

**SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD**  
**Thursday, June 13, 2024 – 4:30 PM**

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, June 13, 2024, at 4:30 PM APO Chair Raeanne Danielowski presided with the following members:

Jake Anderson	City of Saint Cloud
Mike Conway	City of Saint Cloud
Mayor Dave Kleis	City of Saint Cloud
Mayor Ryan Fitzthum	City of Sartell (Alternate for Tim Ellness)
Jeff Westerlund	LeSauk Township
Mike Kedrowski	Metro Bus (Alternate for Ryan Daniel)
Jared Gapinski	Benton County
Joe Perske	Stearns County

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 Schultz	City of Saint Joseph
Mayor Rick Miller	City of Waite Park
Frank Theisen	City of Waite Park
Dottie Seamans	Benton County

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA:**

*Mr. Gapinski motioned to approve the agenda. Mr. Anderson seconded the motion. Motion carried.*

**PUBLIC COMMENT PERIOD:** No members of the public came forth, however, Mr. Perske brought forth a public comment regarding 322<sup>nd</sup> Street, asking if the shoulders could be paved for walkers and bikers. After much discussion it came down to the fact that the Board is aware there are issues with 322<sup>nd</sup> street, and it is being looked at for resurfacing.

**CONSIDERATION OF CONSENT AGENDA ITEMS:**

- a. Approve Minutes of April 11, 2024, Policy Board Meeting
- b. Approve Bills Lists
- c. Receive Report on 2023 UPWP Budget vs. Actual
- d. Receive Staff Reports on Technical Advisory Committee meeting
- e. Receive Staff Report on Central Minnesota Area Transportation Partnership

- f. Receive Staff Report on Technical Advisory Committee Meeting

*Mr. Anderson motioned to approve the consent agenda items. Mr. Westerlund seconded the motion. Motion carried.*

## 6. CONSIDER FY 2026 CARBON REDUCTION PROGRAM (CRP) FUNDING AWARD

Ms. Johnson explained that the Carbon Reduction Program was created under the Infrastructure Investment and Jobs Act (IIJA). It is a Federal program designed to fund projects that reduce carbon emissions from surface transportation. To utilize CRP funding, MnDOT was required to develop a Carbon Reduction Strategy (CRS), which is a plan that outlines priorities to advance transportation investments in carbon emissions reduction. Projects in Minnesota using CRP funding must align with the policy and investment direction outlined in the CRS. At the April Policy Board meeting, the Board recommended allocating 2025 CRP funds to the CSAH 1/CSAH 29 roundabout. The solicitation that concluded May 10<sup>th</sup>, 2024, was to allocate FY 2026 funding only, which was \$440,000.

The APO received three applications which were (in the order they were received), a.) city of Sartell to Purchase four EV police squad cars, b.) city of Sauk Rapids to install an EV Charging station near Second Avenue North, and c.) the city of Saint Cloud to construct sidewalk along Lincoln Avenue from Fourth Street SE to Seventh Street SE. The total requested CRP funding was \$454,000. Total local match was \$117,780, bringing project totals to \$571,780.

## TAC Preliminary Scores and Rankings

Applicant	Project Title	TAC Proposed Ranking	Requested CRP Funds	TAC Proposed Funding
City of Sartell	Purchase four (4) EV police squad cars for the City of Sartell	3	\$170,000	\$165,333
City of Sauk Rapids	Installation of EV charging stations in public parking lot near Second Avenue N in the City of Sauk Rapids	1	\$184,000	\$179,334
City of Saint Cloud	Construct sidewalk along Lincoln Avenue from 4 <sup>th</sup> St SE to 7 <sup>th</sup> St SE in the City of Saint Cloud	2	\$100,000	\$95,333
Total			<b>\$454,000</b>	<b>\$440,000</b>

After discussion Ms. Danielowski confirmed that the Board charged the APO staff and the TAC

to review and set guidelines and priorities for funding future CRP projects.

***Mayor Kleis motioned to approve the FY 2026 CRP Prioritization. Mr. Gapinski seconded the motion. Motion carried.***

## **7. CONSIDER PUBLISHING THE DRAFT 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR PUBLIC COMMENT**

Ms. Johnson explained how the TIP is updated on an annual basis, that it spans four fiscal years (2025-2028), and it includes projects that receive funding from Federal and/or State sources.

