

## AGENDA

### APO POLICY BOARD MEETING

THURSDAY, JANUARY 11, 2024 - 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. Approve Consent Agenda Items (*Attachments A – G*)
  - a. Approve Minutes of November 9, 2023 Policy Board Meeting (*Attachment A*)
  - b. Approve Bills Lists (*Attachments B1 – B3*)
  - 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. Receive Report on 2023 Attendance for the Technical Advisory Committee (*Attachment F*)
  - g. Receive Report on the 2023 Attendance for the Policy Board Members (*Attachment G*)
6. Elect Officers for 2024 (*Attachment H*), *Brian Gibson, Executive Director*
  - a. **Suggested Action: Elect a Chair and 3 Vice-Chairs for 2024**
7. Elect an APO Representative for the Area Transportation Partnership (*Attachment I*), *Vicki Johnson, Senior Transportation Planner*
  - a. **Suggested Action: Elect an ATP Representative**
8. Consider Amending the 2024 Unified Planning Work Program (UPWP) to Include "Safe Streets & Roads for All" Grant (*Attachment J*) *Brian Gibson, Executive Director*
  - a. **Suggested Action: Approve Amendment to 2024 UPWP as Presented**
9. Receive CSAH 1 Corridor Study (*Attachment K*), *Brian Gibson, Executive Director*
  - a. **Suggested Action: Receive CSAH 1 Study**
10. Other Business & Announcements
11. 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, November 9, 2023 – 4:30 PM**

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, November 9, 2023, at 4:30 PM APO Chair Raeanne Danielowski presided with the following members:

Raeanne Danielowski	County of Sherburne
Tim Elness	City of Sartell
Jared Gapinski	County of Benton
Mayor Dave Kleis	City of St. Cloud
Jake Anderson	City of Saint Cloud
Jeff Goerger	City of Saint Cloud
Joe Perske	Stearns County
Mayor Rick Schultz	City of St. Joseph
Mike Kedrowski	Metro Bus
Ryan Daniel	Metro Bus
Frank Theisen	City of Waite Park
Dottie Seamans	City of Sauk Rapids

Also in attendance were:

Brian Gibson	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Trina Ness	Saint Cloud APO

Absent:

Mayor Rick Miller	City of Waite Park
Jeff Westerlund	Town of LeSauk

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA:**

***Mayor Schultz motioned to approve the agenda and Mr. Gapinski 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 October 12, 2023, Policy Board Meeting
- b. Approve Bills Lists
- c. Receive Report regarding the October 5, 2023 meeting of the Area Transportation Partnership (ATP)
- d. Receive report regarding the October 26, 2023, meeting of the Technical Advisory Committee (TAC)

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

**Consider approval of the FY 2028 Highway Safety Improvement Program (HSIP)**

Ms. Johnson presented a review of the HSIP funding program, requirements, and objectives. The HSIP is a federal program designed to reduce fatalities and serious injuries on our roadways. The funding is an unusual 90/10 split with a maximum request of \$750,000 for eligible construction costs. Funding is handled through MnDOT's Office of Traffic Engineering (OTE) and applications are due by Wednesday Nov. 22, 2023. MnDOT did not meet their safety targets for the previous year, therefore they must delegate more of their funding toward safety improvement. District 3 has the largest share of traffic fatalities and serious injury crashes which has resulted in a large number of funds that are available.

Sherburne County applied for funding regarding a proactive project installing transverse rumble strips at various intersections within county. Note, this is part of a larger county-wide project, however we are just looking at the portions within Haven Township, which is within our MPO planning area. The APO Technical Advisory Committee (TAC) recommended Policy Board approval of this project for HSIP funding consideration.

Mr. Anderson asked to confirm that they've already done double stop signs and cross traffic does not stop signs in LED, flashing, and now they want to add rumble strips? Ms. Danielowski responded, "Yes."

***Mr. Anderson motioned to approve Sherburne County's HSIP application for federal funding, and Mr. Goerger seconded the motion. Motion carried.***

**Consider Metropolitan Transportation Plan (MTP) Goals, Objectives, Strategies, and Performance Measures**

Ms. Johnson provided a brief recap of where we are in our long-range plan, and our next steps in moving forward. She also discussed what the MTP is, and the requirements of the APO which are federally regulated. Ms. Johnson then presented the various sections of the MTP that have previously been approved as well as information on the current section regarding 'Goals, Objectives, Strategies, and Performance Measures' used to carry out our six visioning themes previously approved which include:

- System and Environmental Stewardship
- Multimodal Connections
- Congestion Management
- Transportation Safety
- Interregional Connections
- Technological Advancements

These objectives and strategies will assist the APO staff, and jurisdictional/agency partners in creating our desired transportation network. All of which are consistent with the goals outlined by the U.S. Department of Transportation, the State of

Minnesota, as well as policies adopted as part of the Minnesota Department of Transportation's State Multimodal Transportation Plan (SMTP).

There was no discussion.

***Jeff Goerger motioned to approve the MTP Project List and Mr. Theisen seconded the motion. Motion carried.***

### **Washington DC Recap**

Mr. Perski, Mr. Gapinski, and Mr. Gibson traveled to Washington D.C. to meet with our Representatives regarding our MPO's Regional Transportation Priorities. Mr. Perski summarized their activities and conversations noting that many of our Representatives were not available due to House business, however they met with their staff, discussed the items in the handout, and it was very well received. Senator Klobuchar joined them in the Capital during the meeting and stated that she put three or four items in for Congressionally Directed Spending. Congressman Emmer, as well as most Democrats support Congressionally Directed Spending. The group is hopeful that we will receive Congressionally Directed Spending in the next session. Senator Smith's staff member made the comment that she has used our MPO projects as examples of Congressionally Directed Spending. Our area has the most Congressionally Directed Spending of anyone in Minnesota. Mr. Gibson stated that we would never get the funding for some projects if Congressionally Directed Spending wasn't an option as we're competing with so many larger entities. Mr. Perski stated that our MPO has the most projects in transportation, coming out of Minnesota, and that it's encouraging that our Senators are supporting us in this fashion.

