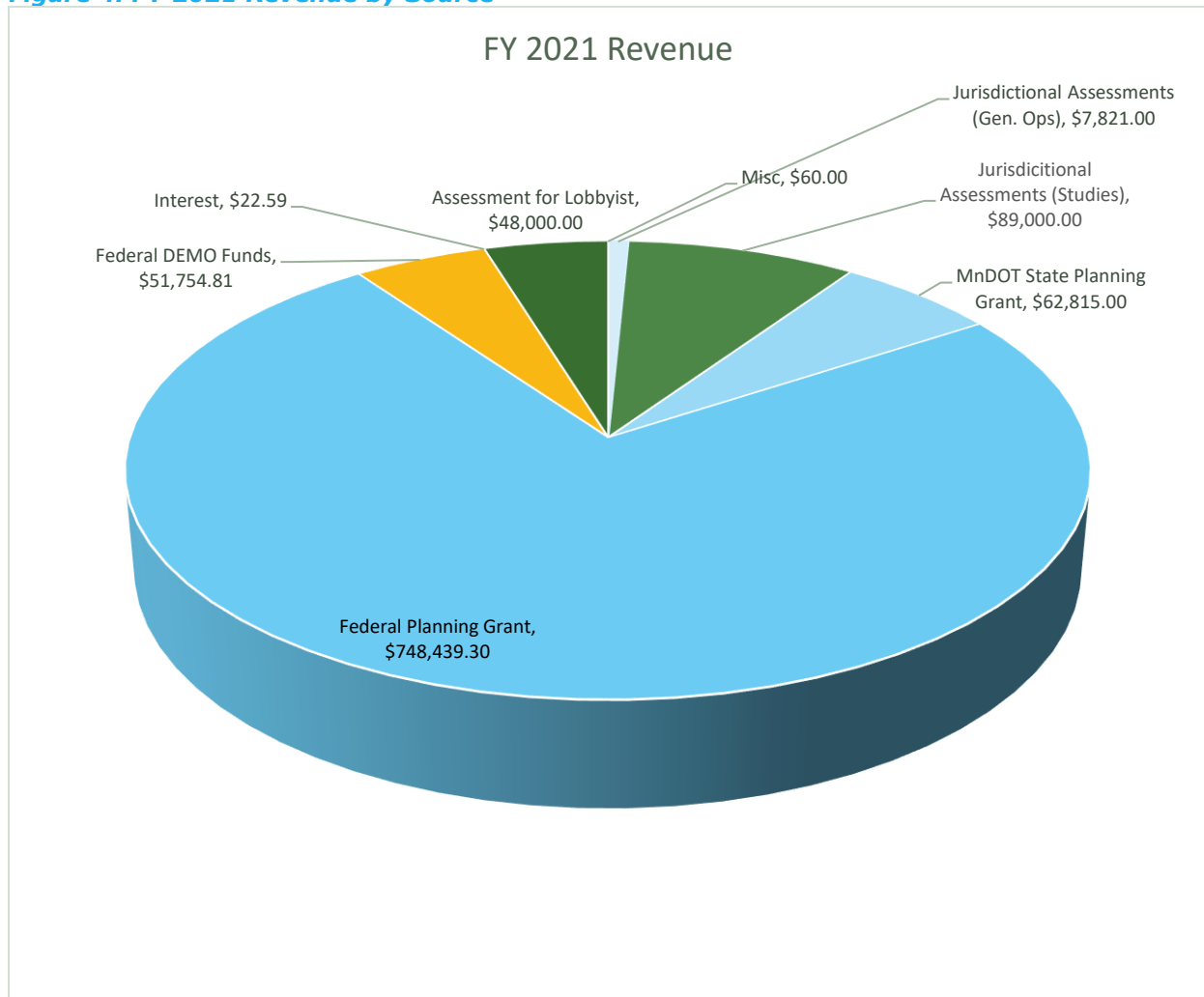
| Work Activity Category   | Total Budget       | Total Expended*    | % Expended   | % Remaining |
|--|--------------------|--------------------|--------------|-------------|
| 100 Administration & Overhead                                    | \$212,360          | \$223,329.13       | 105.2%       | -5.2%       |
| 200 Budget & UPWP  | \$7,500            | \$10,815.51        | 144.2%       | -44.2%      |
| 300 Transportation Improvement Program (TIP)                     | \$30,500           | \$30,555.24        | 100.2%       | -0.2%       |
| 400 Transportation System Performance Monitoring (TSPM)          | \$16,750           | \$30,794.36        | 183.8%       | -83.8%      |
| 500 Transportation Project Development                           | \$37,000           | \$40,439.91        | 109.3%       | -9.3%       |
| 600 Metropolitan Transportation Plan (MTP)                       | \$69,500           | \$28,771.47        | 41.4%        | 58.6%       |
| 610 MTP – Active Transportation Planning                         | \$59,250           | \$68,780.19        | 116.1%       | -16.1%      |
| 620 MTP – Transit Planning                                       | \$9,250            | \$4,629.80         | 50.1%        | 49.9%       |
| 630 MTP – Freight Planning, Economic Vitality & Tourism          | \$13,000           | \$2,325.09         | 17.9%        | 82.1%       |
| 640 MTP – Safety, Security & Environmental                       | \$8,250            | \$4,046.48         | 49.1%        | 50.9%       |
| 700 Transportation Planning Coordination & Public Outreach       | \$65,000           | \$63,003.87        | 96.9%        | 3.1%        |
| 800 Transportation Modeling, Mapping & Technical Support         | \$31,750           | \$8,331.10         | 26.2%        | 73.8%       |
| 900 Locally Funded Activities                                    | \$17,500           | \$15,980.74        | 91.3%        | 8.7%        |
| <b>Sub-Total for APO Staff, Overhead, and Operations</b>         | <b>\$577,610</b>   | <b>\$531,803</b>   | <b>92.1%</b> | <b>7.9%</b> |
| Consultant Services: David Turch & Associates                    | \$48,000           | \$48,000           | 100.0%       | 0%          |
| Consultant Services: Regional Household Travel Survey            | \$300,000          | \$299,421.81       | 99.8%        | 0.2%        |
| Consultant Services: Southwest Beltline Corridor Planning Update | \$145,000          | \$144,975.92       | 100%         | 0%          |
| <b>Grand Total Budget</b>  | <b>\$1,070,610</b> | <b>\$1,024,201</b> | <b>95.7%</b> | <b>4.3%</b> |