There have been several new projects identified/awarded through various programs:

- Surface Transportation Block Grant Program (STBGP) funded projects are Benton County CSAH 3 reclamation (2026-AC payback in 2028), and Stearns County CSAH 1 reconstruction (2028).
- A Highway Safety Improvement Program funded project of Sherburne County transverse rumble strips at various intersections (2026).
- Transportation Alternatives funded projects are the Sauk Rapids BNSF RR crossing sidewalk (2026 with AC Payback in 2028). Saint Cloud 13<sup>th</sup> Street South sidewalk and pedestrian crossing at Ninth Avenue South (2028).
- A Carbon Reduction Program (CRP) fund project for Benton County CSAH 1/CSAH 29 roundabout (2025).
- Congressionally Directed Spending projects are Benton County CSAH 29 corridor extension (2026), Sartell 15<sup>th</sup> Street North corridor extension ROW (2027). And the MnDOT J-Turn at MN 23 at Bel Clare Drive (2028).
- A State Legislative Directed Funding project is the Sherburne County/MnDOT CR 61 realignment with US 10 (2025). Ms. Johnson and Mr. Lenz are going to be watching this project closely to be sure it is delivered on time.
- A National Highway Performance Program funded project for Stearns County is CSAH 75 signal replacements from CSAH 2 to Washington Memorial Drive (2026). Stearns County CSAH 75 is the only non-MnDOT road on the National Highway System.
- MnDOT 2028 projects are MN 23 mill and overlay from 93<sup>rd</sup> Avenue to MN 15, and I-94 Intelligent Transportation System (ITS) project from CSAH 75/Roosevelt Road to Stearns CSAH 2.
- Metro Bus 2028 projects included in the Draft TIP are operating assistance, paratransit operating, Northstar Commuter operating, purchasing nine Class 400 Dial-A-Ride (DAR) buses (using local funds), as well as purchasing maintenance tools and equipment, office equipment, facility improvements, operations vehicles, and bus shelters. There isn't enough federal funding to go around to replace buses. A lot of the buses are falling out of a state of good repair. This is a state-wide issue. Metro Bus is using some of their capital reserve funds to purchase these buses and complete other updates.

The draft document has been submitted to MnDOT, FHWA, and FTA for review. Please note there will be changes between now and the launch of the public comment period which can be no later than July 17, 2024.

There were questions and discussion regarding J-Turns, round-a-bouts, and the Hwy 23 mill and overlay project.

***Mayor Kleis motioned to approve the release of the Draft FY 2025-2028 TIP for a 30-day public comment period no later than July 17, 2024. Mr. Perske seconded the motion. Motion carried.***

## **8. CONSIDER THE DRAFT 2025-2026 UNIFIED PLANNING WORK PROGRAM (UPWP)**

Mr. Gibson presented the Draft FY 2025 Unified Planning Work Program (UPWP). The UPWP is both our budget & work plan. Funded through Federal Grants from FHWA and FTA, so the state combines it into our Consolidated Planning Grant (CPG). This consists of:

- Consolidated Planning Grant (CPG) which is a combination of Federal and State Grants, funding, which is \$677,000 for 2025, and
- Congressionally Directed funding for the Mississippi bridge environmental review of \$800,000 with a local match of \$100,000 from Saint Cloud and \$100,000 from APO financial reserves (with the understanding that it will be paid back over time by a slight increase in dues), and
- Local match assessments as shown below.

<b>2025 Local Match Assessments</b>								
	<b>APO 2024 Operations Assessment</b>	<b>Pavement Condition Update</b>	<b>Environmental Work for Bridge</b>	<b>Community Liaison</b>	<b>David Turch Contract</b>	<b>Total Assessments</b>	<b>1st Half Assessment</b>	<b>2nd Half Assessment</b>
<b>St. Cloud</b>	\$67,141.00	\$12,035.00	\$100,000.00	\$481.00	\$17,615.00	<b>\$197,272.00</b>	\$98,636.00	\$98,636.00
<b>Sauk Rapids</b>	\$12,800.00	\$2,294.00		\$92.00	\$3,437.00	<b>\$18,623.00</b>	\$9,311.50	\$9,311.50
<b>Sartell</b>	\$18,508.00	\$3,318.00		\$133.00	\$5,152.00	<b>\$27,111.00</b>	\$13,555.50	\$13,555.50
<b>Waite Park</b>	\$7,971.00	\$1,429.00		\$57.00	\$2,415.00	<b>\$11,872.00</b>	\$5,936.00	\$5,936.00
<b>St. Joseph</b>	\$6,719.00	\$1,204.00		\$48.00	\$1,604.00	<b>\$9,575.00</b>	\$4,787.50	\$4,787.50
<b>LeSauk Twn</b>	\$1,422.00	\$255.00		\$10.00	\$0.00	<b>\$1,687.00</b>	\$843.50	\$843.50
<b>Steams Co</b>	\$14,719.00	\$2,638.00		\$106.00	\$13,145.00	<b>\$30,608.00</b>	\$15,304.00	\$15,304.00
<b>Benton Co</b>	\$4,807.00	\$861.00		\$34.00	\$3,513.00	<b>\$9,215.00</b>	\$4,607.50	\$4,607.50
<b>Sherburne Co</b>	\$2,471.00	\$443.00		\$18.00	\$1,119.00	<b>\$4,051.00</b>	\$2,025.50	\$2,025.50
<b>Metro Bus</b>	\$2,950.00	\$529.00		\$21.00	\$0.00	<b>\$3,500.00</b>	\$1,750.00	\$1,750.00
<b>Total</b>	<b>\$139,508.00</b>	<b>\$25,006.00</b>	<b>\$100,000.00</b>	<b>\$1,000.00</b>	<b>\$48,000.00</b>	<b>\$313,514.00</b>	\$156,757.00	\$156,757.00