### **Information on Local Safe Routes to School Planning (SRTS)**

Mr. McKenzie stated that Safe Routes to School is an effort to improve walking and bicycling conditions for youth, and to encourage more active lifestyles. The goals of the program are to improve safety, reduce traffic, and improve air quality near schools through a multidisciplinary approach structured around the 6 E's:

- Equity
- Engagement
- Engineering
- Education
- Encouragement
- Evaluation

These plans consider many factors, such as student demographics, the community in context, and existing infrastructure to develop recommendations to make walking, biking, and rolling safe and comfortable for all students.

APO staff work with community partners to develop these plans, including school district staff, school principals and administrators, public health officials, Metro Bus, law enforcement, city staff, and MnDOT staff.

In the Spring of 2023, the APO was awarded a planning assistance grant to collaborate with a consultant to create an SRTS Plan for Sauk Rapids-Rice School District ISD 47 for Pleasantview Elementary, Mississippi Heights Elementary, and the

Sauk Rapids-Rice Middle School. The plan is currently in the initial data-gathering phase and is scheduled to be completed by the end of the 2023-2024 school year.

Completed SRTS Plans for all St. Cloud District ISD 742 elementary and middle schools within the planning area (Discovery, Kennedy, Madison, Oak Hill, Talahi, Lincoln, Westwood, and North and South Junior High), along with an overall district plan.

There is also a plan for the Sartell-St. Stephen School District ISD 748 for Pine Meadow Primary and Sartell Middle School.

Some of the factors in producing an SRTS Plan are:

- Black, Indigenous, and People of Color (BIPOC)
- Low Income Households
- Land Use
- Public Transit
- Crashes
- Student Zones
- Functional Classification
- Active Transportation Facilities
- Active Transportation Pavement Conditions
- Painted Crosswalks
- Detectable Warning Surfaces

Once plans are complete, your agency staff can apply for grants to help build infrastructure projects identified in the plan or incorporate projects into their local Capital Improvement Program (CIP).

Ms. Danielowski asked how often MnDOT likes to have the SRTS plans updated. Mr. McKenzie responded, he has had no guidance, but believes every 10 years. However, we're going to be implementing a rotation where we'll be updating two plans every year.

#### **OTHER BUSINESS & ANNOUNCEMENTS:**

Mayor Kleis asked if there is a December Policy Board meeting, to which Mr. Gibson responded no.

Mr. Gibson stated that we're starting to prepare for the upcoming special joint-session meeting regarding the beltline. There was discussion as to location and whether it will be in-person or hybrid. Nothing has been decided at this time.

#### **ADJOURNMENT:**

***Mayor Kleis motion to adjourn the meeting and Mayor Schultz seconded the motion. Motion carried.***

The meeting was adjourned at 5:30 PM.

## ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor

November - December, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Adobe Creative Cloud						
11/08/2023	Bill Payment (Credit Card)		Yes		VISA 2733	54.99
BCBS of MN						
11/02/2023	Bill Payment (Check)		Yes		1002 Liberty Checking account	-4,024.08
12/01/2023	Bill Payment (Check)		Yes		1002 Liberty Checking account	-4,195.43
City of St. Cloud - Water/Sewer						
11/21/2023	Bill Payment (Check)	000000050045	Yes		1002 Liberty Checking account	-223.13
David Turch & Associates						
11/08/2023	Bill Payment (Check)	000000050041	Yes		1002 Liberty Checking account	-4,000.00
11/08/2023	Bill Payment (Check)	000000050042	Yes		1002 Liberty Checking account	-8,000.00
Delta Dental						
11/01/2023	Bill Payment (Check)		Yes		1002 Liberty Checking account	-299.62
11/14/2023	Bill Payment (Check)		Yes		1002 Liberty Checking account	-299.62
Eco-Counter Inc						
12/01/2023	Bill Payment (Check)	000000050054	Yes		1002 Liberty Checking account	-665.00
EFTPS						
11/03/2023	Check		Yes		1002 Liberty Checking account	-4,866.90
KLJ Engineering LLC						
11/08/2023	Bill Payment (Check)	000000050037	Yes		1002 Liberty Checking account	-8,746.26
Loffler Companies						
11/08/2023	Bill Payment (Check)	000000050035	Yes		1002 Liberty Checking account	-97.92
12/01/2023	Bill Payment (Check)	000000050052	Yes		1002 Liberty Checking account	-110.60
Metro Sales Inc						
12/01/2023	Bill Payment (Check)	000000050051	Yes		1002 Liberty Checking account	-1,078.15
MN PERA						
11/03/2023	Check		Yes		1002 Liberty Checking account	-1,056.57
MSRS ROTH - State of MN						
11/05/2023	Check	000000050028	Yes	Payroll Liabilities	1002 Liberty Checking account	-10.00
11/20/2023	Check	000000050043	Yes	Payroll Liabilities	1002 Liberty Checking account	-10.00
12/05/2023	Check	000000050054	Yes	Payroll Liabilities	1002 Liberty Checking account	-10.00
12/20/2023	Check	000000050058	Yes	Payroll Liabilities	1002 Liberty Checking account	-10.00
Premium Waters, Inc.						

## ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor

November - December, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
11/21/2023	Bill Payment (Check)	000000050050	Yes		1002 Liberty Checking account	-46.96
12/08/2023	Bill Payment (Check)	000000050057	Yes		1002 Liberty Checking account	-46.96
12/20/2023	Bill Payment (Check)	000000050060	Yes		1002 Liberty Checking account	-16.99
Principal Mutual Life Insurance						
11/01/2023	Bill Payment (Credit Card)		Yes		VISA 2733	271.56
Schroden's Inc.						
11/08/2023	Bill Payment (Check)	000000050039	Yes		1002 Liberty Checking account	-222.00
Spectrum Business (Charter)						
11/19/2023	Bill Payment (Check)		Yes		1002 Liberty Checking account	-419.94
St. Cloud Stamp & Sign, Inc						
12/01/2023	Bill Payment (Check)	000000050053	Yes		1002 Liberty Checking account	-52.26
Summit Fire Protection						
12/20/2023	Bill Payment (Check)	000000050059	Yes		1002 Liberty Checking account	-94.00
Transportation Collaborative & Consultants LLC						
11/21/2023	Bill Payment (Check)	000000050047	Yes		1002 Liberty Checking account	-18,627.66
Traut Companies						
11/21/2023	Bill Payment (Check)	000000050048	Yes		1002 Liberty Checking account	-240.00
Weisman Cleaning Inc						
11/08/2023	Bill Payment (Check)	000000050038	Yes		1002 Liberty Checking account	-140.00
12/01/2023	Bill Payment (Check)	000000050055	Yes		1002 Liberty Checking account	-140.00
West Central Sanitation, Inc						
11/08/2023	Bill Payment (Check)	000000050036	Yes		1002 Liberty Checking account	-51.23
11/21/2023	Bill Payment (Check)	000000050046	Yes		1002 Liberty Checking account	-51.23
Xcel Energy						
11/21/2023	Bill Payment (Check)	000000050049	Yes		1002 Liberty Checking account	-78.99



**Proposed January 2024 Disbursements**  
**Prepared 1/2/2024**

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Check	Abdo Financial Solutions	Accounting services	Accounting Services	\$ 4,642.16
Check	Loffler Companies - estimate	Copier Supplies	Copy Machine	\$ 137.19
Check	Transportation Collaborative & Consultants - Estimate	CPG Passthrough Expense	CPG Passthrough Expenses	\$ 23,252.99
Check	The MN Transportation Alliance Inc	Membership Dues	Dues & Subscriptions	\$ 90.00
Check	ESRI Inc	IT Support - ArcGIS Desktop Basic Single User	IT Support & Software	\$ 1,106.10
Check	Metro Sales Inc	Monthly IT Support	IT Support & Software	\$ 1,079.00
Credit Card	Adobe Creative Cloud	Subscription service to PDF software	IT Support & Software	\$ 131.49
Credit Card	Mailchimp.com - estimate	Monthly IT Support	IT Support & Software	\$ 20.00
Check	David Turch & Associates	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Weisman Cleaning Inc - estimate	Office Cleaning Services	Maintenance	\$ 150.00
Credit Card	Quill.com	Office Supplies	Office Supplies	\$ 539.19
Direct Dep.	Net Payroll (including insurance reimbursement)	1/5/2024 Payroll Paid	Payroll	\$ 10,533.16
Electronic	Social Security, Medicare & Federal Tax PAID	1/5/2024 Payroll Paid	Payroll	\$ 4,744.75
Electronic	MN Department of Revenue-Withholding PAID	1/5/2024 Payroll Paid	Payroll	\$ 1,534.75
Electronic	PERA	1/5/2024 Payroll Paid	Payroll	\$ 2,107.30
Electronic	Great West Annuity	1/5/2024 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	1/5/2024 Payroll Paid	Payroll	\$ 150.52
Electronic	Select Account (H.S.A.)	1/5/2024 Payroll Paid	Payroll	\$ 423.34
Direct Dep.	Net Payroll (including insurance reimbursement)	1/20/2024 Payroll Paid	Payroll	\$ 10,533.16
Electronic	Social Security, Medicare & Federal Tax PAID	1/20/2024 Payroll Paid	Payroll	\$ 4,744.75
Electronic	MN Department of Revenue-Withholding PAID	1/20/2024 Payroll Paid	Payroll	\$ 1,534.75
Electronic	PERA	1/20/2024 Payroll Paid	Payroll	\$ 2,107.30
Electronic	Great West Annuity	1/20/2024 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	1/20/2024 Payroll Paid	Payroll	\$ 150.52
Electronic	Select Account (H.S.A.)	1/20/2024 Payroll Paid	Payroll	\$ 423.34
Check	AFLAC	Employee Addtl Insurance	Payroll	\$ 735.38
Check	Delta Dental	Employee dental insurance	Payroll	\$ 236.65
Check	Principal Financial	Employee disability insurance	Payroll	\$ 272.00
Electronic	BCBS of MN	Employee Health Insurance	Payroll	\$ 4,024.08
Credit Card	SC Times - estimate	Public Postings	Printing/Publishing	\$ 199.05
Check	Alex Mckenzie mileage reimbmt - estimate	Mileage Reimbursement	Travel	\$ 200.00
Check	Vicki Johnson	Mileage Reimbursement	Travel	\$ 68.50
Check	City of St Cloud - Water/Sewer	Utilities - water / sewer	Utilities	\$ 50.00
Check	Cloudnet	Internet Service	Utilities	\$ 10.00
Check	Premium Water Inc - estimate	Office Drinking Water	Utilities	\$ 65.00
Check	Spectrum Business (Charter)	Internet Service	Utilities	\$ 420.00
Check	West Central Sanitation Inc - estimate	Utility - garbage	Utilities	\$ 55.00
Credit Card	Google Inc - estimate	G Suite Basic - Commitment	Utilities	\$ 48.00
Electronic	Stearns Electric Association	Utilities - electric	Utilities	\$ 200.00
Electronic	Eco-Counter Inc - estimate	Equipment & Hardware	Utilities	\$ 200.00
Electronic	Xcel Energy - estimate	Utilities - gas	Utilities	\$ 485.00
<b>TOTAL</b>				<b>\$ 81,424.42</b>