\*Expenditures rounded to nearest dollar.

In addition, the Mississippi River Bridge Study, which was budgeted in 2020, expended another 38.7% of its budget. Just over 30% of the project budget remains.

|                                       | 2020 Budget | 2020 Expended | 2021 Expended | Total Expended | Remaining          |
|---------------------------------------|-------------|---------------|---------------|----------------|--------------------|
| <b>Mississippi River Bridge Study</b> | \$167,000   | \$49,994      | \$64,693.50   | \$114,687.50   | <b>\$52,312.50</b> |
|                                       |             | 29.9%         | 38.7%         | 68.7%          | <b>31.3%</b>       |

## Unified Planning Work Program 2021 End-of-Year Report

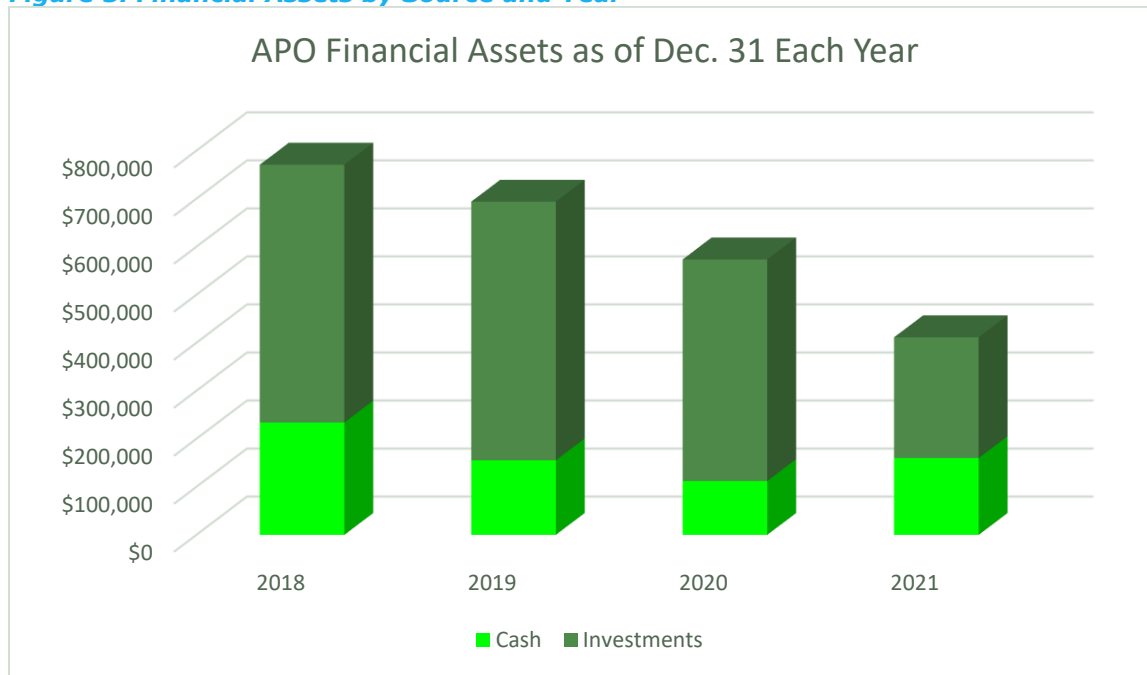
**Figure 4. FY 2021 Revenue by Source**

Total APO revenue for FY 2021 was \$959,912.70.

## Return on Investment

APO member jurisdictions provided \$96,821 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$7,424,545 in Federal funds through the Transportation Improvement Program (TIP) in FY 2021 (i.e., \$4,522,800 for transit operations and projects, \$2,265,345 for roadway projects). That is a 7,668% return on investment.

## Unified Planning Work Program 2021 End-of-Year Report

**Figure 5. Financial Assets by Source and Year**

Financial assets have been decreasing over the past few years as part of an intentional effort to “right size” the financial reserves of the organization and appropriately expend resources to address the region’s planning needs. The Executive Director expects 2021 to be the last year of significant decrease.

**Figure 6. FY 2021 Expenses by Selected Categories**

|                               | Budget    | Expended     | % Expended | % Remaining |
|-------------------------------|-----------|--------------|------------|-------------|
| MnDOT State Grant             | \$62,815  | \$62,815     | 100.0%     | 0%          |
| Federal Planning Grant (CPG)  | \$915,540 | \$748,439.93 | 81.7%      | 18.3%       |
| High Priority Project (HPP) * | \$0       | \$51,754.81  | -          | -           |
| Salaries & Benefits**         | \$468,000 | \$431,592.60 | 92.2%      | 7.8%        |
| Overhead                      | \$96,360  | \$95,644.72  | 99.3%      | 0.7%        |
