

## AGENDA

### APO POLICY BOARD MEETING

THURSDAY, JANUARY 12, 2023 - 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 – K*)
  - a. Approve Minutes of October 13, 2022 Policy Board Meeting (*Attachment A*)
  - b. Approve Bills Lists (*Attachments B1 – B2*)
  - c. Approve Annual Resolution on Investment Procedures (*Attachment C*)
  - d. Approve Annual Resolution on Paying Certain Claims (*Attachment D*)
  - e. Approve Annual Resolution on Official Newspaper of Record (*Attachment E*)
  - f. Approve Amendment to Active Transportation Plan to Include Saint Joseph Profile (*Attachment F1 & F2*)
  - g. Receive Staff Report on Area Transportation Partnership Meeting (*Attachment G*)
  - h. Receive Staff Report on November 2022 Meeting of the Technical Advisory Committee (*Attachment H*)
  - i. Receive Report Technical Advisory Committee Meeting Attendance for 2022 (*Attachment I*)
  - j. Receive Report on Policy Board Meeting Attendance for 2022 (*Attachment J*)
6. Elect Officers for 2023 (*Attachment K*) *Joe Perske, Chair*
  - a. Suggested Action: Elect Chair and 4 Vice-Chairs
7. Appoint Representative to Area Transportation Partnership (*Attachments L*) *Vicki Johnson, Senior Planner*
  - a. Suggested Action: Appoint Representative
8. Receive Mayhew Lake Road Corridor Study (*Attachment M*) *Brian Gibson, Executive Director*
  - a. Suggested Action: Receive Report
9. Other Business & Announcements
10. Adjournment

## English

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990, Executive Order 12898, Executive Order 13116 and related statutes and regulations. The APO is accessible to all persons of all abilities. A person who requires a modification or accommodation, auxiliary aids, translation services, interpreter services, etc., in order to participate in a public meeting, including receiving this agenda and/or attachments in an alternative format, or language please contact the APO at 320-252-7568 or at [admin@stcloudapo.org](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, October 13, 2022 – 4:30 p.m.

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, October 13 at 4:30 p.m. APO Chair Joe Perske presided with the following members:

Raeanne Danielowski	Sherburne County
Michael Kedrowski	Metro Bus
Steve Heinen	Benton County
Paul Brandmire	City of Saint Cloud
Kevin Klusner	City of Saint Joseph
Rick Miller	City of Waite Park
Jeff Westerlund	LeSauk Township
Mike Conway	City of Saint Cloud
Dave Kleis	City of Saint Cloud
Jeff Goerger	City of Saint Cloud
Anna Gruber	City of Sartell
Dottie Seamans	City of Sauk Rapids

Also in attendance were:

Chris Byrd	Benton County
Mark Loidolt	Benton County
Brian Gibson	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
James Stapfer	Saint Cloud APO
Amber Blattner	Saint Cloud APO

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

*Ms. 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:

- a. Approve Minutes of Sept. 8, 2022 Policy Board Meeting
- b. Approve Bills Lists for September & October
- c. Approve Local Human Services Transportation Coordination Plan
- d. Approve Amendment to the Stakeholder Engagement Plan (SEP)
- e. Receive Staff Report of Sept. 29th Meeting of the Technical Advisory Committee

*Mr. Goerger motioned to approve the consent agenda items and Mr. Conway seconded the motion. Motion carried.*

### Consider Transportation Performance Targets

Mr. Stapfer summarized the performance measurement targets. These targets are federally required and included in the MTP and TIP. At the State level, if targets are not met, MnDOT must transfer funds to help accomplish the goal(s). For MPOs there is no such requirement. PM1: Transportation Safety applies to all public roads and is reviewed every year. PM2: Infrastructure refers to pavement condition and it is reviewed every four years. PM3: System Performance, includes travel time reliability. Mr. Klusner asked who does the measuring for this data. Mr. Stapfer said he received this information from MnDOT.

*Goerger motioned to approve the PM1, PM2, PM3 targets as well as resolutions and Mr. Heinen seconded the motion. Motion carried.*

### Consider Recommendations of SEP Annual Review

This document is reviewed annually and looks at the effectiveness of reviewing procedures and strategies contained in the Stakeholder Engagement Plan (SEP) to ensure a full and open participation process. Mr. McKenzie summarized the APOs public engagement efforts over the last year. Facebook is the APOs primary form of social media/advertising. Recommendations include hiring a community liaison for hard- to-reach populations, joining a community organization, and attempt to reach a younger audience. Mr. Goerger noted that it is difficult to get the public involved. Mr. Conway asked about the distinction between viewership. Ms. Johnson summarized the social media viewership distinctions. Mr. Conway asked if APO is getting results from interest or from APO going to a specific group for comments. Ms. Johnson said that APO did receive a response from a Somali resident that may not have been reached if APO were to have only used their general mail out surveys and it is important to reach out to specific groups for comments. Mr. Goerger noted that the overall goal should be to have more diverse involvement. Mr. Kleis noted that reaching out to younger groups and using different platforms is a great step the APO takes. Mr. Gibson wants to make sure that all people know there is an opportunity to provide input.

*Mr. Goerger recommended approval of the Stakeholder Engagement Plan. Mr. Kleis seconded the motion. Motion carried.*

### Consider 2024-2027 Highway Safety Improvement Program (HSIP) Projects

HSIP projects are designed to reduce traffic fatalities and serious injuries on all public roads. This is a federal program that seeks out low cost, high benefit solutions. Funding is typically split 90/10. The 2024-2027 HSIP solicitation kicked **off on Monday, Sept. 12 by the Minnesota Department of Transportation's Office of Traffic Engineering (OTE)**. Ms. Johnson provided a summary on the HSIP projects

submitted. Solicitation is handled through MnDOT's Office of Traffic Engineering (OTE). All HSIP projects within the APOs planning area must be brought before the TAC and Policy Board for considerations and prioritization/ranking for funding consideration. The City of Sartell and Benton County have applied for this solicitation. Ms. Gruber **summarized the City of Sartell's proactive** driven project on Pinecone Road and Seventh Street for a traffic signal installation. Mr. Byrd summarized the reactive project request from Benton County for a roundabout construction at CSAH 1/Mayhew Lake Road and CSAH 29/35th Street in Sauk Rapids. Mr. Goerger noted that he thinks there are probably more issues than these **two projects. Ms. Johnson noted the projects often don't have enough time to** submit and need to plan well in advance to receive HSIP funding.

*Ms. Seamans recommends these two projects for HSIP funding consideration and Mr. Conway seconded the motion. Motion carried.*

#### Consider Corridor of Commerce Application for MN-15

Mr. Gibson summarized the history of MN-15 corridor and the minor improvement suggestions that came from the 2020 corridor study and the cost of each. The project committee felt median U-turn intersections (MUT) on MN-15 would provide the greatest benefit for the least amount of cost. Mr. Conway was concerned there would not be enough room in the area suggested. Mr. Goerger asked if there are others in the state. Mr. Gibson thought they have this layout in Michigan but not in Minnesota.

*Mr. Goerger motions to approve the application for adaptive signal controls and MUT intersections on MN-15. Mr. Heinen Seconded the motion. Motion carried.*

Mr. Gibson asked if there is interest in starting a regional roadways fund. Mr. Kleis noted that the roads mentioned should be the responsibility of the state, they are a state highway that go through many communities. Mr. Goerger agreed that starting a fund would not be beneficial. Mr. Perske noted the lobbying efforts being done. Mr. Conway asked for the total project cost to fully grade-separate MN-15. Mr. Gibson confirmed the cost was \$107 million to fully turn MN-15 into an expressway.

#### Consider Reimbursement of Travel Expenses for Benton County Officials

Benton County Staff asked if APO has money to help reimburse elected officials joining the APO on the DC trip. Mr. Miller noted that if you give the funds to Benton County, all jurisdictions will want that same amount of funding. Mr. Kleis agrees with Mr. Miller and suggested bringing APO staff if there are extra dollars.

### Consider Convening Regularly in November Starting in 2023

Historically the APO board has not met in November or December. Due to HSIP process the staff would like to start meeting in November. Mr. Kleis suggested letting APO staff pick a date that works best for them at the time it is needed and let the Policy Board know. Everyone agreed.

### OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Westerlund noted Townline Road. Mr. Perske agrees he will work to get funding for Townline Road. Ms. Seamans wishes everyone luck in the upcoming election. Mr. Perske noted the concerns on the IIJA money. MnDOT is going to take the funding for other projects, so money will not be lost, money will be borrowed from other projects.

ADJOURNMENT: The meeting was adjourned at 5:58 p.m.

# ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor - Actual Disbursements

October - December, 2022

Date	Transaction Type	Vendor	Account	Amount
<b>Adobe Creative Cloud</b>				
10/01/2022	Expense		IT Support & Services	599.88
10/10/2022	Bill Payment (Credit Card)		IT Support & Services	52.99
10/19/2022	Expense		IT Support & Services	16.13
10/31/2022	Bill Payment (Credit Card)		IT Support & Services	16.13
10/31/2022	Bill Payment (Credit Card)		IT Support & Services	52.99
11/01/2022	Bill Payment (Credit Card)		IT Support & Services	16.13
11/10/2022	Bill Payment (Credit Card)		IT Support & Services	52.99
12/01/2022	Bill Payment (Credit Card)		IT Support & Services	16.13
12/19/2022	Bill Payment (Credit Card)		IT Support & Services	52.99
12/19/2022	Bill Payment (Credit Card)		IT Support & Services	52.99
12/19/2022	Expense		IT Support & Services	16.13
<b>AFLAC</b>				
10/14/2022	Bill Payment (Check)		Employee Health Dental & Other	560.66
11/14/2022	Bill Payment (Check)		Employee Health Dental & Other	735.38
12/15/2022	Bill Payment (Check)		Employee Health Dental & Other	735.38
<b>Alex Mckenzie</b>				
10/06/2022	Bill Payment (Check)		Mileage Remibursement	186.25
11/02/2022	Bill Payment (Check)		Mileage Remibursement	181.88
12/07/2022	Bill Payment (Check)		Mileage Remibursement	183.31
12/30/2022	Bill Payment (Check)		Mileage Remibursement	67.50
<b>American Airlines</b>				
10/06/2022	Expense		Travel - Washington DC	927.10
<b>BCBS of MN</b>				
10/20/2022	Bill Payment (Check)		Employee Health Dental & Other	3,613.78
11/21/2022	Bill Payment (Check)		Employee Health Dental & Other	3,613.78
12/20/2022	Bill Payment (Check)		Employee Health Dental & Other	3,641.77
<b>City of St. Cloud - Water/Sewer</b>				
11/21/2022	Bill Payment (Check)		1002 Liberty Checking account	250.96
<b>Cloudnet</b>				
10/07/2022	Bill Payment (Check)		IT Aupport & Software	10.00
11/14/2022	Bill Payment (Check)		IT Aupport & Software	10.00
12/19/2022	Bill Payment (Check)		IT Aupport & Software	10.00

# ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor - Actual Disbursements

October - December, 2022

Date	Transaction Type	Vendor	Account	Amount
<b>David Turch &amp; Associates</b>				
10/14/2022	Bill Payment (Check)		Lobbying	4,000.00
11/29/2022	Bill Payment (Check)		Lobbying	4,000.00
<b>Delta Dental</b>				
10/05/2022	Bill Payment (Check)		Employee Health Dental & Other	236.65
11/07/2022	Bill Payment (Check)		Employee Health Dental & Other	236.65
12/01/2022	Bill Payment (Check)		Employee Health Dental & Other	236.65
12/06/2022	Bill Payment (Check)		Employee Health Dental & Other	236.65
<b>Emerald Companies Inc</b>				
11/09/2022	Bill Payment (Credit Card)		Lawn care services	412.01
11/29/2022	Bill Payment (Credit Card)		Lawn care services	412.01
12/01/2022	Bill Payment (Credit Card)		Lawn care services	45.00
<b>Google Inc.</b>				
10/01/2022	Expense		IT Support & Software	48.00
11/02/2022	Expense		IT Support & Software	48.00
12/02/2022	Expense		IT Support & Software	48.00
<b>grammarly.com</b>				
12/02/2022	Expense		Printing & Publishing	144.00
<b>Greater St Cloud Dev Corp</b>				
12/19/2022	Bill		Dues & Membership	500.00
<b>Holiday Inn - Washington DC</b>				
10/12/2022	Expense		Travel - Washington DC	550.38
10/19/2022	Bill Payment (Credit Card)		Travel - Washington DC	986.13
10/21/2022	Expense		Travel - Washington DC	331.97
<b>Joe Perske</b>				
11/15/2022	Bill Payment (Check)		Travel - Washington DC	119.54
<b>Loffler Companies</b>				
10/13/2022	Bill Payment (Check)		copier extra copies & maintenance	119.65
11/29/2022	Bill Payment (Check)		copier extra copies & maintenance	189.55
<b>Mailchimp.com</b>				
10/04/2022	Bill Payment (Credit Card)		Printing & Publishing	17.00



# ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor - Actual Disbursements

October - December, 2022

Date	Transaction Type	Vendor	Account	Amount
11/07/2022	Bill Payment (Credit Card)		Printing & Publishing	17.00
12/02/2022	Bill Payment (Credit Card)		Printing & Publishing	17.00
<b>Metro Sales Inc</b>				
10/03/2022	Bill Payment (Check)		IT Support & Software	1,078.15
10/24/2022	Bill Payment (Check)		IT Support & Software	1,078.15
12/02/2022	Bill Payment (Check)		IT Support & Software	1,078.15
12/29/2022	Bill Payment (Check)		IT Support & Software	1,078.15
<b>Net V Pro</b>				
10/09/2022	Bill Payment (Check)		IT Support & Software	525.00
<b>Postmaster</b>				
10/05/2022	Bill Payment (Credit Card)		Postage	19.10
<b>Premium Waters, Inc.</b>				
10/18/2022	Bill Payment (Check)		Office Supplies	14.00
11/29/2022	Bill Payment (Check)		Office Supplies	45.98
12/27/2022	Bill Payment (Check)		Office Supplies	14.00
<b>Principal Mutual Life Insurance</b>				
10/07/2022	Bill Payment (Check)		Employee Health Insurance	271.56
11/09/2022	Bill Payment (Check)		Employee Health Insurance	271.56
12/19/2022	Bill Payment (Check)		Employee Health Insurance	271.56
<b>Quill.com</b>				
12/19/2022	Bill Payment (Check)		Office Supplies	46.87
<b>Schroden's Inc.</b>				
12/07/2022	Bill Payment (Check)		snow removal - maintenance	164.00
<b>Shutterstock.com</b>				
10/11/2022	Expense		Printing & Publishing	29.00
11/10/2022	Expense		Printing & Publishing	29.00
12/12/2022	Expense		Printing & Publishing	29.00
<b>Spectrum Business (Charter)</b>				
10/06/2022	Bill Payment (Check)		Communications - telephone/internet	419.94
11/10/2022	Bill Payment (Check)		Communications - telephone/internet	419.94

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October - December, 2022

Date	Transaction Type	Vendor	Account	Amount
12/07/2022	Bill Payment (Check)		Communications - telephone/internet	419.94
		<b>SRF Consulting Group, Inc.</b>		
12/30/2022	Bill Payment (Check)		Travel Demand Model Updates	19,000.00
01/03/2023	Bill Payment (Check)		Travel Demand Model Updates	17,000.00
01/04/2023	Bill Payment (Check)		Travel Demand Model Updates	13,481.79
01/05/2023	Bill Payment (Check)		Travel Demand Model Updates	6,000.00
01/06/2023	Bill Payment (Check)		Travel Demand Model Updates	11,686.37
01/06/2023	Bill Payment (Check)		Travel Demand Model Updates	8,000.00
01/09/2023	Bill Payment (Check)		Travel Demand Model Updates	8,349.98
		<b>St. Cloud Area Chamber of Commerce</b>		
10/13/2022	Bill Payment (Credit Card)		Chamber Seminars	20.00
12/19/2022	Bill Payment (Credit Card)		Chamber Seminars	20.00
		<b>Stantec Consulting Services Inc</b>		
11/14/2022	Bill Payment (Check)		Mississippi Bridge Plan	10,726.73
		<b>Stearns Electric Association</b>		
10/25/2022	Bill Payment (Check)		Utilities - Electric	142.92
11/25/2022	Bill Payment (Check)		Utilities - Electric	121.40
12/26/2022	Bill Payment (Check)		Utilities - Electric	126.05
		<b>Streetlight Data Inc</b>		
11/02/2022	Bill Payment (Check)		MN DOT -- Street Light Data	6,180.00
		<b>Transportation Collaborative &amp; Consultants LLC</b>		
10/07/2022	Bill Payment (Check)		Opportunity Frive Operations Study	9,422.00
11/23/2022	Bill Payment (Check)		Opportunity Frive Operations Study	2,775.00
01/10/2023	Bill Payment (Check)		Opportunity Frive Operations Study	12,989.00
		<b>Traut Companies</b>		
12/07/2022	Bill Payment (Check)		Lawn Water System - Fall work	126.88
		<b>Vicki B Johnson2</b>		