**Proposed February 2024 Disbursements**  
**Prepared 1/2/2024**

Attachment B3

<b>Method Of Payment</b>	<b>To Whom Paid</b>	<b>What Check is for</b>	<b>Account</b>	<b>Amount</b>
Check	Abdo Financial Solutions	Accounting services	Accounting Services	\$ 9,284.32
Check	Gannet Minnesota LocalIQ		Advertising	\$ 149.20
Check	Loffler Companies - estimate	Copier Supplies	Copy Machine	\$ 137.19
Check	Transportation Collaborative & Consultants - Estimate	CPG Passthrough Expense	CPG Passthrough Expenses	\$ 23,252.99
Check	The MN Transportation Alliance Inc	Membership Dues	Dues & Subscriptions	\$ 90.00
Check	Greater St. Cloud Development Corp	Annual Investment	Dues & Subscriptions	\$ 500.00
Check	ESRI Inc	IT Support - ArcGIS Desktop Basic Single User	IT Support & Software	\$ 1,106.10
Check	Metro Sales Inc	Monthly IT Support	IT Support & Software	\$ 1,079.00
Credit Card	Adobe Creative Cloud	Subscription service to PDF software	IT Support & Software	\$ 131.49
Credit Card	Mailchimp.com - estimate	Monthly IT Support	IT Support & Software	\$ 20.00
Check	David Turch & Associates	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Weisman Cleaning Inc	Office Cleaning Services	Maintenance	\$ 150.00
Credit Card	Quill.com	Office Supplies	Office Supplies	\$ 502.03
Direct Dep.	Net Payroll (including insurance reimbursement)	2/5/2024 Payroll Paid	Payroll	\$ 10,533.16
Electronic	Social Security, Medicare & Federal Tax PAID	2/5/2024 Payroll Paid	Payroll	\$ 4,744.75
Electronic	MN Department of Revenue-Withholding PAID	2/5/2024 Payroll Paid	Payroll	\$ 1,534.75
Electronic	PERA	2/5/2024 Payroll Paid	Payroll	\$ 2,107.30
Electronic	Great West Annuity	2/5/2024 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	2/5/2024 Payroll Paid	Payroll	\$ 150.52
Electronic	Select Account (H.S.A.)	2/5/2024 Payroll Paid	Payroll	\$ 423.34
Direct Dep.	Net Payroll (including insurance reimbursement)	2/20/2024 Payroll Paid	Payroll	\$ 10,533.16
Electronic	Social Security, Medicare & Federal Tax PAID	2/20/2024 Payroll Paid	Payroll	\$ 4,744.75
Electronic	MN Department of Revenue-Withholding PAID	2/20/2024 Payroll Paid	Payroll	\$ 1,534.75
Electronic	PERA	2/20/2024 Payroll Paid	Payroll	\$ 2,107.30
Electronic	Great West Annuity	2/20/2024 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	2/20/2024 Payroll Paid	Payroll	\$ 150.52
Electronic	Select Account (H.S.A.)	2/20/2024 Payroll Paid	Payroll	\$ 423.34
Check	AFLAC	Employee Addtl Insurance	Payroll	\$ 735.38
Check	Delta Dental	Employee dental insurance	Payroll	\$ 236.65
Check	Principal Financial	Employee disability insurance	Payroll	\$ 272.00
Electronic	BCBS of MN	Employee Health Insurance	Payroll	\$ 4,024.08
Credit Card	SC Times - estimate	Public Postings	Printing/Publishing	\$ 199.05
Check	Alex Mckenzie mileage reimbmt - estimate	Mileage Reimbursement	Travel	\$ 200.00
Check	Vicki Johnson	Mileage Reimbursement	Travel	\$ 68.50
Check	City of St Cloud - Water/Sewer	Utilities - water / sewer	Utilities	\$ 50.00
Check	Cloudnet	Internet Service	Utilities	\$ 10.00
Check	Premium Water Inc - estimate	Office Drinking Water	Utilities	\$ 65.00
Check	Spectrum Business (Charter)	Internet Service	Utilities	\$ 420.00
Check	West Central Sanitation Inc	Utility - garbage	Utilities	\$ 50.07
Credit Card	Google Inc - estimate	G Suite Basic - Commitment	Utilities	\$ 48.00
Electronic	Stearns Electric Association	Utilities - electric	Utilities	\$ 200.00
Electronic	Eco-Counter Inc - estimate	Equipment & Hardware	Utilities	\$ 200.00
Electronic	Xcel Energy - estimate	Utilities - gas	Utilities	\$ 485.00
<b>TOTAL</b>				<b>\$ 86,673.69</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 #2024-01**

**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 Policy 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 11, 2024.