| Consultant Studies            | \$445,000 | \$444,397.73 | 99.9%      | 0.1%        |

\*HPP funds (\$107,000) were budgeted in 2020 – project is on-going

\*\*Benefits include Social Security and Medicare.

Note: As of December 31, 2021 the APO had expended funds on the Household Travel Survey and Southwest Beltline Study, but had not yet received reimbursement from its Federal planning grant for those expenditures. Therefore, in Figure 6 above, all expenditures are in the 93%-100% range, while CPG expenditures are only at 81.7%.

## Unified Planning Work Program 2021 End-of-Year Report

**Work Elements****100 Administration and Overhead – ON-GOING****Figure 7. FY 2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category        | Total Budget | Total Expended | % Expended | % Remaining |
|-------------------------------|--------------|----------------|------------|-------------|
| 100 Administration & Overhead | \$212,360    | \$223,329      | 105.2%     | -5.2%       |

**Figure 8. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|   | Hours Budgeted | Hours Expended | % Expended   | % Remaining |
|---|----------------|----------------|--------------|-------------|
| 101 – General                           | 1,170          | 1,130.8        | 96.6%        | 3.4%        |
| 102 – Human Resources & Personnel       | 128            | 149.25         | 116.6%       | -16.6%      |
| 103 – Building Management & Maintenance | 32             | 6              | 18.8%        | 81.2%       |
| 104 – Staff Development & Training      | 312            | 99.5           | 31.9%        | 68.1%       |
| 105 – Holiday                           | 480            | 403            | 84.0%        | 16.0%       |
| 106 – Vacation                          | 352            | 476.25         | 135.3%       | -35.3%      |
| 107 – Sick Leave                        | 192            | 246.5          | 128.4%       | -28.4%      |
| 108 - Overhead                          | 0              | 0              | -            | -           |
| <b>Totals</b>                           | <b>2,666</b>   | <b>2,511.3</b> | <b>94.2%</b> | <b>5.8%</b> |

Category 100 as shown above includes both staff time and overhead expenses such as office supplies, utilities, postage, etc. The budget for 2020 overhead expenses is shown below.

