

AGENDA

APO POLICY BOARD MEETING

WEDNESDAY, OCTOBER 30, 2019 - 4:30 P.M.
GREAT RIVER REGIONAL LIBRARY,
1300 WEST SAINT GERMAIN STREET, SAINT CLOUD

← Please Note -
Start Time of
4:30 PM

1. Pledge of Allegiance
2. Introductions
3. Approval of Agenda
4. Public Comment Period
5. Consideration of Consent Agenda Items (*Attachments A - H*)
 - a. Approve Minutes of September 19, 2019 Policy Board Meeting (*Attachment A*)
 - b. Approve Bills Lists for September, October, November, and December (*Attachments B1 - B3*)
 - c. Approve 2020-2023 Transportation Improvement Program Administrative Modification (*Attachment C*)
 - d. Approve 2020 Safety Performance Targets (*Attachment D*)
 - e. Accept Staff Report on Technical Advisory Committee (*Attachment E*)
 - f. Accept Staff Report on Active Transportation Advisory Committee (*Attachment F1-F2*)
 - g. Accept Staff Report on Area Transportation Partnership (*Attachment G*)
 - h. Cancel November and December Board meetings (*Attachment H*)
6. Consider Draft 2045 Metropolitan Transportation Plan (*Attachment I*): *Brian Gibson, Executive Director*
 - a. **Suggested Action: Approve**
7. Consider Recommendations for Changing Stakeholder Engagement Plan (*Attachment J1 - J2*): *Vicki Johnson, Senior Planner*
 - a. **Suggested Action: Approve**
8. Discuss Regional Transportation Priorities for 2020 (*Attachments K1 - K2*): *Brian Gibson, Executive Director*
 - a. **Suggested Action: None, discussion only**
9. Discuss Coordination Strategies Between Technical Advisory Committee and Board: (*Attachment L*): *Brian Gibson, Executive Director*
 - a. **Suggested Action: None, discussion only**

10. Discuss Payroll Company (*Attachment M*): *Brian Gibson, Executive Director*
 - a. **Suggested Action: None, discussion only**
11. Present Executive Director Annual Job Performance Evaluation (*Attachment N*): *Jeff Westerlund, Chair*
 - a. **Suggested Action: None, presentation only**
12. Other Business & Announcements
13. Adjournment

English

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

Somali

Ururka Qorsheynta Agagaarka Saint Cloud (APO) waxay si buuxda ugu hoggaansantay Oodobka VI ee Xeerka Xuquuqda Dadweynaha ee 1964, Sharciga Dadka Maraykanka ah ee Naafada ah ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo xeerarka iyo sharciyada la xiriiira. APO waxa heli kara dhamaan dadka leh awoodaha kala duwan. Qofka u baahan in waxka bedel ama qaabilaad, qalabka caawinta, adeegyada tarjumaadda qoraalka, adeegyada turjumaadda hadalka, iwm, si uu uga qaybgalo kulan dadweyne, oo uu kamid yahay yihiin helitaanka ajandahan iyo/ama waxyaabaha ku lifaaqan oo qaab kale ama luqad kale ah fadlan kala xiriir APO 320-252-7568 ama admin@stcloudapo.org ugu yaraan toddoba (7) maalmood ah kahor kulanka.

Hmong

Lub koom haum Saint Cloud Area Planning Organization (APO) tau ua raws nraim li Nqe Lus VI ntawm Tsoom fwv Cov Cai Pej Xeeem xyoo 1964, Tsab Kev Cai Hai Txog Kev Xiam Oob Khab ntawm Haiv Neeg Mes Kas xyoo 1990, Tsab Cai 12898, Tsab Cai 13116 thiab cov cai thiab kev tswj fwm uas cuam tshuam. APO tuaj yeem nkag tau rau txhua tus neeg uas muaj peev xwm. Tus neeg uas xav tau kev hloov kho lossis pab cuam, pab lwm tus, pab txhais ntawv, pab txhais lus, thiab lwm yam, txhawm rau kom koom tau rau hauv lub rooj sab laj nrog pej xeeem, nrog rau kev txais cov txheej txheem no thiab / lossis cov ntawv uas sau ua lwm hom ntawv, lossis lwm hom lus thov hu rau APO ntawm 320-252-7568 lossis sau ntawv tuaj tau ntawm admin@stcloudapo.org tsawg kawg yog xya (7) hnuab ua ntej ntawm lub rooj sib tham.