**Resolution #2024-01**

ATTEST:

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Raeanne Danielowski  
St. Cloud APO Chair

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Brian Gibson  
St. Cloud APO Executive Director

January 11, 2024

Date

January 11, 2024

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 #2024-02**

**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**, as a joint powers authority, the APO is bound by the same legal compliances of Minnesota Statute 412; 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, Principal, City of Saint Cloud – Utilities, Stearns Electric, Xcel Energy, West Central Sanitation, AFLAC, Loffler (copier maintenance agreement) Metro Sales (IT), Spectrum (Phone & Internet), Google, Survey Monkey, Quill, Mail Chimp, and Eco Counter payments; and

**WHEREAS**, the APO desires to expand its use of auto-pay in order to expedite the process of claim settlements;

**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:

\_\_\_\_\_  
Raeanne Danielowski  
St. Cloud APO Chair

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

January 11, 2024  
\_\_\_\_\_  
Date

January 11, 2024  
\_\_\_\_\_  
Date



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

T. 320.252.7568 F. 320.252.6557

**Designation of Official Newspaper  
Resolution #2024-03**

**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:

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Raeanne Danielowski  
St. Cloud APO Chair

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

\_\_\_\_\_  
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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:** Vicki Johnson, Senior Transportation Planner  
**RE:** 2023 TAC Representative Attendance  
**DATE:** Nov. 2, 2023

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 2023, there were nine regularly scheduled TAC meetings.

Member Unit	2023 Attendance
<b>Saint Cloud Metro Bus</b>	8/9 (Primary attended 8 meetings)
<b>Minnesota Department of Transportation</b>	7/9 (Primary attended 5 meetings)
<b>City of Saint Cloud (two representatives)</b>	8/9 (Primary attended 8 meetings) 9/9 (Primary attended 7 meetings)
<b>City of Saint Joseph</b>	9/9 (Primary attended 8 meetings)
<b>City of Sartell</b>	8/9 (Primary attended 7 meetings)
<b>City of Sauk Rapids</b>	5/9 (Primary attended 3 meetings)
<b>City of Waite Park</b>	7/9 (Primary attended 4 meetings)
<b>Benton County</b>	7/9 (Primary attended 6 meetings)
<b>Sherburne County</b>	5/9 (Primary attended 4 meetings)
<b>Stearns County</b>	9/9 (Primary attended 5 meetings)
<b>LeSauk Township</b>	0/9 (Primary did not attend any meetings)

**Suggested Action:** None, informational.



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

*T. 320.252.7568 F. 320.252.6557*

**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Brian Gibson, Executive Director  
**RE:** 2023 Policy Board Attendance  
**DATE:** January 2, 2024

By policy, each year staff must report to you the Policy Board attendance for the previous year.

The chart on the following page details attendance by individual and by jurisdiction.

The purpose in making this report is for each jurisdiction to determine if they are being adequately represented at the APO. We allow each jurisdiction to decide for themselves who is best suited to represent the jurisdiction's interests at the APO. Therefore, it is up to each jurisdiction to decide if they wish to keep their current representatives or appoint a new representative and/or alternate.

Staff hopes you find this information useful.



St. Cloud APO Policy Board Attendance Chart - 2023											
	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov	
	12	9	9	13	11	8	10	21	12	9	%
<b>St. Cloud</b>											<b>90%</b>
Mayor Dave Kleis			X	X		X			X	X	50%
Jake Anderson		X	X		X	X	X	X	X	X	80%
Jeff Goerger					X			X		X	30%
Alt: Carol Lewis											0%
Alt: Mike Conway						X		X			20%
Alt: Dave Masters											0%
<b>Sauk Rapids</b>											<b>90%</b>
Dottie Seamans	X	X			X	X	X	X	X	X	80%
Alt: Nick Sauer				X							10%
<b>Sartell</b>											<b>70%</b>
Tim Elness	X		X	X	X	X	X			X	70%
Alternate: Anna Gruber											0%
<b>Waite Park</b>											<b>80%</b>
Mayor Rick Miller			X	X	X		X				40%
Alt: Frank Theisen	X							X	X	X	40%
<b>St. Joseph</b>											<b>50%</b>
Mayor Rick Schultz					X		X		X	X	40%
Alt: Kevin Kluesner			X								10%
<b>Benton County</b>											<b>90%</b>
Jared Gapinski	X		X	X		X	X		X	X	70%
Mark Loidolt		X									10%
Chris Byrd					X						10%
Alt: Steve Heinen											0%
<b>Stearns County</b>											<b>90%</b>
Joe Perske	X	X	X	X	X		X		X	X	80%
Alt: Leigh Lenzmeier								X			10%
<b>Sherburne County</b>											<b>100%</b>
Raeanne Danielowski	X	X	X	X	X	X	X	X	X	X	100%
Alt: Gary Gray											0%
<b>LeSauk Township</b>											<b>80%</b>
Jeff Westerlund	X	X	X	X	X	X		X	X		80%
Alt: Dan Heim											0%
<b>Metro Bus</b>											<b>100%</b>
Ryan Daniel			X		X	X	X	X		X	60%
Michael Kedrowski	X	X		X					X	X	40%

**Requested 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:** Brian Gibson, Executive Director  
**RE:** Election of Officers  
**DATE:** December 21, 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 2023, are:

Office	Name
<b>Chair</b>	Raeanne Danielowski
<b>1<sup>st</sup> Vice-Chair</b>	Tim Elness
<b>2<sup>nd</sup> Vice-Chair</b>	Jared Gapinski
<b>3<sup>rd</sup> Vice-Chair</b>	Jeff Westerlund

Chair Danielowski has only completed one term as Chair and is eligible to be re-elected for one more term.

All Vice-Chairs have also served only one term in their current positions and are eligible for re-election.

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

History of Jurisdictions Serving as APO Officers (2012-2023)

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

**Requested Action:** Elect a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair for calendar year 2024.



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:** Nov. 2, 2023

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 2023, the role was filled by Benton County Commissioner Jared Gapinski.