**ST. CLOUD AREA PLANNING ORGANIZATION**  
**Transaction List by Vendor - Actual Disbursements**  
**October - December, 2022**

<b>Date</b>	<b>Transaction Type</b>	<b>Vendor</b>	<b>Account</b>	<b>Amount</b>
10/11/2022	Bill Payment (Check)		Mileage Reibmt	67.74
11/02/2022	Bill Payment (Check)		Mileage Reibmt	67.74
<b>Weisman Cleaning Inc</b>				
11/02/2022	Bill Payment (Check)		Office Cleaning Services	140.00
11/29/2022	Bill Payment (Check)		Office Cleaning Services	140.00
12/30/2022	Bill Payment (Check)		Office Cleaning Services	140.00
<b>West Central Sanitation, Inc</b>				
10/18/2022	Bill Payment (Check)		Utilities - garbage	51.70
11/23/2022	Bill Payment (Check)		Utilities - garbage	52.00
12/19/2022	Bill Payment (Check)		Utilities - garbage	52.09
<b>WSB &amp; Associates</b>				
10/06/2022	Bill Payment (Check)		Mayhew Lake Road Corridor Study	7,590.93
11/02/2022	Bill Payment (Check)		Mayhew Lake Road Corridor Study	4,061.15
01/09/2023	Bill Payment (Check)		Mayhew Lake Road Corridor Study	7,116.71
<b>Xcel Energy</b>				
10/04/2022	Bill Payment (Check)		Utilities - Gas	63.16
11/03/2022	Bill Payment (Check)		Utilities - Gas	64.53
12/07/2022	Bill Payment (Check)		Utilities - Gas	124.66
<b>Your CFO Inc</b>				
10/03/2022	Bill Payment (Check)		Accounting Services	1,580.00
11/01/2022	Bill Payment (Check)		Accounting Services	1,580.00
12/01/2022	Bill Payment (Check)		Accounting Services	1,580.00

\$ 186,568.65

**LIBERTY BANK DEPOSITS**

	<b>Deposit Date</b>	<b>Amount</b>
Interest earned	10/31/2022	3.46
Quill - over payment	11/16/2022	64.06
RBC Capital - transfer to operating	11/22/2022	84,000.00
Interest earned	11/30/2022	1.66
MN DOT - 3rd Qtr 2022 Grant	12/15/2022	15,703.75
MN DOT - CPG - 3rd Qtr 2022	12/30/2022	194,260.34
WCRA	12/27/2022	29.64
Interest earned	12/31/2022	2.69
		294,065.60

**PROPOSED January 2023 and February 2023 DISBURSEMENTS**  
**prepared 01/03/2023**

ATTACHMENT B2  
 AGENDA ITEM 5B

<b>Method Of Payment</b>	<b>To Whom Paid</b>	<b>What Check is for</b>	<b>Account</b>	<b>Amount</b>
Direct Dep.	Net Payroll (including insurance reimbursement)	1/5/2023 Payroll Paid	Payroll	\$ 8,875.48
Electronic	Expense Reimbursemt - Employee mileage	1/5/2023 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	1/5/2023 Payroll Paid	Payroll	\$ 2,608.09
Electronic	MN Department of Revenue-Withholding PAID	1/5/2023 Payroll Paid	Payroll	\$ 671.00
Electronic	PERA	1/5/2023 Payroll Paid	Payroll	\$ 1,890.56
Electronic	Great West Annuity	1/5/2023 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	1/5/2023 Payroll Paid	Payroll	\$ 130.72
Electronic	Select Account (H.S.A.)	1/5/2023 Payroll Paid	Payroll	\$ 418.22
Direct Dep.	Net Payroll (including insurance reimbursement)	1/20/2023 Payroll Paid	Payroll	\$ 8,875.48
Electronic	Expense Reimbursemt - Employee mileage	1/20/2023 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	1/20/2023 Payroll Paid	Payroll	\$ 2,608.09
Electronic	MN Department of Revenue-Withholding PAID	1/20/2023 Payroll Paid	Payroll	\$ 671.00
Electronic	PERA	1/20/2023 Payroll Paid	Payroll	\$ 1,890.56
Electronic	Great West Annuity	1/20/2023 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	1/20/2023 Payroll Paid	Payroll	\$ 130.72
Electronic	Select Account (H.S.A.)	1/20/2023 Payroll Paid	Payroll	\$ 418.22
Direct Dep.	Net Payroll (including insurance reimbursement)	2/3/2023 Payroll Paid	Payroll	\$ 8,875.48
Electronic	Expense Reimbursemt - Employee mileage	2/3/2023 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	2/3/2023 Payroll Paid	Payroll	\$ 2,608.09
Electronic	MN Department of Revenue-Withholding PAID	2/3/2023 Payroll Paid	Payroll	\$ 671.00
Electronic	PERA	2/3/2023 Payroll Paid	Payroll	\$ 1,890.56
Electronic	Great West Annuity	2/3/2023 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	2/3/2023 Payroll Paid	Payroll	\$ 130.72
Electronic	Select Account (H.S.A.)	2/3/2023 Payroll Paid	Payroll	\$ 418.22
Direct Dep.	Net Payroll (including insurance reimbursement)	2/20/2023 Payroll Paid	Payroll	\$ 8,875.48
Electronic	Expense Reimbursemt - TRB conference	2/20/2023 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	2/20/2023 Payroll Paid	Payroll	\$ 2,608.09
Electronic	MN Department of Revenue-Withholding PAID	2/20/2023 Payroll Paid	Payroll	\$ 671.00
Electronic	PERA	2/20/2023 Payroll Paid	Payroll	\$ 1,890.56
Electronic	Great West Annuity	2/20/2023 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	2/20/2023 Payroll Paid	Payroll	\$ 130.72
Electronic	Select Account (H.S.A.)	2/20/2023 Payroll Paid	Payroll	\$ 418.22
Credit Card	Adobe Creative Cloud - January 2023	Subscription service to PDF software	IT Support & Software	\$ 146.32
Credit Card	Adobe Creative Cloud - February 2023	Subscription service to PDF software	IT Support & Software	\$ 146.32
Check	AFLAC - January 2023	Employee Addtl Insurance	Payroll	\$ 735.38
Check	AFLAC - February 2023	Employee Addtl Insurance	Payroll	\$ 735.38
Check	Alex Mckenzie mileage reimbmt - Janaury estimate	Mileage Reimbursement	Travel	\$ 75.00
Check	Alex Mckenzie mileage reimbmt - February estimate	Mileage Reimbursement	Travel	\$ 75.00
Electronic	BCBS of MN - January 2023	Employee Health Insurance	Payroll	\$ 3,641.77
Electronic	BCBS of MN - February 2023	Employee Health Insurance	Payroll	\$ 3,641.77
Check	City of St Cloud - Water/Sewer - January 2023	Utilities - water / sewer	Utilities	\$ 50.00
Check	City of St Cloud - Water/Sewer - February 2023	Utilities - water / sewer	Utilities	\$ 50.00
Check	Cloudnet - January 2023	Internet Service	Utilities	\$ 10.00
Check	Cloudnet - February 2023	Internet Service	Utilities	\$ 10.00
Check	David Turch & Associates- January 2023	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates- February 2023	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - January 2023	Employee dental insurance	Payroll	\$ 236.65
Check	Delta Dental - February 2023	Employee dental insurance	Payroll	\$ 236.65
Credit Card	Google Inc - estimate - January 2023	G Suite Basic - Commitment	Utilities	\$ 48.00
Credit Card	Google Inc - estimate - February 2023	G Suite Basic - Commitment	Utilities	\$ 48.00
Check	Loffler Companies - estimate - January 2023	Copier Supplies	Copy Machine	\$ 150.00
Check	Loffler Companies - estimate - February 2023	Copier Supplies	Copy Machine	\$ 150.00
Credit Card	Mailchimp.com - estimate - January 2023	Monthly IT Support	IT Support & Software	\$ 17.00