Spanish

La Saint Cloud Area Planning Organization (Organización de Planificación del Área de Saint Cloud, APO) cumple plenamente con el Título VI de la Civil Rights Act (Ley de Derechos Civiles) de 1964, la Americans with Disabilities Act (Ley de Estadounidenses con Discapacidades) de 1990, el Decreto 13116 y estatutos y normas asociados. La APO está disponible para todo tipo de personas con todo tipo de capacidades. Las personas que requieran modificaciones o adaptaciones, ayudas auxiliares, servicios de traducción e interpretación, etc., con el fin de participar en una reunión pública, lo que incluye recibir esta agenda o documentos adjuntos en un formato o lenguaje distinto, deben comunicarse con la APO llamando al 320-252-7568 o escribiendo a la dirección admin@stcloudapo.org al menos siete (7) días antes de la reunión.

Laotian

ອົງການວາງແຜນເຂດພື້ນທີ່ Saint Cloud (APO) ປະຕິບັດຕາມ Title VI ຂອງກົດໝາຍວ່າດ້ວຍສິດທິພົນລະເມືອງປີ 1964, ກົດໝາຍວ່າດ້ວຍຄົນພິການຊາວອາເມລິກາປີ 1990, ຄໍາສັ່ງປະທານະທີ່ບໍດີເລກທີ 12898, ຄໍາສັ່ງປະທານະທີ່ບໍດີເລກທີ 13116 ແລະ ກົດໝາຍ ແລະ ກົດລະບຽບທີ່ກ່ຽວຂ້ອງຢ່າງຄົບຖ້ວນ. ຄົນທຸກຊົນຊັ້ນອັນນະສາມາດເຂົ້າເຖິງ APO ໄດ້. ບຸກຄົນທີ່ຈຳເປັນຕ້ອງມີການດັດແປງແກ້ໄຂ ຫຼື ການອໍານວຍຄວາມສະດວກ, ອຸປະກອນຊ່ວຍ, ການບໍລິການແປເອກະສານ, ການບໍລິການລ່າມແປພາສາ ແລະ ອື່ນໆ ເພື່ອເຂົ້າຮ່ວມການຊຸມນຸມສາທາລະນະ ລວມທັງການໄດ້ຮັບວາລະນີ້ ແລະ/ຫຼື ເອກະສານຄັດຕິດໃນຮູບແບບ ຫຼື ເປັນພາສາອື່ນໃດໜຶ່ງ ກະລຸນາຕິດຕໍ່ຫາ APO ທີ່ເບີ 320-252-7568 ຫຼື ອີເມວ admin@stcloudapo.org ຢ່າງໜ້ອຍເຈັດ (7) ວັນລ່ວງໜ້າການຊຸມນຸມ.

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Thursday, September 19, 2019 – 5:00 p.m.
Waite Park City Hall

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, September 19, 2019 at 5 p.m. at the Waite Park City Hall. Chair Jeff Westerlund presided with the following members present:

Council Member Paul Brandmire	Saint Cloud
Matt Glaesman (Alt)	Saint Cloud
Council Member Jeff Goerger	Saint Cloud
Mayor Rick Schultz	Saint Joseph
Council Member Dottie Seamans	Sauk Rapids
Mayor Rick Miller	Waite Park
Supervisor Jeff Westerlund	LeSauk Township
Commissioner A. Jake Bauerly	Benton County
Commissioner Joe Perske	Stearns County
Commissioner Barbara Burandt (Alt)	Sherburne County
Doug Diedrichsen (Alt)	Metro Bus
Brian Gibson, Exec Director	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Alison Voigt	Saint Cloud APO
Chris Byrd	Benton Co. Engineer & TAC member
Jodi Teich	Stearns Co. Engineer & TAC member

The Meeting was called to order by Chair Jeff Westerlund. The Pledge of Allegiance was recited. Introductions were made.

APPROVAL OF AGENDA:

Mr. Brandmire motioned to approve the agenda, and Mr. Goerger seconded the motion. Motion carried.