**Key Activities, Accomplishments, and Notes**

- Canceled postage meter rental agreement as most correspondence is now electronic
- Replaced water heater in the building
- Cleaned air vents in building
- Updated Procurement Procedures to align with changes in 2 CFR Part 200
- All staff members attended training for diversity and equity, Americans with Disabilities Act, Title VI, and working with people with limited English proficiency
- Updated our MOU with MnDOT
- Researched Open Meeting Laws to ensure the Board continued to be compliant as the COVID restrictions were lifted
- Contracted with temp agency for coverage while Administrative Specialist was out on maternity leave
- Recruited and hired new Planning Technician to fill job vacancy

## Unified Planning Work Program 2021 End-of-Year Report

**Figure 9. FY 2021 Overhead Expenses Budget Breakdown**

| Line Item                           | Budget          | Expended*          | % Expended   | % Remaining |
|-------------------------------------|-----------------|--------------------|--------------|-------------|
| Liability Insurance & Workers Comp  | \$5,750         | \$5,653.25         | 98.3%        | 1.7%        |
| Office Supplies                     | \$3,000         | \$1,248.51         | 41.6%        | 58.4%       |
| Accounting Services                 | \$18,410        | \$18,408.00        | 100.0%       | 0.0%        |
| Telephone/Postage/Internet          | \$4,500         | \$6,106.70         | 135.7%       | -35.7%      |
| Travel                              | \$4,500         | \$257.60           | 5.7%         | 94.3%       |
| Professional Development            | \$5,000         | \$0.00             | 0%           | 100%        |
| Printing/Publishing/<br>Advertising | \$2,500         | \$981.18           | 39.2%        | 60.8%       |
| Building Maintenance & Utilities    | \$12,000        | \$18,620.90        | 155.2%       | -55.2%      |
| Legal Services                      | \$1,500         | \$427.50           | 28.5%        | 71.5%       |
| Multifunction Copier                | \$3,000         | \$1,476.39         | 49.2%        | 50.8%       |
| Dues and Subscriptions              | \$5,000         | \$3,651.99         | 73.0%        | 27.0%       |
| IT Support & Software               | \$18,700        | \$27,277.68        | 145.9%       | -45.9%      |
| Equipment and Hardware              | \$7,500         | \$8,795.07         | 117.3%       | -17.3%      |
| Miscellaneous                       | \$5,000         | \$2,599.95         | 52.0%        | 48.0%       |
| Bank Service Charge                 | \$0             | \$140.00           | -            | -           |
| <b>Total</b>                        | <b>\$96,360</b> | <b>\$95,644.72</b> | <b>99.3%</b> | <b>0.7%</b> |

\*Expenditures rounded to nearest dollar

**Key Activities, Accomplishments, and Notes**

- Higher communication costs were the result of increased internet costs to support the VPN
- Higher maintenance costs were partly due to replacing the water heater and partly the result of sealcoating and restriping the parking lot
- IT Support & Software costs reflect requirements for staff to work remotely from home
- Equipment and Hardware costs reflect additional equipment necessary to hold "hybrid" meetings, including webcam and portable room speaker/microphone

## Unified Planning Work Program 2021 End-of-Year Report

## 200 Budget and Unified Planning Work Program (UPWP) – ON-GOING

*Figure 10. FY 2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 200 Budget and UPWP    | \$7,500      | \$10,816       | 144.2%     | -44.2%      |

*Figure 11. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent*

|                               | Hours Budgeted | Hours Expended | % Expended    | % Remaining   |
|-------------------------------|----------------|----------------|---------------|---------------|
| 201 – Prepare Budget and UPWP | 112            | 168.5          | 150.4%        | -50.4%        |
| <b>Totals</b>                 | <b>112</b>     | <b>168.5</b>   | <b>150.4%</b> | <b>-50.4%</b> |

Key Activities, Accomplishments, and Notes

- Prepared 2020 year-end report
- Prepared 2022-2023 UPWP, and cross-trained Senior Planner in UPWP preparation
- Updated Request for Proposals template
- Amended 2022-2023 UPWP to reflect cancelation of one project and addition of another, and to reflect one staff member leaving the APO

## 300 Transportation Improvement Program (TIP) – ON-GOING

*Figure 12. FY2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category                       | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| 300 Transportation Improvement Program (TIP) | \$30,500     | \$30,555       | 100.2%     | -0.2%       |