**PROPOSED January 2023 and February 2023 DISBURSEMENTS**  
 prepared 01/03/2023

ATTACHMENT B2  
 AGENDA ITEM 5B

<b>Method Of Payment</b>	<b>To Whom Paid</b>	<b>What Check is for</b>	<b>Account</b>	<b>Amount</b>
Credit Card	Mailchimp.com - estimate - February 2023	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	Metro Sales Inc - January 2023	Monthly IT Support	IT Support & Software	\$ 1,079.00
Check	Metro Sales Inc - February 2023	Monthly IT Support	IT Support & Software	\$ 1,079.00
Check	Premium Water Inc - estimate - January 2023	office drinking water	Utilities	\$ 65.00
Check	Premium Water Inc - estimate - February 2023	office drinking water	Utilities	\$ 65.00
Check	Principal Financial - January 2023	Employee disability insurance	Payroll	\$ 272.00
Check	Principal Financial - February 2023	Employee disability insurance	Payroll	\$ 272.00
Credit Card	Quill.com - estimate - January 2023	Office Supplies	office Supplies	\$ 50.00
Credit Card	Quill.com - estimate - February 2023	Office Supplies	office Supplies	\$ 50.00
Check	Schroden's Inc - Estimate - January 2023	Snow Removal	Maintenance	\$ 200.00
Check	Schroden's Inc - Estimate - February 2023	Snow Removal	Maintenance	\$ 200.00
Check	Spectrum Business (Charter) - January 2023	Internet Service	Utilities	\$ 420.00
Check	Spectrum Business (Charter) - February 2023	Internet Service	Utilities	\$ 420.00
Electronic	Stearns Electric Association - Janaury 2023	Utilities - electric	Utilities	\$ 125.00
Electronic	Stearns Electric Association - February 2023	Utilities - electric	Utilities	\$ 125.00
Check	SC Times - estimate - estimate - Janaury 2023	Public Postings	Printing/Publishing	\$ 200.00
Check	SC Times - estimate - estimate - February 2023	Public Postings	Printing/Publishing	\$ 200.00
Check	Weisman Cleaning Inc - estimate - January 2023	Office Cleaning Services	Maintenance	\$ 150.00
Check	Weisman Cleaning Inc - estimate - February 2023	Office Cleaning Services	Maintenance	\$ 150.00
Check	West Central Sanitation Inc - estimate - January 2023	Utility - garbage	Utilities	\$ 55.00
Check	West Central Sanitation Inc - estimate - February 2023	Utility - garbage	Utilities	\$ 55.00
Electronic	Xcel Energy - estimate - January 2023	Utilities - gas	Utilities	\$ 300.00
Electronic	Xcel Energy - estimate - February 2023	Utilities - gas	Utilities	\$ 300.00
Check	Your CFO Inc	Accounting services - January 2023	Accounting Services	\$ 1,580.00
Check	Your CFO Inc	Accounting services - February 2023	Accounting Services	\$ 1,580.00
	<b>TOTAL</b>			<b>\$ 85,887.77</b>



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

T. 320.252.7568 F. 320.252.6557

Establishment of CY 2023 Investment Procedures  
Resolution #2023-01

WHEREAS; the St. Cloud Area Planning Organization (APO) maintains a cash and investment pool; and

WHEREAS; in accordance with Minnesota Statutes the APO maintains deposits at financial institutions for the purpose of; funding long-term liabilities, interruptions in cash flow and increasing earning through investment; and

WHEREAS; Minnesota Statutes SS 118A.04 and 118.05 authorize various types of investments for local units of government; and

WHEREAS; of these authorized types, APO investments shall be further limited to those **with at least a AA rating by Standard and Poor's to protect principal; and**

WHEREAS; the APO shall diversify securities and minimize concentration of investments, with no more than 75% of the investment pool in one security or within one financial/brokerage firm; and

WHEREAS; to minimize interest rate losses the APO shall invest operation funds primarily in short-term securities; and

WHEREAS; the Executive Board shall authorize investment transactions greater than **\$100,000, in any one transaction, prior to the Executive Director's execution of the** transaction; and

WHEREAS; the Executive Board shall authorize preferred financial institutions and preferred brokerage firms that can be used for investing purposes by the Executive Director; and

WHEREAS; qualifications for a broker/dealer shall include an association or affiliation with a regional or nationally known brokerage firm and hold a valid National Association of Security Dealers (NASD) security license.

NOW, THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization, hereby, identifies the following four financial institutions and three brokerage firms as the preferred investment businesses for APO transactions.

Financial Institutions

- Wells Fargo
- U. S. Bank
- Liberty Savings Bank Investments
- Bremer Bank

Brokerage Firms

- US Bancorp Investments
- Edward Jones
- RBC Dain Rausch

Adopted by the St. Cloud Area Planning Organization Executive Board January 12, 2023.

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

Resolution #2023-01

ATTEST:

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Joe Perske  
St. Cloud APO Chair

January 12, 2023

Date

---

Brian Gibson  
St. Cloud APO Executive Director

January 12, 2023

Date



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

T. 320.252.7568 F. 320.252.6557

Delegation of Authority for Paying Certain Claims  
Resolution #2023-02

WHEREAS, **Minnesota Statute 412.271; Subd. 8 states that "a city council [Elected Board], at its discretion, may delegate its authority to pay certain claims made against the city [Organization] to an administrative official"; and**

WHEREAS, Elected Boards opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds; and

WHEREAS, The procedures shall include regular and frequent review of the administrative officials' actions by the Elected Board; and

WHEREAS, A list of all claims paid under the procedures established by the elected Board shall be presented to the Elected Board for informational purposes only at the next regularly scheduled meeting after payment of the claim; and

WHEREAS, An Elected Board that delegates its authority to pay certain claims made against the organization must adopt a resolution authorizing a specified administrative official to pay the claims that meet the standards and procedures established by the Elected Board; and

WHEREAS, the APO currently utilizes auto-pay prior to Elected Board approval for BlueCross Blue Shield, Delta Dental, Stearns Electric, Xcel Energy, Google, AFLAC, and Loffler (copier maintenance agreement) payments

THEREFORE, BE IT RESOLVED, that the APO authorizes the Executive Director to auto-pay the claims as identified above that meet the standards and procedures established by this resolution and established by the APO Procurement Policy.

ATTEST:

\_\_\_\_\_  
Joe Perske  
St. Cloud APO Chair

\_\_\_\_\_  
Brian Gibson  
St. Cloud APO Executive Director

\_\_\_\_\_  
January 12, 2023  
Date

\_\_\_\_\_  
January 12, 2023  
Date





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

T. 320.252.7568 F. 320.252.6557

Designation of Official Newspaper  
Resolution #2023-04

WHEREAS, Minnesota Statute 412.831 requires the annual designation of a legal newspaper of general circulation in the political subdivision as an official newspaper; and

WHEREAS, Matters as are required by law and other matters as deemed advisable and in the public interest are to be so published; and

WHEREAS, the St. Cloud Times is a qualified, legal newspaper with general circulation in the locality;

THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization designates the St. Cloud Times as its official newspaper.