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 2024 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 Ms. Danielowski (the current chair) serves as the Region 7W representative to the ATP-3 in addition to her role as the ATP-3 Chair. Mr. Perske currently serves as the other Region 7W representative to the ATP-3 and would be ineligible to serve as the APO's representative.

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 2024.



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:** Consider Amending the 2024 UPWP to Include *Safe Streets & Roads for All* Grant  
**DATE:** December 21, 2023

At the request of the Technical Advisory Committee (TAC) and with permission from the Policy Board (see April agenda), I applied for a grant from the *Safe Streets & Roads for All* (SS4A) Program.

SS4A is a discretionary program enacted through the Infrastructure Investment & Jobs Act (IIJA). It is designed to support USDOT's goal of zero roadway deaths through implementation of a holistic safety action plan for all roadway users.

There are two SS4A grant types:

1. **Planning and Demonstration Grants** to develop a comprehensive safety action plan, and
2. **Implementation Grants** to implement the projects and strategies identified in the action plan.

The consensus of the TAC was that rather than the individual cities within the APO planning area all completing their own individual safety action plans, it would be preferable for the APO to complete one regional safety action plan, thus enabling the cities to apply for SS4A implementation funds.

On December 13<sup>th</sup>, I was notified by USDOT that we were awarded our requested grant of \$120,000. Leveraging those funds requires at least a \$30,000 local match. We must also amend the 2024 UPWP to include the funds in our budget.

When the Board approved the UPWP in August, I included the SS4A grant in all of the tables and financials but simply labeled it as "Illustrative". With your approval, staff will delete the "Illustrative" label from the UPWP.

Member	2021 Population Estimates*	2024 Local Assessment (\$1.03 per cap.)	Safe Streets & Roads for All Assessment	2024 Lobbyist Assessment	Total 2024 Total Assessment
St. Cloud	68,746	\$70,465	\$14,317	\$17,622	\$102,404
St. Joseph	7,151	\$7,330	\$1,489	\$1,649	\$10,468
Sartell	19,522	\$20,010	\$4,066	\$5,256	\$29,332
Sauk Rapids	13,730	\$14,073	\$2,859	\$3,547	\$20,479
Waite Park	8,368	\$8,577	\$1,743	\$2,455	\$12,775
LeSauk TWP	1,501	\$1,539	\$313	\$0	\$1,852
Benton County	5,426	\$5,562	\$1,130	\$3,629	\$10,321
Sherburne County	2,630	\$2,696	\$548	\$1,142	\$4,386
Stearns County	13,563	\$13,902	\$2,825	\$12,700	\$29,427
Metro Bus	N/A	\$3,500	\$710	\$0	\$4,210
<b>Total</b>	<b>140,637</b>	<b>\$147,654</b>	<b>\$30,000</b>	<b>\$48,000</b>	<b>\$225,654</b>

**Suggested Action:** Approve amending the 2024 UPWP to include the SS4A grant.

**TO:** Saint Cloud APO Policy Board  
**FROM:** Brian Gibson, Executive Director  
**RE:** Receive CSAH 1 Corridor Study  
**DATE:** December 27, 2023

In 2023, the APO contracted with Transportation Collaborative & Consultants (TC<sup>2</sup>) to complete a corridor study for CSAH 1 (aka, River Avenue North) between Stearn County Road 120 and 9<sup>th</sup> Avenue North in St. Cloud.



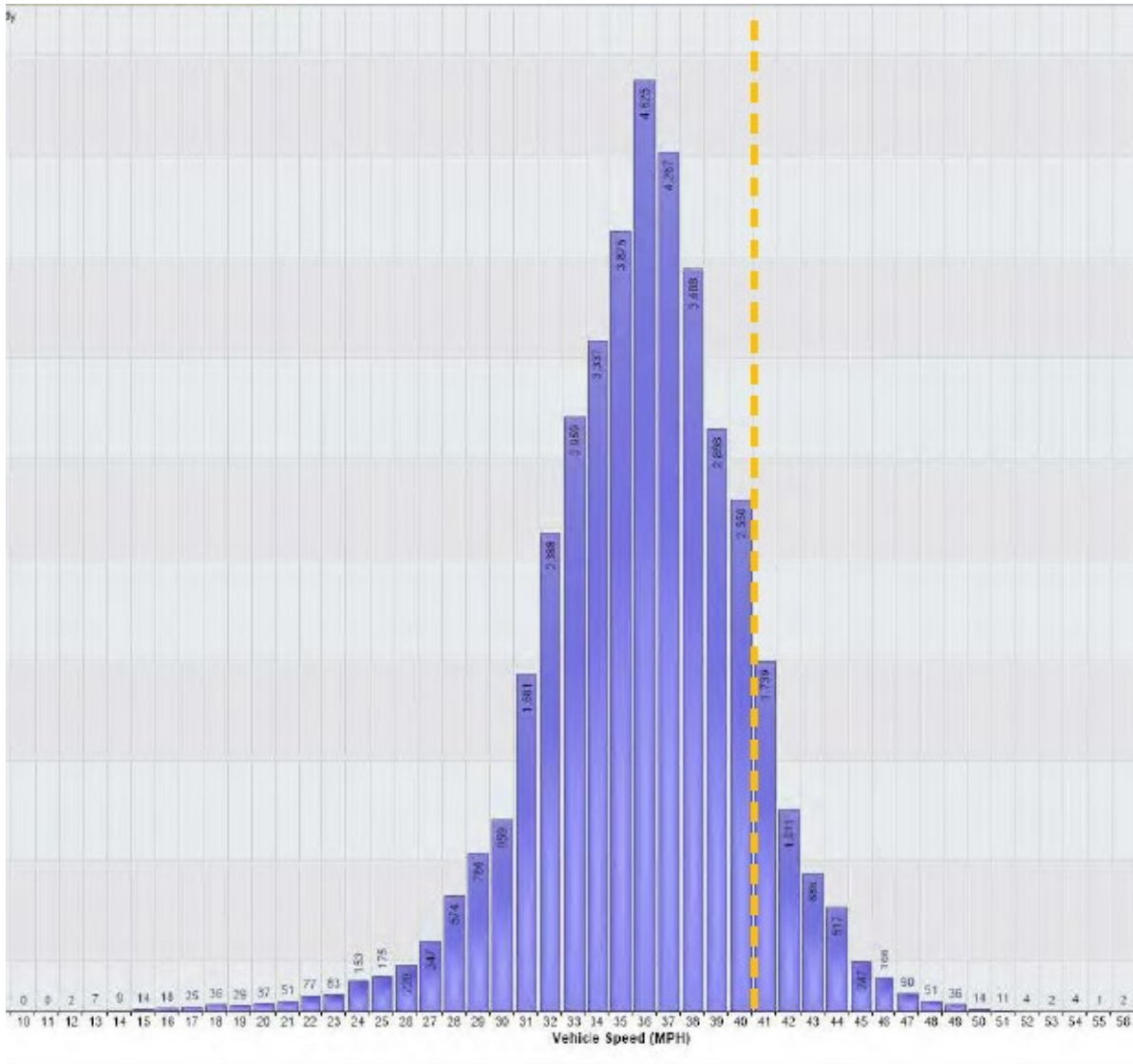
The roadway is a 2-lane rural cross-section. The corridor is unusual in that it functions as a Minor Arterial, but about 30 homes have direct access to it via their driveways. The pavement is in poor condition and the roadway will need to be rebuilt in the next 5-7 years. When the corridor is rebuilt, utilities under the roadway will also be replaced.