*Figure 13. FY2021 Staff Hours Budgeted vs. Staff Hours Spent*

|   | Hours Budgeted | Hours Expended | % Expended   | % Remaining |
|---|----------------|----------------|--------------|-------------|
| 301 – ATP Meetings/Subcommittees                          | 62             | 47.75          | 77.0%        | 23.0%       |
| 302 – Annual TIP Development                              | 356            | 332            | 93.3%        | 6.7%        |
| 303 – TIP Maintenance & Amendments                        | 110            | 60.25          | 54.8%        | 45.2%       |
| 304 – TIP Project Monitoring & Annual Listing of Projects | 46             | 65.25          | 141.9%       | -41.9%      |
| 305 – Regional Infrastructure Investment Plan Development | 85             | 118            | 138.8%       | -38.8%      |
| <b>Totals</b>   | <b>659</b>     | <b>623.25</b>  | <b>94.6%</b> | <b>5.4%</b> |

## Unified Planning Work Program 2021 End-of-Year Report

Key Activities, Accomplishments, and Notes

- Staff evaluated and ranked six STBGP candidate project applications
- Developed 2022-2025 TIP
- Developed 2021-2025 Regional Infrastructure Investment Plan
- Processed 7 amendments and modifications to the TIP
- Staff attended meetings of the Area Transportation Partnership
- Updated HSIP coordination process in coordination with MnDOT

**400 Transportation System Management (TSM) – ON-GOING****Figure 14. FY 2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category               | Total Budget | Total Expended | % Expended | % Remaining |
|--------------------------------------|--------------|----------------|------------|-------------|
| 400 Transportation System Management | \$16,750     | \$30,794       | 183.8%     | -83.8%      |

**Figure 15. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|   | Hours Budgeted | Hours Expended | % Expended    | % Remaining   |
|---|----------------|----------------|---------------|---------------|
| 401 – Performance Measures, Data Collection, Analysis, and Target Setting | 336            | 578.5          | 172.2%        | -72.2%        |
| 402 – Transportation System Performance and Target Achievement Report     | 88             | 199            | 226.1%        | -126.1%       |
| <b>Totals</b>   | <b>424</b>     | <b>775.5</b>   | <b>182.9%</b> | <b>-82.9%</b> |

Key Activities, Accomplishments, and Notes

- Set regional performance targets
- Developed annual transportation performance measure achievement report and associated story map
- Staff continued regional bicycle/pedestrian counting program
- Staff developed regional performance measures for Active Transportation Plan

**500 Transportation Project Development – ON-GOING****Figure 16. FY2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category                 | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| 500 Transportation Project Development | \$37,000     | \$40,440       | 109.3%     | -9.3%       |



## Unified Planning Work Program 2021 End-of-Year Report

**Figure 17. FY2021 Staff Hours Budgeted vs. Staff Hours Spent**

|   | Hours Budgeted | Hours Expended | % Expended    | % Remaining   |
|---|----------------|----------------|---------------|---------------|
| 501 – Planning Assistance for Members                     | 160            | 209.75         | 131.1%        | -31.9%        |
| 502 – Consultant Procurement & Contracting                | 132            | 157.25         | 119.1%        | -19.1%        |
| 503 – Consultant Study Coordination                       | 263            | 255.25         | 97.1%         | 2.9%          |
| 504 – Grant Writing & Assistance for Member Jurisdictions | 45             | 67.5           | 150.0%        | -50.0%        |
| <b>Totals</b>   | <b>600</b>     | <b>689.75</b>  | <b>115.0%</b> | <b>-15.0%</b> |

Key Activities, Accomplishments, and Notes

- Staff participated in Age Friendly Communities committee
- Issued Requests for Proposals and procured consultants for two transportation studies, then supported those consultants in the completion of the studies
- Assisted City of St. Cloud in preparation of their bicycle-friendly application
- Collected traffic data for member jurisdictions upon request
- Participated in MnDOT Aging Infrastructure sub-committee as part of their development of the Statewide Multimodal Transportation Plan
- Lead proposal to request re-routing of US Bicycle Route 45

**600 Metropolitan Transportation Plan (MTP) – ON-GOING****Figure 18. FY 2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category               | Total Budget | Total Expended | % Expended | % Remaining |
|--------------------------------------|--------------|----------------|------------|-------------|
| 600 Metropolitan Transportation Plan | \$69,500     | \$28,771       | 41.4%      | 58.6%       |

**Figure 19. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|                                     | Hours Budgeted | Hours Expended | % Expended   | % Remaining  |
|-------------------------------------|----------------|----------------|--------------|--------------|
| 601 – MTP Development & Maintenance | 1,328          | 575.5          | 43.3%        | 56.7%        |
| <b>Totals</b>                       | <b>1,328</b>   | <b>575.5</b>   | <b>43.3%</b> | <b>56.7%</b> |