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## Draft 2025 Unified Planning Work Program

Work Activity Category	Federal Funding (CPG 1)	Federal Funding (CPG 2)	Federal Funding (CDS)	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$252,845	\$0	\$0	\$25,824	\$6,457	\$37,375	<b>\$322,500</b>
200 Budget & UPWP	\$9,800	\$0	\$0	\$1,001	\$250	\$1,449	<b>\$12,500</b>
300 Transportation Improvement Program (TIP)	\$42,335	\$0	\$0	\$4,323	\$1,081	\$6,261	<b>\$54,000</b>
400 Transportation System Performance Monitoring (TSPM)	\$34,299	\$0	\$0	\$3,503	\$876	\$5,072	<b>\$43,750</b>
500 Planning Project Development	\$37,632	\$0	\$0	\$3,843	\$960	\$5,565	<b>\$48,000</b>
600 Metropolitan Transportation Plan (MTP)	\$46,647	\$0	\$0	\$4,764	\$1,191	\$6,898	<b>\$59,500</b>
610 MTP - Active Transportation Planning	\$32,412	\$12,275	\$0	\$4,563	\$1,141	\$6,609	<b>\$57,000</b>
620 MTP - Transit Planning	\$8,036	\$0	\$0	\$821	\$205	\$1,188	<b>\$10,250</b>
630 MTP - Freight, Economic Vitality & Tourism	\$4,116	\$0	\$0	\$420	\$105	\$609	<b>\$5,250</b>
640 MTP - Safety, Security & Environmental Planning	\$12,348	\$0	\$0	\$1,261	\$315	\$1,826	<b>\$15,750</b>
700 Transportation Planning Coordination & Public Outreach	\$76,438	\$0	\$0	\$7,806	\$1,952	\$11,304	<b>\$97,500</b>
800 Transportation Modeling, Mapping & Technical Support	\$17,444	\$0	\$0	\$1,781	\$445	\$2,580	<b>\$22,250</b>
900 Locally Funded Activities	\$0	\$0	\$0	\$0	\$0	\$27,000	<b>\$27,000</b>
<b>Sub-Total for APO Staff and Operations</b>	<b>\$574,352</b>	<b>\$12,275</b>	<b>\$0</b>	<b>\$59,910</b>	<b>\$14,978</b>	<b>\$113,736</b>	<b>\$775,250</b>
Contract Services: David Turch & Associates	\$0	\$0	\$0	\$0	\$0	\$48,000	<b>\$48,000</b>
Contract Services: Community Liaisons for Hard-to-Reach Populations	\$4,000	\$0	\$0	\$0	\$0	\$1,000	<b>\$5,000</b>
Contract Services: Pavement Condition Update	\$86,993	\$0	\$0	\$0	\$0	\$25,007	<b>\$112,000</b>
Contract Services: Mississippi Bridge Corridor Environmental Review	\$0	\$0	\$800,000	\$0	\$0	\$200,000	<b>\$1,000,000</b>
<b>Grand Total Expenses</b>	<b>\$665,345</b>	<b>\$12,275</b>	<b>\$800,000</b>	<b>\$59,910</b>	<b>\$14,978</b>	<b>\$387,743</b>	<b>\$1,940,250</b>

Stearns County's assessment has gone up because the Opportunity Drive Industrial Park is spilling into Lynden Township, and they are now part of our Urban Area. We have not yet updated our Planning Area however, we have to update it because our Planning Area cannot be smaller than our Urban Area. We have to include part of Lynden Township into our Planning Area therefore Stearns County's assessment will increase because the assessment is based on population.

Mr. Gibson stated that regarding the increase in dues to replenish the financial reserves will be a 10% surcharge.