The corridor does have a safety problem, with a total crash rate more than 4 times the Critical Crash Rate for similar corridors in the state.

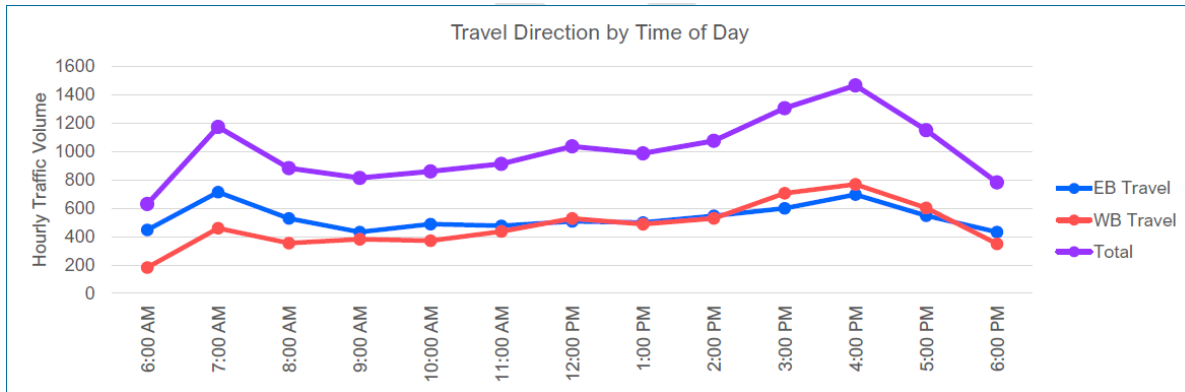


CSAH 1 Intersection	Total Crashes	Control Type	Total Crash Rate			
			Actual	State Average	Critical Rate	Critical Index
CR 120	20	Roundabout	0.688	0.942	1.452	0.48
321st St	4	Stop	0.150	0.128	0.330	0.45
9th Ave N	36	Signal	0.715	0.592	0.880	0.81
Overall Corridor	87	---	3.984	0.477	0.880	4.53