ATTEST:

\_\_\_\_\_  
Joe Perske  
St. Cloud APO Chair

\_\_\_\_\_  
January 12, 2023  
Date

\_\_\_\_\_  
Brian Gibson  
St. Cloud APO Executive Director

\_\_\_\_\_  
January 12, 2023  
Date



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

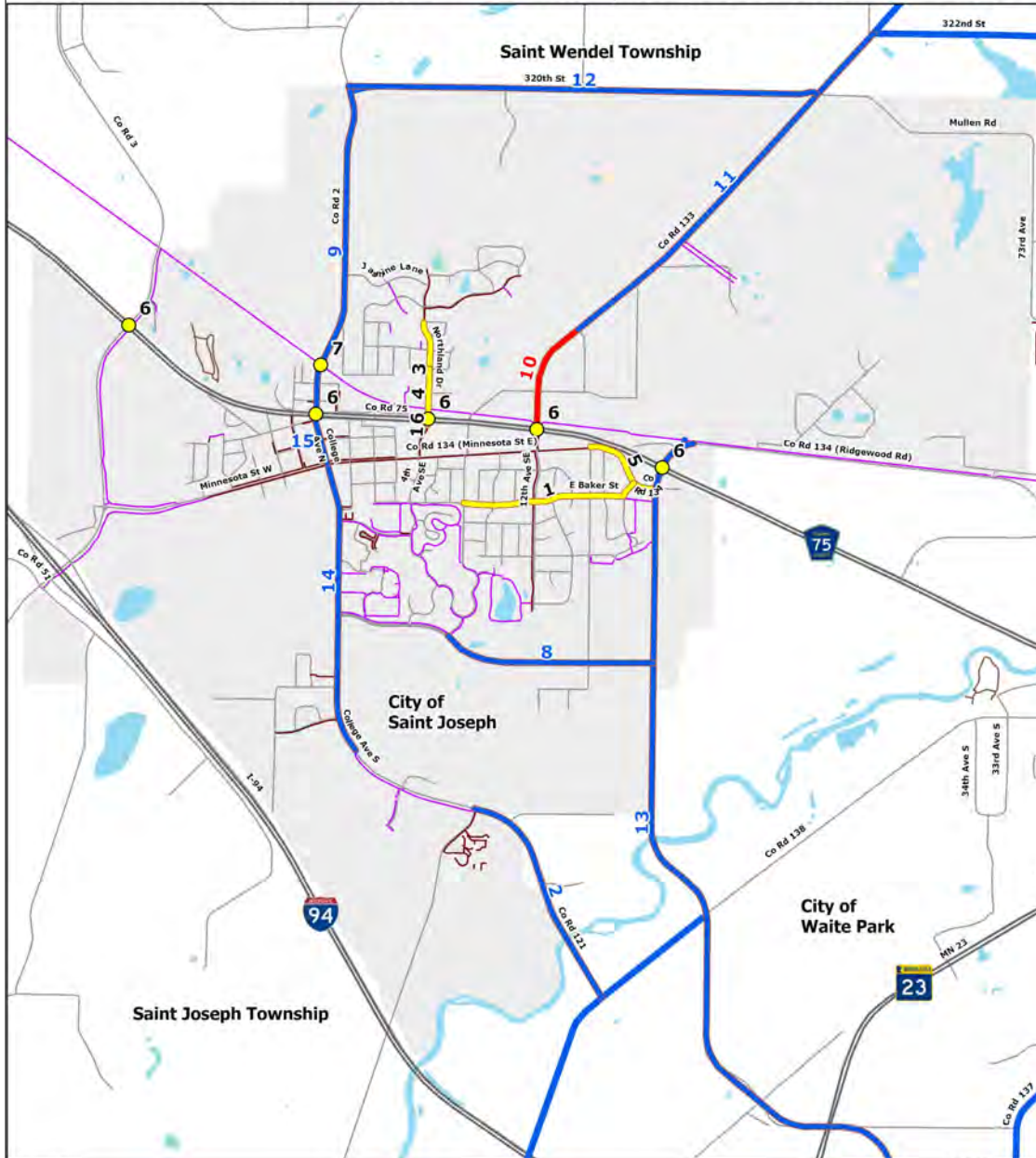
*T. 320.252.7568 F. 320.252.6557*

TO: Saint Cloud Area Planning Organization Policy Board  
FROM: Alex McKenzie, Associate Transportation Planner  
RE: Regional Active Transportation Plan – Saint Joseph Profile  
DATE: Dec. 29, 2022

The Regional Active Transportation Plan (ATP) was approved at the Sept. 8 Policy Board Meeting, with the exception of the Saint Joseph Profile. The City of Saint Joseph's representative requested extra time to talk about the proposed projects with the city staff and council members. The city has proposed listing projects in ranked order of priority and adding a project to install a sidewalk along Baker Street from Seventh Avenue SE to Minnesota Street. The APO felt since these were minimal changes that, another public input period was not warranted. The Saint Cloud TAC approved the changes at the Nov. 11 meeting.

Suggested Action: Approve the revised Saint Joseph profile in the Regional Active Transportation Plan.

# City of Saint Joseph Future Active Transportation Recommendations



Map Number and Description	
1	Install a sidewalk along Baker Street from Seventh Avenue SE to Minnesota Street.
2	Construct a regional shared use path along College Avenue S (Stearns County Road 121).
3	Construct a sidewalk from CSAH 75 to Hickory Drive.
4	Install a shared use path from CSAH 75 to Fifth Avenue NE.
5	Construct a sidewalk or shared use path along Stearns CSAH 134 from end Minnesota Street sidewalk to 20th Avenue SE.
6	Add a leading pedestrian interval (LPI) at signalized intersections on Stearns CSAH 75 as warranted.
7	Improve the Stearns CSAH 2 crossing of the Lake Wobegon Trail.
8	Build a regional shared use path along future Field Street that will connect to the future beltway.
9	Build a regional shared use path along Stearns CSAH 2.
10	Install sidewalks along Stearns CSAH 133 from 15th Avenue NE to Stearns CSAH 75.
11	Construct a regional shared use path along Stearns CSAH 133.
12	Construct a regional shared use path along 320th Street.
13	Build a regional shared use path along future beltway connection.
14	Construct a regional shared use path along College Avenue S (Stearns County Road 121) from Minnesota Street to southern shared use path.
15	Install bicycle facilities along College Avenue between Minnesota Street to CSAH 75.
16	Build a grade separated crossing of Stearns CSAH 75 at the Northland Drive/4th Avenue SE crossing.

Legend

Signed Bicycle Routes	Off-Road Facilities	Project Type
Signed Bicycle Lane	Shared Use Path	Programmed Project (2021-2024)
Signed Paved Shoulder	Unpaved Trail	Recommended Project (>2025)
Signed Shared Lane	Sidewalk	Regional Bicycle Project (>2025)

10/05/2022

**\* Projects are listed in ranked order of priority.**



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 Oct. 6, 2022, Central Minnesota Area Transportation Partnership ATP-3 meeting  
 DATE: Oct. 11, 2022

The Central Minnesota Area Transportation Partnership (ATP-3) met in Baxter on Thursday, Oct. 6, 2022. At that meeting, the following topics were discussed:

1. Local Program Update

- a. MnDOT District 3 State Aid Engineer Angie Tomovic provided a project status update on all projects currently programmed for FY 2023. Since this is the beginning of the Federal fiscal year, limited progress has been made for these projects. There are five projects located **within the APO's planning area slated for 2023 construction: Sherburne County's CR 65 and 45<sup>th</sup> Avenue realignment; Stearns County's Beaver Island Trail extension; Stearns County's CSAH 75 mill and overlay; Stearns County's CSAH 75 bridge replacement; and Sartell's Heritage Drive shared use path.** Ms. Tomovic also presented on all of the Highway Safety Improvement Program (HSIP) projects slated for 2023 construction. There are two projects located within **the APO's planning area: Sherburne County's rural intersection lighting and Stearns County's CSAH 4/CSAH 133 roundabout.**

2. Highway Safety Improvement Program (HSIP) Primer and Solicitation Announcement

- a. **MnDOT Office of Traffic Engineering's Traffic Safety Engineer Girma Feyissa** provided information to ATP-3 members on the HSIP solicitation. Mr. Feyissa reviewed the HSIP program requirements and outlined the time frame of the 2024-2027 solicitation. He also provided information on proposed HSIP funding targets for ATP-3.

Year	Funding Target
2024	\$960,000
2025	\$3,050,000
2026	\$5,100,000
2027	\$5,100,000

Mr. Feyissa stated applications are due to OTE by Nov. 23, 2022. Project award notifications would be distributed by Feb. 3, 2023.