CONSIDERATION OF CONSENT AGENDA ITEMS (APPROVE MINUTES OF AUG 8 2019 POLICY BOARD MEETING, APPROVE BILLS LIST FOR AUG, SEPT, AND OCT, APPROVE RENEWAL OF LICENSE FOR STREETLIGHT DATA, APPROVE TRAVEL TO WASH DC FOR EXEC DIRECTOR AND POLICY BOARD CHAIR, APPROVE TRAVEL TO WASH DC FOR EXEC DIRECTOR TO ATTEND TRANSPORTATION RESEARCH BOARD ANNUAL CONFERENCE):

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

CONSIDER DRAFT 2045 METROPOLITAN TRANSPORTATION PLAN:

As a result of discussions at the August Policy Board meeting, the APO staff has worked closely with engineers and the jurisdictions to revise their project lists for the 2045 MTP. Because the changes are significant, another round of public comment period is required and will start on September 23, 2019 if the board approves the revised project list. Mr. Gibson presented the changes in the Project List for the board. **Stearns County**: Delete CSAH 136 (Oak Grove Road) project; Add 3 projects to widen roadways (CSAH 1/Riverside Avenue, CR 134, and CSAH 4/8th St N). **Benton County**: Delete widening of CSAH 8/35th Ave NE); Add Construct new

roadway on CSAH 29. **Sherburne County:** Add 3 Reconstruct Roadways (CR 62, CSAH 20, and CR 65). **Saint Joseph:** New Alignment on Westwood Parkway. All the projects are eligible for federal funding. If the new changes are approved, we will be spending the same amount of money, but will receive a better set of projects.

The Illustrative Project list was briefly discussed. This list includes projects that are desired in the jurisdictions but no funding has been identified. Projects on the Illustrative List include the ring road, bridge, projects in Saint Joseph, I-94 interchange, and extension of Clearwater Road.

Commissioner Perske asked about the Town Line Road, which is considered a minor collector, on the Illustrative List. He expressed concern that with the new Sartell High School, added traffic will be on a township road. Mr. Gibson agreed that the Town Line issue needs to be solved, but no funds have been identified.

Mr. Gibson said that of the over 200 comments received during the public input, there were five main areas of comment. Most comments centered around Active Transportation, Environment, Metro Bus, NorthStar and Highway 15. The comments were available for review at the meeting. Mr. Brandmire commented that he thought at one time it was agreed that Highway 15 was supposed to be elevated. Mayor Miller agreed with his recollection. Mr. Gibson stated that the APO will be doing a Corridor Study looking at Highway 15 next year, and it hoped that possible solutions to the problems will be proposed.

Mayor Miller motioned to approve the revised Project List for inclusion in the 2045 MTP and the Restart of the Public Input Period. Commissioner Bauerly seconded the motion. Motion carried.

CONSIDER SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP) PROJECT SCORING PROCESS:

Ms. Johnson reported that the STBGP provides flexible funding that may be used by the states and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge, and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. States and localities are responsible for a minimum 20 percent share of project. The APO will be notified of the amount of funding assigned to us once MnDOT determines that. Jurisdictions in the APO planning area will receive 20.53% of the funding assigned to Minnesota.

Solicitation for these funds for 2024 will begin in October, 2019. The applications for these funds, which will come from ATP, will have several qualifications (access and mobility, system connectivity, multimodal, system condition, safety, economic vitality, and equity), but each planning area can make additional requirements. The APO has added two additional categories identified in our Long Range Plan (Energy & Environmental Conservation and Public Engagement, Plan Identification & Project Readiness). Ms. Johnson explained the application and ranking process. The TAC members changed the ranking system from high/medium/low to a more subjective system using a numbering system or points.

The TAC felt that the Equity factor was less of a technical issue and more of a political one, and plan to use it only as a tie-breaker when ranking projects. **The TAC's goal is to put forth the best project that would benefit the region based on their technical review, but ultimately the Policy Board will decide which projects are approved for submission.** Both Commissioners Bauerly and Perske disagreed with the equity issue, and felt that equity is the only way some of the jurisdictions can get funding. Ms. Johnson responded that equity would be more for the Policy Board to consider, and that the scoresheet will present the best technical scoring project. Mr. Gibson added that the TAC is not comfortable with the issue of considering which jurisdiction last

received funding. The TAC makes a technical recommendation based on the factors in the score sheet, and it hopes that equity is not the only factor in determining projects. In response to **Commissioner Bauerly's request to have past funding history**, Ms. Johnson said that she will provide past funding information. Commissioner Perske expressed his concern about sufficient time for discussion and to make these decisions. Ms. Johnson stated that solicitation will start in October and encouraged members to start conversations now within their jurisdictions and the APO as this is a very competitive process in our region. Although the final amount has not yet been released, it is estimated the funding will be similar to the previous year, which was approximately \$1.9 million. Mr. Goerger agreed that the Policy Board is the appropriate forum to discuss these issues.