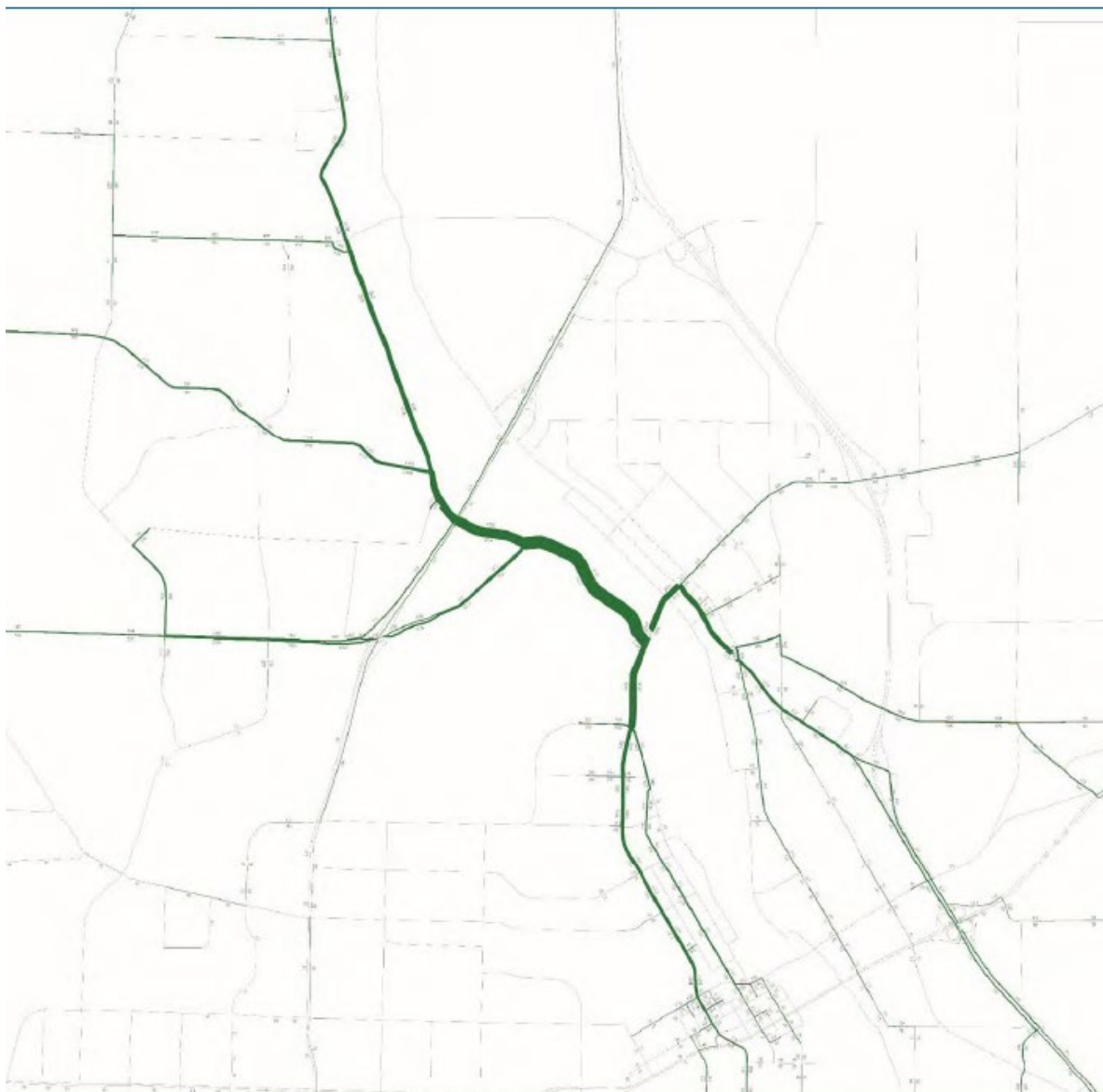
The average speed (36 mph) and the 85<sup>th</sup> percentile speed (40 mph) do match the posted speed limit of 40 mph. However, hundreds of vehicles per day travel the corridor in excess of 45 mph.



The average daily traffic volume along the corridor is about 15,000 vehicles per day (vpd).



Because the corridor is one of the few that crosses the Sauk River, it serves as a conduit for regional traffic flow.



The APO's regional travel demand model forecasts that traffic will increase from 15,000 vpd to between 16,000 and 18,800 vpd by the year 2050.

While the intersections at CR 120 and 9<sup>th</sup> Avenue function today at a level of service (LOS) of A and C, respectively, the 9<sup>th</sup> Avenue intersection is expected to see LOS D by 2050.

CSAH 1 Intersection	Level of Service (Delay)			
	AM Peak Hour		PM Peak Hour	
	Existing	2050 Base	Existing	2050 Base
County Road 120	A (8 sec)	B (11)	A (7 sec)	A (8 sec)
321st Street	A / A (7 sec)	A / C (19 sec)	A / A (9 sec)	A / C (21 sec)
9th Avenue	C (25 sec)	C (34 sec)	C (26 sec)	D (54 sec)
Notable Queuing (95 <sup>th</sup> Percentile)				
EB @ County Road 120	165 feet	220 feet	170 feet	150 feet
WB @ County Road 120	50 feet	80 feet	100 feet	140 feet
NB @ County Road 120	65 feet	160 feet	70 feet	130 feet
EB approach @ 9 <sup>th</sup> Avenue	205 feet	265 feet	210 feet	330 feet
NB LT @ 9 <sup>th</sup> Avenue	310 feet	410 feet	430 feet	700+ feet
SB Thru @ 9 <sup>th</sup> Avenue	350 feet	575 feet	255 feet	645 feet

The bridge over the Sauk River still has plenty of useful life left in it and does not need to be rebuilt for some time.



After extensive analysis and a very robust public input process, the preferred alternative for the rebuilt corridor is a 3-lane cross-section with a multi-use path on the Mississippi River side of the road.





The public was somewhat split on the desire for a sidewalk on the opposite side from the multi-use path. The County has about 66' of right-of-way through the corridor. The roadway and multi-use path require about 60' of space. Sidewalk could be added where space permits and where impacts to property could be minimized.

Narrowing the travel lanes to 11' should help reduce travel speeds. Additionally, occasional center-lane islands will help keep travel speeds down.



The preferred roadway cross-section will fit on the existing bridge so it will not need to be rebuilt with the roadway.

The public was also somewhat split on the desire for on-street parking. If desired at the time of final design, some bump-out parking could be added.



The intersection at 9<sup>th</sup> Avenue does not NEED to be rebuilt as part of this project and so no final decision was made for that intersection. However, the City of St. Cloud should consider possible improvements there for long-term functionality.

You can review the full final draft report here:

[http://stcloudapo.org/wp-content/uploads/2023/12/DraftReport\\_StearnsCSAH1CorridorStudy\\_Dec2023-small.pdf](http://stcloudapo.org/wp-content/uploads/2023/12/DraftReport_StearnsCSAH1CorridorStudy_Dec2023-small.pdf)

**Suggested Action:** Receive the final CSAH 1 corridor study report.