3. ATP-3 FY 2024-2027 STIP Development Schedule

- a. MnDOT District 3 Planning Director Steve Voss provided an update to the

approved 2024-2027 STIP development schedule. Changes to the schedule were made to accommodate the Transportation Alternatives (TA) Letter of Intent (LOI) deadline and the release of the full TA application.

4. Preliminary FY 2023 and FY 2024-2026 ATP-3 Managed Program Funding Changes/Discussion of Options
  - a. Mr. Voss discussed the work members of the Programming Update Workgroup (PUW) have been doing to address the additional funding allocated to the state as a result of the Federal transportation authorization act – Infrastructure Investment and Jobs Act (IIJA). Mr. Voss said IIJA allocated additional money to the state for years 2022 through 2026. Given the short time frame to address how to spend the 2022 funding, MnDOT took the lead on spending that funding with the intent to payback the locals their share of the 2022 dollars in later years. With a push from the PUW to get the money in the hands of the locals, new funding guidance for years 2023 through 2026 have been released that will impact both the Surface Transportation Block Grant Program (STBGP) and the TA program. Mr. Voss said ATP-3 has an additional \$12,940,000 to spend within each of the four years (2023-2026). MnDOT is no longer **allowed to play “banker” (i.e., use funds in earlier years to allow for a larger pot of funding for locals in the outer years of the State Transportation Improvement Program (STIP))**. As a result, it will be up to the local entities (Region 5, Region 7E, Region 7W, and Saint Cloud APO) to determine how to handle the increase in funding.
  - b. STBGP funding: Mr. Voss indicated district staff would like to maintain the regional share distribution currently in place. Of that \$12,940,000, the APO would be allocated 20.53% or \$2,656,582. MnDOT District 3 staff proposed the following guidance to assist in spending the additional funding allocated from IIJA:
    - i. For 2023:
      1. Regions would work with District staff to identify any authorized AC projects from 2023 or earlier that have AC payback amounts remaining and fund them.
      2. Advance projects already in the STIP to 2023 IF they can be authorized before June 30, 2023.
      3. Increase federal share up to 80% if project is overmatched locally.
      4. Increase project costs to account for inflation and/or other cost changes not resulting from scope changes; then increase federal amount up to 80%.
      5. Identify new projects in the STIP that can be authorized before June 30, 2023.
    - ii. A similar process would be undertaken for projects programmed in 2024-2026.
- c. TA funding: Because TA funding is handled on a regional level to begin with, Mr. Voss said work has already begun in determining how to spend the 2023 funding. A process similar to STBGP will be taken to determine how to spend the influx of IIJA funding.

5. New Surface Transportation Block Grant On-System Bridge Funding Category

- a. Mr. Voss provided information on the new on-system bridge program developed as a result of the IIJA. Mr. Voss said members of the PUW indicated a need by the locals for bridge funding for on-system bridges (as opposed to off-system). As a result, funding from this program **MUST** be spent on on-**system bridges**. **MnDOT is not allowed to play “banker” with this program either.** Funding targets per year are noted in the table below:

Year	Funding Target
2023	\$810,000
2024	\$820,000
2025	\$840,000
2026	\$850,000

In addition, funding guidance for this program stipulates that money can only be spent on NEW projects and not be given to projects currently programmed in the STIP. As a result, Mr. Voss said he and District staff will be working to find a project currently slated for construction on the Federal aid system that is NOT Federalized in the hopes of spending the FY 2023 funding for sure.

**Concern was raised by the ATP members about finding this “perfect” project not just for FY 2023 but for FY 2024 as well.** In addition, it was noted that it is still undetermined how the ATP-3 wishes to handle a possible solicitation for this program.

6. FY 2027 ATP-3 Managed Program Federal Funding Project Solicitation

- a. MnDOT District 3 Engineering Specialist/Program Coordinator Jeff Lenz presented on the ATP-3 Managed Program (otherwise known as the Surface Transportation Block Grant Program). Mr. Lenz did a quick overview of the application guidance along with the application form and a sample evaluation worksheet. No new changes were proposed.

7. ATP-3 Transportation Alternatives (TA) Program Application and Scoring Changes

- a. Mr. Lenz presented on proposed changes to the TA program application and scoring guidance. A revision subcommittee (made up of regional planners and district staff) spent about three months making changes to the application. Most notable changes included splitting the original application into three different tracks: bicycle/pedestrian; historical preservation and properties; and scenic byway and environmental. The hope is to provide the latter two with an opportunity to be able to compete for TA funding.

8. FY 2027 ATP-3 Transportation Alternatives Program Project Solicitation Kick Off

- a. Mr. Lenz presented on the timeline for the FY 2027 TA program solicitation. The letter of intent process is now open and will close on Monday, Nov. 4. Applications will be distributed by regional planners by no later than Nov. 21 with applications due to Mr. Lenz by Friday, Jan. 13, 2023. Mr. Lenz mentioned there would be two TA workshops, including one hosted in Saint Cloud on Tuesday, Oct. 11.

9. ATP STIP Public Engagement and Website Changes

- a. MnDOT District 3 Public Engagement Coordinator Stephanie Castellanos presented on changes the district is working on when it comes to public **engagement**. **MnDOT’s Office of Transportation System Management (OTSM)**

has been working closely with each of the MnDOT districts to improve the transparency of the Area Transportation Improvement Program (ATIP) and STIP development process. Ms. Castellanos said this district is working to improve the public engagement process early on (during the development of the 10-year Capital Highway Investment Plan (CHIP)) as well as STIP engagement. In addition, Ms. Castellanos has proposed several revisions to the ATP-3 MnDOT website to make it more user friendly.

10. Filling of Rural Transit Representative on ATP-3

- a. Mr. Voss discussed the need to fill a current vacancy on the ATP-3. The group decided to reach out to their respective contacts to develop a slate of nominations to be discussed at the January ATP-3 meeting.

11. Election of ATP-3 Chair and Vice Chair

- a. Sherburne County Commissioner Raeanne Danielowski was reelected to serve as the ATP-3 Chair. Region 5 Development Commission representative Chuck Parins was reelected to serve as vice chair.

Suggested Action: None, informational only.



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 the Nov. 10, 2022, Technical Advisory Committee meeting  
DATE: Nov. 18, 2022

The Saint Cloud Area Planning Organization's (APO's) Technical Advisory Committee (TAC) held a special meeting on Thursday, Nov. 10, 2022. At that meeting, the following topics were discussed:

1. Consideration of the 2050 socio-economic forecasts and TAZ distribution
  - a. SRF consultant Erik Kappelman and Transportation Collaborative consultant Craig Vaughn presented on the 2050 socio-economic forecast results for the **APO's travel demand model update**. Mr. Kappelman and Mr. Vaughn discussed the methodology they used to determine initial population estimates for each municipality. The two worked closely with city staff from the various jurisdictions to determine TAZ placements for population distribution.
2. Consideration of 2020 model calibration results
  - a. Metro Analytics consultant Rob Schiffer presented on the changes his team **had made to the APO's Travel Demand Model (TDM), including changing the base year to 2020 and expanding the model from a three-step to classic four-step model (now including mode choice)**. Mr. Schiffer described how the fourth step regarding transit trip estimation was incorporated into the new model calibration. Metro Analytics conducted nearly 50 model runs in an attempt to get the best and most accurate model results. The next step in the process is to finalize the 2050 socio-economic forecasts and then conduct/tweak the 2050 model run. TAC representatives recommended Policy Board approval of the 2020 model calibration.
3. Consideration of preliminary FY 2023- and FY 2024-2026 ATP-3 ATP Managed Program Funding Changes
  - a. MnDOT District 3 Planning Director Steve Voss presented on possible changes that would impact several federally funded programs/projects within the **APO's Transportation Improvement Program (TIP)**. Mr. Voss discussed the influx of funding to various programs as a result of the Infrastructure Investment and Jobs Act (IIJA). He discussed how MnDOT was able to utilize the FY 2022 funding allocated under IIJA, but it will be up to the ATPs (and the regions) to determine how to spend the rest of the additional funding in fiscal years 2023-2026. Mr. Voss said for the Surface Transportation Block Grant Program (STBGP) and the Transportation Alternatives (TA) program, the Central Minnesota ATP-3 approved the following approach:
    - i. Exhaust revenue neutral options first (including advancing future AC paybacks and advancing existing programmed projects).
    - ii. Explore regional collaboration (including possible increase of Federal share on certain projects, considering cost increase for inflation or



other factors, and/or identifying new projects).