Key Activities, Accomplishments, and Notes

- As staff continued the development of the regional Active Transportation Plan, they also coordinated its development with the MTP as it will include portions of the Active Transportation Plan
- Given COVID restrictions, staff re-developed an alternative MTP visioning process and completed collection of input from the general public

## Unified Planning Work Program 2021 End-of-Year Report

- Staff began updating existing conditions data for the MTP and reviewing comprehensive plans of the member jurisdictions

## 610 Active Transportation Planning – ON-GOING

**Figure 20. FY 2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category             | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------------------|--------------|----------------|------------|-------------|
| 610 Active Transportation Planning | \$59,250     | \$68,790       | 116.1%     | -16.1%      |

**Figure 21. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|  | Hours Budgeted | Hours Expended | % Expended    | % Remaining   |
|--|----------------|----------------|---------------|---------------|
| 611 – Safe Routes to School and Active Transportation Planning Coordination and Technical Assistance | 502            | 225            | 44.8%         | 55.2%         |
| 612 – Active Transportation Advisory Committee   | 96             | 55             | 57.3%         | 42.7%         |
| 613 – Regional Active Transportation Plan Development & Maintenance                                  | 546            | 1,147.5        | 210.2%        | -110.2%       |
| <b>Totals</b>  | <b>1,144</b>   | <b>1,427.5</b> | <b>124.8%</b> | <b>-24.8%</b> |

### Key Activities, Accomplishments, and Notes

- Staff continued working on regional active transportation plan
- Staff began developing Safe Routes to School plans for Oak Hill and Kennedy schools

## 620 Transit Planning – ON-GOING

**Figure 22. FY 2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 620 Transit Planning   | \$9,250      | \$4,630        | 50.1%      | 49.9%       |

**Figure 23. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|  | Hours Budgeted | Hours Expended | % Expended   | % Remaining  |
|--|----------------|----------------|--------------|--------------|
| 621 – General Transit Planning, Coordination, and Technical Assistance | 178            | 105            | 59.0%        | 41.0%        |
| 622 – NorthStar Coordination   | 32             | 0              | 0%           | 100%         |
| <b>Totals</b>  | <b>210</b>     | <b>105</b>     | <b>50.0%</b> | <b>50.0%</b> |

## Unified Planning Work Program 2021 End-of-Year Report

Key Activities, Accomplishments, and Notes

- APO staff attended MetroBus Rider Advisory Committee (RAC) meetings
- Staff incorporated transit stops into the Active Transportation Plan (see section 620 above)
- Staff explored adopt-a-shelter idea
- Staff reviewed MetroBus system map for errors
- Staff coordinated with ConnectAbility of MN regarding the RTCC
- Supported MnDOT in their preparation of the Local Human Service Public Transit Coordination Plan
- Staff supported MetroBus in the development of their TAM plan

**630 Freight Planning & Economic Vitality – ON-GOING***Figure 24. FY 2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 630 Transit Planning   | \$13,000     | \$2,325        | 17.9%      | 82.1%       |

*Figure 25. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent*

|   | Hours Budgeted | Hours Expended | % Expended   | % Remaining  |
|---|----------------|----------------|--------------|--------------|
| 631 - Freight Planning, Coordination & Technical Assistance                                     | 76             | 3              | 4.0%         | 96.0%        |
| 632 - Transportation-Related Economic Development Planning, Coordination & Technical Assistance | 124            | 32             | 25.9%        | 74.2%        |
| <b>Totals</b>   | <b>200</b>     | <b>35</b>      | <b>17.5%</b> | <b>82.5%</b> |

Key Activities, Accomplishments, and Notes

- Staff continued their exploration of transportation impacts on economic development
- Staff coordinated with FHWA regarding freight planning survey and needs
- Staff coordinated with MnDOT to determine future HCVAADT count locations
- Staff monitored regional economic information out of DEED and other sources for potential linkages to transportation

**640 Safety, Security & Environmental – ON-GOING***Figure 26. FY 2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 640 Transit Planning   | \$8,250      | \$4,046        | 49.1%      | 50.9%       |