Mr. Goerger motioned to approve the Surface Transportation Block Grant Program Project Scoring Process, and Mayor Schultz seconded the motion. Motion carried.

CONSIDER TRADEMARKING OF NEW APO LOGO:

Mayor Miller motioned, and Mayor Schultz seconded to not have the new APO logo trademarked. Motion Carried.

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Gibson announced that the next Policy Board meeting would be the end of October due to the fact that we will be starting the 2nd round of public input on September 23rd. Possible dates for the Policy Board meeting include October 28, 29, 30, and 31. Mr. Westerlund asked to avoid a meeting on Halloween/Oct. 31. ***Once the TAC meeting date is determined, the Admin Asst will contact members regarding rescheduling the October Policy Board meeting.***

Commissioner Perske asked Mr. Brandmire what the biggest problem on Highway 15 was for truckers. Mr. Brandmire responded that it was the constant starts and stops and changing of gears. His suggestions included synchronizing lights so that if you are going the speed limit, you could go through the lights without stopping. Another suggestion was making the traffic lights motion activated, especially during the late night hours.

ADJOURNMENT:

Mr. Goerger motioned to adjourn, and Mr. Brandmire seconded the motion. Motion carried. The meeting was adjourned at 5:51 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
September 2019

11:31 AM

10/03/2019

Type	Date	Memo	Split	Credit
Direct Dep.	9/6/2019	Net Payroll (including insurance reimbursement)	09/04/2019 Payroll Paid	9,286.44
Electronic	9/6/2019	Social Security, Medicare & Federal Tax	09/04/2019 Payroll Paid	2,972.20
Electronic	9/6/2019	MN Department of Revenue-Withholding	09/04/2019 Payroll Paid	584.75
Electronic	9/6/2019	PERA	09/04/2019 Payroll Paid	1,590.20
Electronic	9/6/2019	Great West Annuity	09/04/2019 Payroll Paid	20.00
Electronic	9/6/2019	Minnesota State Retirement System	09/04/2019 Payroll Paid	104.05
Electronic	9/6/2019	Select Account (H.S.A.)	09/04/2019 Payroll Paid	151.42
Direct Dep.	9/20/2019	Net Payroll (including insurance reimbursement)	09/18/2019 Payroll Paid	7,446.07
Electronic	9/20/2019	Social Security, Medicare & Federal Tax	09/18/2019 Payroll Paid	3,014.54
Electronic	9/20/2019	MN Department of Revenue-Withholding	09/18/2019 Payroll Paid	596.00
Electronic	9/20/2019	PERA	09/18/2019 Payroll Paid	1,600.45
Electronic	9/20/2019	Great West Annuity	09/18/2019 Payroll Paid	20.00
Electronic	9/20/2019	Minnesota State Retirement System	09/18/2019 Payroll Paid	104.05
Electronic	9/20/2019	Select Account (H.S.A.)	09/18/2019 Payroll Paid	151.42
4imprint.com				
Credit Card Charge	09/10/2019		6601 · Office Supplies	189.28
American Planning Association				
Credit Card Charge	09/23/2019		6618 · Professional Development	105.00
BCBS of MN				
Check	09/20/2019		6600.5 · Health/Dental/Life Insurance	2,601.08
City of St. Cloud - Water/Sewer				
Bill Pmt -Check	09/20/2019		6606.1 · Utilities	211.52
Cloudnet				
Bill Pmt -Check	09/20/2019		6609 · IT Support & Software	25.00
Conway,Deuth & Schmiesing PLLP				
Bill Pmt -Check	09/20/2019		902 · Ineligible Fed Reimb Audit Fees	7,750.00
David Turch & Associates				
Bill Pmt -Check	09/03/2019		902 · Ineligible Fed Reimb Washington Lobl	8,000.00
Delta Dental				
Check	09/03/2019		6600.5 · Health/Dental/Life Insurance	81.05
Facebook				
Credit Card Charge	09/03/2019		6609 · IT Support & Software	19.61
Gaslight Creative LLC				
Bill Pmt -Check	09/20/2019		6622 · CPG Passthrough APO Website Upc	3,500.00
Google Inc.				
Credit Card Charge	09/30/2019		6603.1 · Telephone	38.80
Language Banc				
Bill Pmt -Check	09/20/2019		6605 · Printing & Publishing	560.40
Liberty Savings Bank				
Check	09/11/2019		VISA 2733	1,315.03
Loffler Companies				
Bill Pmt -Check	09/06/2019		6608 · Multifunction Copier	443.13