- b. Mr. Voss said he will continue to work with each of the regions and will keep **the TAC informed of any possible changes to the APO's TIP.**

4. Transportation Improvement Program Amendments and Administrative Modifications

- a. APO Senior Transportation Planner Vicki Johnson provided a refresher on how the APO processes TIP amendments and modifications. She walked through each of the steps APO staff goes through when processing changes to the TIP. She stressed the importance of reaching out to her early with any possible changes to projects programmed in the TIP to prevent any unnecessary delay in project delivery.

Suggested Action: None, informational only.



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: 2022 TAC Representative Attendance  
 DATE: Nov. 18, 2022

As stated in **Section 3.5 of the Bylaws of the Saint Cloud Area Planning Organization’s (APO’s) Technical Advisory Committee (TAC):**

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

During calendar year 2022, there were nine TAC meetings. Of those, eight meetings were regular TAC meetings, and one was a special meeting called in November.

Member Unit	2022 Attendance
Saint Cloud Metro Bus	9/9 (Primary attended all meetings)
Minnesota Department of Transportation	8/9 (Primary attended 3 meetings)
City of Saint Cloud (two representatives)	6/9 (Primary attended 6 meetings)* 8/9 (Primary attended 5 meetings)
City of Saint Joseph	5/9 (Primary attended 4 meetings)*
City of Sartell	8/9 (Primary attended 2 meetings)
City of Sauk Rapids	5/9 (Primary attended 4 meetings)
City of Waite Park	8/9 (Primary attended 7 meetings)
Benton County	7/9 (Primary attended 6 meetings)
Sherburne County	4/9 (Primary attended 3 meetings)*
Stearns County	8/9 (Primary attended 6 meetings)
LeSauk Township	0/9 (Primary did not attend any meetings)

*\*The primary representative participated via Zoom for at least one meeting but was unable to vote and their attendance was not counted toward quorum.*

Suggested Action: None, informational.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud APO Policy Board  
 FROM: Brian Gibson, Executive Director  
 RE: Policy Board Attendance in 2022  
 DATE: January 3, 2023

Policy Board bylaws state that, while Policy Board meeting attendance is not mandatory, APO staff shall report meeting attendance annually to the Board so that jurisdictions may assess if they are being adequately represented.

The attendance for 2022 was:

<b>St. Cloud APO Policy Board Attendance Chart - 2022</b>									
	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct
	13	10	10	14	12	9	11	8	13
<b>St. Cloud</b>									
Mayor Dave Kleis									X
Paul Brandmire	X		X			X	X	X	X
Jeff Goerger				X	X		X		X
Alt: Carol Lewis				X			X		
Alt: Mike Conway					X	X			X
Alt: Dave Masters					X				
<b>Sauk Rapids</b>									
Dottie Seamans	X		X	X	X	X			X
Alt: Nick Sauer									
<b>Sartell</b>									
Tim Elness	X				X	X	X		
Alternate: Anna Gruber									X
<b>Waite Park</b>									
Mayor Rick Miller			X	X			X	X	X
Alt: Frank Theisen					X				
<b>St. Joseph</b>									
Mayor Rick Schultz	X		X		X		X	X	
Alt: Kevin Kluesner				X					X
<b>Benton County</b>									
Jared Gapinski	X		X		X	X	X	X	
Alt: Ed Popp				X					
Alt: Steve Heinen									X
<b>Stearns County</b>									
Joe Perske	X		X	X	X	X	X	X	X
Alt: Leigh Lenzmeier				X					

	Jan 13	Feb 10	Mar 10	Apr 14	May 12	June 9	Aug 11	Sept 8	Oct 13
<b>Sherburne County</b>									
Raeanne Danielowski	X		X	X	X	X	X	X	X
Alt: Barbara Burandt									
<b>LeSauk Township</b>									
Jeff Westerlund	X		X	X				X	X
<b>Metro Bus</b>									
Ryan Daniel				X	X	X		X	
Michael Kedrowski			X				X		X

*\*February did not meet quorum*



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Executive Board  
 FROM: Brian Gibson, Executive Director  
 RE: Election of Officers  
 DATE: January 3, 2023

The APO bylaws state, in part:

*"The officers of APO shall be a Chair, a 1st Vice-Chair, a 2nd Vice-Chair, and a 3rd Vice Chair. The election of officers shall occur annually at the first Policy Board meeting following January 1st.*

*"The officers shall serve for a one-year term. No officer shall serve more than two consecutive terms in any one office."*

The current APO officers, elected in 2022, are:

Office	Name
Chair	Joe Perske
1 <sup>st</sup> Vice-Chair	Raeanne Danielowski
2 <sup>nd</sup> Vice-Chair	Tim Elness
3 <sup>rd</sup> Vice-Chair	Paul Brandmire

Chair Perske has completed two consecutive terms as Chair and must now vacate that position.

Commissioner Danielsowski has completed two consecutive terms as 1<sup>st</sup> Vice-Chair and must now vacation that position.

Council Member Elness has only completed one term in his current position.

Council Member Brandmire no longer serves on the St. Cloud City Council.

The table on the following page shows a brief history of which jurisdictions have served as officers in the past.

<Cont. >

### History of Jurisdictions Serving as APO Officers (2012-2022)

	St. Cloud	Sartell	Sauk Rapids	Waite Park	St. Joe	Stearns Co.	Sherburne Co	Benton Co	LeSauk Twn
Chair	4		1	1	2	2	1		1
Vice-Chair or 1 <sup>st</sup> Vice-Chair	2		2	1	2	1	2		2
Secretary or 2 <sup>nd</sup> Vice-Chair	7	2			1			2	
Treasurer or 3 <sup>rd</sup> Vice-Chair	4	1	2	2		1		1	
Totals	17	3	5	4	5	4	3	3	3

Requested Action: Elect a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair for calendar year 2023.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board  
 FROM: Vicki Johnson, Senior Transportation Planner  
 RE: Central Minnesota Area Transportation Partnership Voting Representative  
 DATE: Oct. 11, 2022

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

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

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

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

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

Per the ATP-3's **Operations and Policy Manual, Region 5, 7E, 7W, and the APO** are responsible for appointing two voting members to serve on the ATP. One of those members must be an elected official. In the past, **this has typically defaulted to the APO's Policy Board chair**. In 2022, the role was filled by City of Saint Cloud Councilmember Paul Brandmire.

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

Based upon the current makeup of the APO Policy Board officers (prior to the 2023 election) a discussion is needed as to who will be the elected official to represent the APO

at the ATP-3.

At the time of this memo being drafted Mr. Perske (the current chair) serves as the Region 7W representative to the ATP-3. First Vice Chair, Ms. Raeanne Danielowski, also serves as the Region 7W representative in addition to her role as the ATP-3 Chair.

Mr. Ryan Daniel, CEO with Saint Cloud Metro Bus, would be ineligible to serve as the elected official to represent the APO.

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

Suggested Action: Designate an ATP-3 voting representative for calendar year 2023.