## Unified Planning Work Program 2021 End-of-Year Report

**Figure 27. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|   | Hours Budgeted | Hours Expended | % Expended   | % Remaining  |
|---|----------------|----------------|--------------|--------------|
| 641 - Safety & Security Planning, Coordination & Technical Assistance                             | 60             | 75             | 125.0%       | -25.0%       |
| 642 - Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis | 106            | 4              | 3.8%         | 96.2%        |
| <b>Totals</b>   | <b>166</b>     | <b>79</b>      | <b>47.6%</b> | <b>52.4%</b> |

Key Activities, Accomplishments, and Notes

- Staff chaired in regional Toward Zero Deaths (TZD) committee and coordinated with local agencies/organizations to implement TZD initiatives
- Staff supported TAC's Speed Limit Working Group
- Staff developed plan for environmental consultation as part of MTP development

**700 Transportation Planning Coordination & Meetings – ON-GOING****Figure 28. FY 2021 Funds Budgeted vs. Funds Expended**

| Work Activity Category                              | Total Budget | Total Expended | % Expended | % Remaining |
|---|--------------|----------------|------------|-------------|
| 700 Transportation Planning Coordination & Meetings | \$65,000     | \$63,004       | 96.9%      | 3.1%        |

**Figure 29. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent**

|   | Hours Budgeted | Hours Expended  | % Expended   | % Remaining  |
|---|----------------|-----------------|--------------|--------------|
| 701 – General Meeting Coordination and Attendance                               | 440            | 353.5           | 80.3%        | 19.7%        |
| 702 – APO Committee & Board Meetings  | 524            | 410             | 78.2%        | 21.8%        |
| 703 – Public Outreach, Engagement, Website & Social Media                       | 318            | 185             | 58.2%        | 41.8%        |
| 704 – Evaluation and Coordination of Plans from Member Jurisdictions            | 60             | 34.75           | 57.9%        | 42.1%        |
| 705 – Develop & Maintain Stakeholder Engagement Plan & Title VI Compliance Plan | 52             | 25.5            | 49.0%        | 51.0%        |
| 706 – Annual Report for SEP and Title VI Compliance/Effectiveness               | 72             | 211.5           | 293.8%       | -193.8%      |
| <b>Totals</b>   | <b>1,466</b>   | <b>1,220.25</b> | <b>83.2%</b> | <b>16.8%</b> |

## Unified Planning Work Program 2021 End-of-Year Report

Key Activities, Accomplishments, and Notes

- Staff coordinated and supported 2 meetings of the Active Transportation Advisory Committee
- Staff coordinated and supported 9 meetings of the Technical Advisory Committee
- Staff coordinated and supported 9 meetings of the Policy Board
- Staff attended weekly staff meetings
- Staff maintained and updated the APO website and social media accounts
- Staff coordinated and held public input meetings (both in-person and virtual) in support of various planning and programming activities
- Staff prepared annual report on the quality of our past stakeholder engagement
- Staff assembled and published a quarterly newsletter
- Staff participated in Access to Food working group
- Staff participated in and/or supported various meetings for planning studies lead by other agencies/jurisdictions/organizations

**800 Transportation Data – ON-GOING***Figure 30. FY 2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category  | Total Budget | Total Expended | % Expended | % Remaining |
|-------------------------|--------------|----------------|------------|-------------|
| 800 Transportation Data | \$31,750     | \$8,331        | 26.2%      | 73.8%       |

*Figure 31. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent*

|   | Hours Budgeted | Hours Expended | % Expended   | % Remaining  |
|---|----------------|----------------|--------------|--------------|
| 801 – Network & TAZ Data Collection & Analysis          | 245            | 14             | 5.7%         | 94.3%        |
| 802 – CUBE Travel Demand Model Development & Operations | 350            | 6              | 1.7%         | 98.3%        |
| 803 – GIS Database Development & Mapping                | 198            | 190.5          | 96.2%        | 3.8%         |
| <b>Totals</b>   | <b>793</b>     | <b>210.5</b>   | <b>26.5%</b> | <b>73.5%</b> |

Key Activities, Accomplishments, and Notes

- Senior Planner began training with ArcGIS
- APO staff supported the Age Friendly Communities committee by making various maps

## Unified Planning Work Program 2021 End-of-Year Report

## 900 Locally Funded Activities – ON-GOING

*Figure 32. FY 2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category                      | Total Budget    | Total Expended  | % Expended   | % Remaining  |
|---|-----------------|-----------------|--------------|--------------|
| 901 – Legislative Communications            | \$4,250         | \$4,258         | 100.2%       | -0.2%        |
| 902 – Travel for Legislative Communications | \$5,000         | \$2,513         | 50.3%        | 49.7%        |
| 903 - Audit                                 | \$8,250         | \$8,610         | 104.4%       | -4.4%        |
| <b>Totals</b>                               | <b>\$17,500</b> | <b>\$15,381</b> | <b>87.9%</b> | <b>12.1%</b> |