PDL CCASCONF5				
Credit Card Charge	09/11/2019		6618 · Professional Development	105.00
Pond5				
Credit Card Charge	09/18/2019		6611 · Miscellaneous Expenses	55.43
Credit Card Charge	09/18/2019		6611 · Miscellaneous Expenses	14.00
Credit Card Charge	09/18/2019		6611 · Miscellaneous Expenses	8.40
Premium Waters, Inc.				
Bill Pmt -Check	09/20/2019	Office Drinking Water	6601 · Office Supplies	86.95
Principal Mutual Life Insurance				
Bill Pmt -Check	09/20/2019		6600.5 · Dental/Life Insurance	253.40
Signazon.com				
Credit Card Charge	09/10/2019		6601 · Office Supplies	107.20
Spectrum Business (Charter)				
Bill Pmt -Check	09/20/2019		Telephone and internet	270.89
Stearns Electric Association				
Bill Pmt -Check	09/25/2019		6606.1 · Utilities	251.04
SwiftInk.com				
Credit Card Charge	09/10/2019		6601 · Office Supplies	24.99
The MN Transportation Alliance Inc				
Bill Pmt -Check	09/20/2019		6610 · Dues & Subscriptions	420.00
Total Lawn Care, Inc.				
Credit Card Charge	09/19/2019		1401 · Prepaid Insurance	237.93
WACOSA				
Bill Pmt -Check	09/20/2019		6606.2 · Maintenance	125.84
West Central Sanitation, Inc				
Bill Pmt -Check	09/25/2019		6606.1 · Utilities	30.73
WSB & Associates, Inc.				
Bill Pmt -Check	09/20/2019		6622 · CPG Passthrough RTCC Phase 1 PI	2,311.80
Xcel Energy				
Bill Pmt -Check	09/03/2019		6606.1 · Utilities	45.33
Your CFO Inc				
Bill Pmt -Check	09/03/2019		6602.2 · Accounting Services	1,460.00
				<u>58,290.42</u>

LIBERTY BANK DEPOSITS

<u>Deposit Date</u>	<u>Amount</u>
9/30/2019 Bank interest earned	<u>18.54</u>

PROPOSED October November and December 2019 DISBURSEMENTS
prepared 10/18/2019

Attachment B-2
Agenda Item #5 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Direct Dep.	Net Payroll (including insurance reimbursement)	10/04/2019 Payroll Paid	Payroll	\$ 7,569.10
Electronic	Social Security, Medicare & Federal Tax PAID	10/04/2019 Payroll Paid	Payroll	\$ 3,027.48
Electronic	MN Department of Revenue-Withholding PAID	10/04/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	10/04/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	10/04/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	10/04/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	10/04/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	10/18/2019 Payroll Paid	Payroll	\$ 7,569.10
Electronic	Social Security, Medicare & Federal Tax PAID	10/18/2019 Payroll Paid	Payroll	\$ 3,027.48
Electronic	MN Department of Revenue-Withholding PAID	10/18/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	10/18/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	10/18/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	10/18/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	10/18/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	11/01/2019 Payroll Paid	Payroll	\$ 7,569.10
Electronic	Social Security, Medicare & Federal Tax PAID	11/01/2019 Payroll Paid	Payroll	\$ 3,027.48
Electronic	MN Department of Revenue-Withholding PAID	11/01/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	11/01/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	11/01/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	11/01/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	11/01/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	11/15/2019 Payroll Paid	Payroll	\$ 7,569.10
Electronic	Social Security, Medicare & Federal Tax PAID	11/15/2019 Payroll Paid	Payroll	\$ 3,027.48
Electronic	MN Department of Revenue-Withholding PAID	11/15/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	11/15/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	11/15/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	11/15/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	11/15/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	11/29/2019 Payroll Paid	Payroll	\$ 7,569.10
Electronic	Social Security, Medicare & Federal Tax PAID	11/29/2019 Payroll Paid	Payroll	\$ 3,027.48
Electronic	MN Department of Revenue-Withholding PAID	11/29/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	11/29/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	11/29/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	11/29/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	11/29/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	12/13/2019 Payroll Paid	Payroll	\$ 7,569.10
Electronic	Social Security, Medicare & Federal Tax PAID	12/13/2019 Payroll Paid	Payroll	\$ 3,027.48
Electronic	MN Department of Revenue-Withholding PAID	12/13/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	12/13/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	12/13/2019 Payroll Paid	Payroll	\$ 20.00
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Direct Dep.	Net Payroll (including insurance reimbursement)	12/27/2019 Payroll Paid	Payroll	\$ 7,569.10
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Electronic	MN Department of Revenue-Withholding PAID	12/27/2019 Payroll Paid	Payroll	\$ 567.00
Electronic	PERA	12/27/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	12/27/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	12/27/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	12/27/2019 Payroll Paid	Payroll	\$ 151.42
Electronic	BCBS of MN - October	Employee Health Insurance	Payroll	\$ 2,601.08
Electronic	BCBS of MN - November	Employee Health Insurance	Payroll	\$ 2,601.08
Electronic	BCBS of MN - December	Employee Health Insurance	Payroll	\$ 2,601.08
Credit Card	Saint Cloud Area Policy Board Meeting	Associatin of Pedestrian & BP membership - Alison Voi	Dues & Subscriptions	\$ 100.00