Mr. Gibson stated the Technical Advisory Board did recommend approval of the 2025 UPWP, however it was not unanimous. It was a 7-3 vote. Some members were concerned about the cost-sharing for the environmental study on the Mississippi River Bridge and how that would play out in their jurisdiction politically. He pledged that he would lead the Board in a discussion regarding cost-sharing going forward, and the TAC needed the assurance that this is NOT setting a precedent. Staff told the TAC that this Board said this cost-sharing scheme was just to get through this project. We still need to have a discussion that, if this happens again, how are we going to cost-share it?

After much discussion the UPWP was tabled until the August meeting with hopes that the TAC will come up with guidelines regarding future environmental studies, and the Board members can present the UPWP to their councils to secure funding.

***Mayor Kleis made a motion to table the discussion and vote on the UPWP until the August meeting. Mayor Fitzthum seconded the motion. Motion carried.***

## 9. DISCUSS AREA TRANSPORTATION PARTNERSHIP (ATP) FUNDING FORMULA

Ms. Johnson explained that the TAC suggested that the Board review the formula for distributing ATP funds. Federal dollars for roads and bridges come from the federal government to the State of Minnesota. The State of Minnesota distributes roughly half of it to the Twin Cities metro area based off system size and population. The remaining is divided among the eight Area Transportation Partnerships. MnDOT District 3 gets a certain percentage of that money based on its system size and population. Last year, the ATP awarded funds, but then MnDOT updated the data and our region lost about \$500,000 in STBGP funding because the Twin Cities grew faster than ATP-3 did. ATP-3's FY 2028 allocation of \$12.2 million dropped to \$11.7 million. Ms. Johnson explained that this is the context as to why this is being brought to the Board. The ATP-3 funding formula was developed in 1999. Currently the funding is based off of system size: which is bridge area, Federal aid lane miles, and number of transit vehicles which makes up 50%. It's also based off of 50% system use: such as vehicles miles traveled (VMT), heavy commercial vehicle miles traveled, (CHVMT), and 2025 population projections which make up the other 50%.

### ATP-3 Managed STBGP Formula Funding Discussion

- Current distribution of Surface Transportation Block Grant Program (STBGP) funds by region:

Region	Raw Formula Calculation	Region 7W/Saint Cloud APO Split	Percentage of STBGP Funds Allocated
Region 5	32.65%	-	32.65%
Region 7E	13.82%	-	13.82%
Region 7W	53.53%	61.65%	33.00%
Saint Cloud APO	-	38.35%	20.53%

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In 2017, an attempt was made to revisit the formula funding split. However, no changes were made at that time.



## ATP-3 Managed STBGP Formula Funding Discussion

### 2010 Census Data

Region	Rural	5K-200K	>200K	Total	Share
ATP-3	436,847	208,600	0	645,447	12.2%
MN	1,608,539	1,044,772	2,650,614	5,303,925	100%

### 2020 Census Data

Region	Rural	5K-50K	50K-200K	>200K	Total	Share
ATP-3	381,017	192,688	117,638	0	691,343	12.1%
MN	1,645,129	691,857	406,171	2,963,337	5,706,494	100%

These numbers are ATP-3 wide. County numbers have been requested but have not been provided yet.

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## ATP-3 Managed STBGP Formula Funding Discussion

### Greater MN State Aid Needs for FY 2018 to FY 2027

ATP	CSAH Needs	MSA Needs	Combined	Share
ATP-3	17.02%	23.59%	17.79%	8.05%
Metro	0%	0%	0%	54.74%

### Updated FY 2028 State Aid Needs

ATP	CSAH Needs	MSA Needs	Combined	Share
ATP-3	15.06%	24.83%	16.85%	7.34%
Metro	0%	0%	0%	56.42%

These numbers are ATP-3 wide. County numbers have been requested but have not been provided yet.

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Overall, ATP-3's allocation of STBGP funds from the State has decreased (originally 10.1%, now 9.7%). This resulted in a \$500,000 reduction in ATP-3 STBGP projects for the FY 2028 solicitation. The APO needed to reduce their target by \$102,650.

At the April 25, TAC meeting, TAC representatives recommended APO staff work with MnDOT District 3 staff to update the data used in the development of the 1999 formula.

APO staff is seeking guidance/direction from the Policy Board regarding if we should continue to explore the funding distribution split. If so, are there other funding scenarios the Board would like APO staffers to explore, and how should staff approach this with Region 7W?

Ms. Danielowski recommended gathering the information, completing an analysis, then move forward from there based on if we think the results will benefit us. The Board concurred.

**11. ADJOURNMENT:**

***Mr. Gapinski motioned to adjourn the meeting. Mayor Fitzthum seconded the motion. Motion carried.***

The meeting was adjourned at 5:55 PM.