*Figure 33. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent*

|                                  | Hours Budgeted | Hours Expended | % Expended    | % Remaining  |
|----------------------------------|----------------|----------------|---------------|--------------|
| 901 – Legislative Communications | 60             | 62.5           | 104.2%        | -4.2%        |
| <b>Totals</b>                    | <b>60</b>      | <b>62.5</b>    | <b>104.2%</b> | <b>-4.2%</b> |

Key Activities, Accomplishments, and Notes

- Executive Director communicated regional transportation priorities to various legislators
- Board Chair and Executive Director traveled to Washington DC to meet with Congressional staff members
- Executive Director submitted projects for consideration for Congressionally directed spending
- Executive Director met and coordinated with DC lobbyist staff

## Regional Household Travel Survey - COMPLETED

*Figure 34. FY 2021 Funds Budgeted vs. Funds Expended*

| Work Activity Category           | Total Budget | Total Expended | % Expended | % Remaining |
|----------------------------------|--------------|----------------|------------|-------------|
| Regional Household Travel Survey | \$300,000    | \$299,422      | 99.8%      | 0.2%        |

Key Activities, Accomplishments, and Notes

- Successfully surveyed 866 households within the planning area regarding their travel behavior.

## Unified Planning Work Program 2021 End-of-Year Report

## Southwest Beltline Corridor Planning Study - COMPLETED

Figure 35. FY 2021 Funds Budgeted vs. Funds Expended

| Work Activity Category                     | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| Southwest Beltline Corridor Planning Study | \$145,000    | \$144,976      | 100.0%     | 0.0%        |

Key Activities, Accomplishments, and Notes

- Achieved regional consensus on a general alignment for the Southwest beltline corridor.

## Mississippi River Bridge Planning – INCOMPLETE

Figure 37. FY 2021 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget     | Total Expended   | % Expended   | % Remaining  |
|------------------------|------------------|------------------|--------------|--------------|
| 2020                   | \$167,000        | \$49,994         | 29.9%        | 70.1%        |
| 2021                   | \$               | \$64,694         | -            | -            |
| <b>Total</b>           | <b>\$167,000</b> | <b>\$114,688</b> | <b>68.7%</b> | <b>31.3%</b> |

Key Activities, Accomplishments, and Notes

- Consultant completed background and analysis
- Consultant completed stakeholder engagement
- Consultant engaged with MnDNR regarding the study and possible corridor alignments
- Consultant began developing project purpose, goals, and objectives based on background analysis and stakeholder input

**Summary and Conclusions**

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who paid about 14% of the total cost of staff and operations in 2021. In return, those same member jurisdictions gain access to millions of Federal dollars for transit, roadway, and active transportation projects.

- Both internal (staff and overhead) and external (consultants) expenditures were essentially on target, coming in just slightly under budget. This seems to indicate a good budgeting process, which should continue.
- Given the intentional spend-down of financial reserves over the past few years, future budgets should revert to budgeting based on expected revenues without expending financial reserves any further.

## Unified Planning Work Program 2021 End-of-Year Report

- Administration and overhead costs continue to be between 20% and 25% of all expenditures – this number has been very consistent over the past several years. Efforts should continue to keep administrative and overhead costs as close to 20% as possible.
- As staff continues to largely work from home and attend meetings/conferences electronically, the APO's budget needs should shift from things like Office Supplies, Travel, and Copier Machine to other categories such as IT Support & Software, Equipment & Hardware, and Internet.
- The APO's current contracts with its Auditor and Accountant will both expire in either 2022 or 2023. Future budgets should reflect the costs of the new contracts.
- The IIJA recently signed into law should result in a significant increase in the APO's planning grant. Member jurisdictions should budget additional local match so that the APO can leverage its entire Federal grant.
- The IIJA also contains a number of new requirements for all MPOs. The APO should budget for those additional activities as necessary.
- Historically low interest rates have significantly limited interest income. Estimates for future interest income should better consider the overall economic environment.
- As performance-based planning and programming evolves, additional resources for Category 400 – Transportation System Management may need to be increased.
- Consider combining Category 400 and Category 800 into one category of work focused on transportation data collection and analysis, performance measures, modeling, mapping, etc.