October 30, 2019

PROPOSED October November and December 2019 DISBURSEMENTS
prepared 10/18/2019

Attachment B-2
Agenda Item #5 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Check	Gaslight Creative LLC	Website Dev, Programming	CPG Passthrough Expense APO Website Update	\$ 4,000.00
Check	City of St Cloud - Water/Sewer - estimate - October	Utilities - water / sewer	Utilities	\$ 80.00
Check	City of St Cloud - Water/Sewer - estimate - November	Utilities - water / sewer	Utilities	\$ 70.00
Check	City of St Cloud - Water/Sewer - estimate - December	Utilities - water / sewer	Utilities	\$ 70.00
Check	Cloudnet - October	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - November	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - December	Internet Service	Utilities	\$ 25.00
Check	David Turch & Associates - estimate - October	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - November	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - December	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - October	Employee dental insurance	Payroll	\$ 207.00
Check	Delta Dental - estimate - November	Employee dental insurance	Payroll	\$ 207.00
Check	Delta Dental - estimate - December	Employee dental insurance	Payroll	\$ 207.00
Credit Card	Google Inc - October	G Suite Basic - Commitment	Utilities	\$ 36.00
Credit Card	Google Inc - November	G Suite Basic - Commitment	Utilities	\$ 36.00
Credit Card	Google Inc - December	G Suite Basic - Commitment	Utilities	\$ 36.00
Credit Card	ITE	ITE Professional Membership - Alison Voight	Dues & Subscriptions	\$ 30.00
Credit Card	ITE	ITE Professional Membership - Brian Gibson	Dues & Subscriptions	\$ 305.00
Electronic	Liberty Bank Credit Card	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 1,800.00
Check	Loffler Companies - October	Copier Supplies	Copy Machine	\$ 282.56
Check	Loffler Companies - estimate - November	Copier Supplies	Copy Machine	\$ 210.00
Check	Loffler Companies - estimate - December	Copier Supplies	Copy Machine	\$ 210.00
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Credit Card	Office Depot	Exec Chair and mat	Office Supplies	\$ 489.61
		redesign of business cards, letterhead, envelopes		
Check	Olivia Lamont	power point slides - using new APO logo	Miscellaneous	\$ 250.00
Check	Premium Water Inc - estimate - October	office drinking water	Utilities	\$ 30.00
Check	Premium Water Inc - estimate - November	office drinking water	Utilities	\$ 30.00
Check	Premium Water Inc - estimate - December	office drinking water	Utilities	\$ 30.00
Check	Principal Financial - October	Employee disability insurance	Payroll	\$ 253.40
Check	Principal Financial - November	Employee disability insurance	Payroll	\$ 253.40
Check	Principal Financial - December	Employee disability insurance	Payroll	\$ 253.40
Check	SRF Consulting Group Inc	MTP Support and Assistance	Period through Aug 31 2019 - MTP Support and Assi	\$ 4,204.49
Check	SRF Consulting Group Inc	MTP Support and Assistance	Period through Sept 30 2019 - MTP Support and Ass	\$ 550.02
Check	SRF Consulting Group Inc - estimate	MTP Support and Assistance	Period through Dec 31 2019 - MTP Support and Assi	\$ 14,900.00
Check	Spectrum Business (Charter) - estimate - October	Internet Service	Utilities	\$ 271.36
Check	Spectrum Business (Charter) - estimate - November	Internet Service	Utilities	\$ 271.36
Check	Spectrum Business (Charter) - estimate - December	Internet Service	Utilities	\$ 271.36
Electronic	Stearns Electric Association - estimate - October	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - November	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - December	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - October	Public Postings	Printing/Publishing	\$ 250.00
Check	SC Times - estimate - November	Public Postings	Printing/Publishing	\$ 250.00
Check	Streetlight Data	Services thru 09 30 2020 Received 09 24 2019	CPG Passthrough Expense Street Light Data	\$ 5,000.00
Credit Card	Sunset Mowing LLC	lawn care - October grass cutting - estimates	Maintenance	\$ 100.00
Check	Traut Companies	winterize lawn sprinkler system - no problems	Maintenance	\$ 95.00
Check	WACOSA - estimate - October	Office Cleaning Services	Maintenance	\$ 130.00
Check	WACOSA - estimate - November	Office Cleaning Services	Maintenance	\$ 130.00
Check	WACOSA - estimate - December	Office Cleaning Services	Maintenance	\$ 130.00
Check	West Central Sanitation Inc - estimate - October	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - November	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - December	Utility - garbage	Utilities	\$ 31.00
Check	WSB & Associates Inc	Services thru 08/31/2019 FINAL - Project RTCC	CPG Passthrough Expense RTCC Phase 1 Planning	\$ 4,262.94
Electronic	Saint Cloud APO Policy Board Meeting	Utilities - gas	Utilities	\$ 100.00