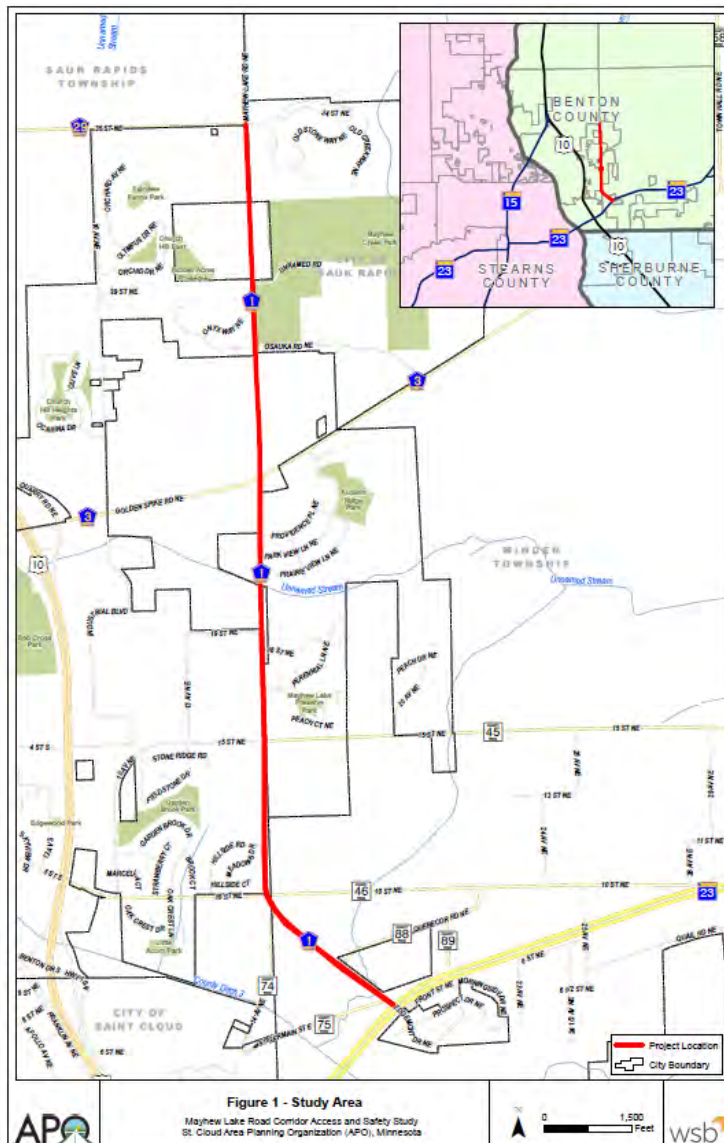


1040 County Road 4, Saint Cloud, MN 56303-0643

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TO: Saint Cloud APO Policy Board  
FROM: Brian Gibson, Executive Director  
RE: Mayhew Lake Road Study  
DATE: January 3, 2023

The Mayhew Lake Road Corridor Access and Safety Study (study) was initiated in the spring of 2022 to examine County State Aid Highway (CSAH) 1/Mayhew Lake Road between Trunk Highway (TH) 23 in the south and CSAH 29/35<sup>th</sup> Street NE in the north.



The study aimed to improve the safety and access and to develop a long-term vision for the Mayhew Lake Road corridor that accommodates future travelers, and adjacent land uses. Major tasks included: an existing conditions analysis, a traffic and safety analysis, development and evaluation of cross-section concepts, development and evaluation of two corridor concept alignments, development of planning-level cost estimates, and recommendations for a long-term Mayhew Lake Road corridor vision.

Public and stakeholder engagement sessions were conducted throughout the study to inform and elicit feedback from the community. Engagement activities included two public open house meetings, one pop-up meeting, and a presentation to elected officials. A study webpage also included corridor information, online surveys, and online interactive comment maps.

#### A. ROADWAY GEOMETRY CONSIDERATIONS AND RECOMMENDATIONS

Six cross-section concepts were developed and evaluated. Each of these concepts included a 10-foot trail on the east side separated from the roadway with a boulevard, and travel lane widths ranging from 16 feet in the 2-lane concepts to 12 feet in the 4-lane concepts.

An evaluation of cross-section concepts and input received at an October 2022 public meeting led the project committee to recommend that the two, 4-lane divided roadway concepts be carried forward for additional development and evaluation.

Both concepts would address existing safety issues, as well as accommodate existing and anticipated transportation needs. The primary difference between the two recommended roadway cross-sections is that one includes curb and gutter on both sides of the roadway while the other includes curb and gutter on one side and a rural ditch on the other side.

Figure ES 2 - Recommended 4-Lane Divided Urban Cross Section (Concept E)

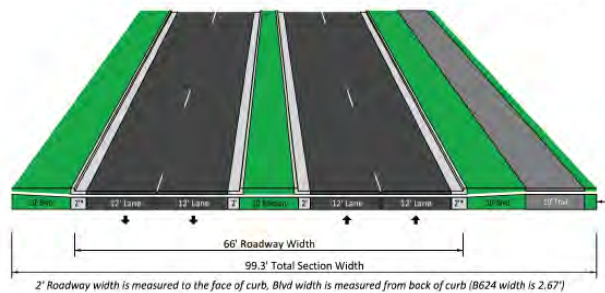


Figure ES 3 - Recommended 4-Lane Divided Rural Cross Section (Concept F)



The study's TAC recommended that ultimate decisions about which 4-lane, divided cross-section is appropriate for various sections of Mayhew Lake Road be determined during the preliminary engineering stage of project development. This will allow for consideration of existing and future land uses, as well as environmental constraints, including natural areas and wetlands.

In addition to recommending a multi-use trail along the entire eastside of Mayhew Lake Road, the TAC recommended a trail on the west-side of Mayhew Lake Road between Osauka Road and the Sauk Rapids-Rice High School access. This recommendation is intended to enhance safety, mobility, and access for non-motorists.

## B. INTERSECTION TREATMENT CONSIDERATIONS AND RECOMMENDATIONS

Safety and traffic operations at intersections along Mayhew Lake Road were considered as part of this study. Based on the results of these analyses, roundabouts were recommended at the locations listed below, both to address existing safety issues and to meet long-term traffic demands.

- Mayhew Lake Road & 35th Street
- Mayhew Lake Road & High School Entrance
- Mayhew Lake Road & Osauka Road
- Mayhew Lake Road & Golden Spike Road (Note: There is currently a roundabout at this intersection; this would need to be expanded to accommodate 4-lanes of traffic)
- Mayhew Lake Road & 15th Street
- Mayhew Lake Road & 10th Street/14th Avenue (a bowtie roundabout is recommended at this location)



*Example of Bowtie Roundabout*

C. MAYHEW LAKE ROAD PROJECT: COSTS & PHASING

Total construction cost of the entire Mayhew Lake Road future vision is anticipated to cost between \$14 - \$16 million in 2022 dollars. Additional costs can be anticipated that were not included, such as right of way and easement, preliminary and final design, and construction engineering.

While this study developed a complete corridor vision, the total reconstruction of Mayhew Lake Road is not planned for the near term. Benton County does not have funding identified for any portion of the Mayhew Lake Road study corridor. Given the size and cost of the Mayhew Lake Road corridor, the county is prepared to implement the corridor vision through a series of projects rather than one, large construction project.

The St. Cloud APO, Benton County, the City of Sauk Rapids, and the Sauk Rapids-Rice School District will continue to coordinate throughout implementation of the recommended for Mayhew Lake Road improvements. This interagency collaboration will help prioritize projects based on future development, secure permitting of land use changes, and secure project funding.

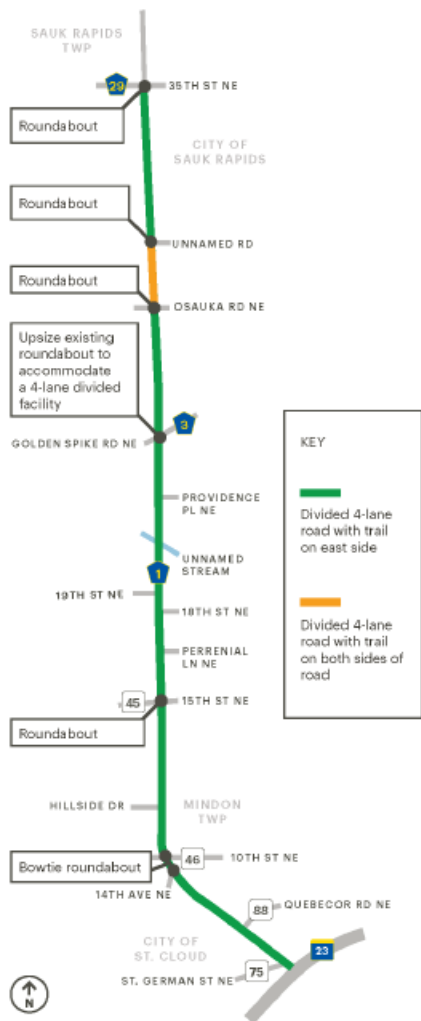


Image 5 – Rendering of Corridor Just North of Perennial Lane (facing north)



*Suggested Action:* Receive the Mayhew Lake Road Corridor Study