October 30, 2019

PROPOSED October November and December 2019 DISBURSEMENTS
prepared 10/18/2019

Attachment B-2
 Agenda Item #5 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Electronic	Xce;l Energy - estimate - November	Utilities - gas	Utilities	\$ 200.00
Electronic	Xce;l Energy - estimate - December	Utilities - gas	Utilities	\$ 200.00
Check	Your CFO Inc	2019 accounting services - October	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2019 accounting services - November	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2019 accounting services - December	Accounting Services	\$ 1,460.00
TOTAL				<u>\$ 157,269.89</u>

ST. CLOUD AREA PLANNING ORGANIZATION
Revenues & Expenses Budget vs. Actual
 January through September 2019

9:03 AM
 10/18/2019
 Accrual Basis

	Jan - Sep 19 Actual	Annual Budget	\$ Over (Under) Budget
Revenues			
4000 · Assessments	63,124	63,122	2
4102 · RTCC Phase 1 Grant	32,844	46,341	
4103 · MnDOT	31,408	62,815	-31,407
4105 · Consolidated Planning Grant	249,258	406,497	-157,239
4107 · CPG Revenue - Contractors	72,295	129,600	-57,305
4108 · Local Match Reimbursement			
4108.04 · APO Website Update	3,000	3,000	0
4108.08 · Payment Condition Data Update	15,000	15,000	0
4108.09 · MTP Support & Assistance	14,400	14,400	0
Total 4108 · Local Match Reimbursement	32,400	32,400	0
4900 · Interest	4,059	10,000	-5,941
5001 · Washington Lobbyist Assessment	47,999	48,000	-1
Total Revenues	533,387	798,775	-265,388
Expense			
6560 · Payroll Expenses			
6560.2 · Employee Incentives and Bonuses	0	8,700	-8,700
6560 · Payroll Expenses - Other	236,681	435,321	-198,640
Total 6560 · Payroll Expenses	236,681	444,021	-207,340
6600 · Employee Benefits			
6600.1 · PERA	15,241		
6600.2 · Social Security	13,663		
6600.3 · Medicare	3,195		
6600.5 · Health/Dental/Life Insurance	23,846		
6600.6 · HSA Account	1,863		
Total 6600 · Employee Benefits	57,808		
Total Payroll + Benefits	294,489	444,021	-149,532
6601 · Office Supplies	2,387	3,000	-613
6602 · Accounting & Audit Services			
6602.2 · Accounting Services	13,140	17,500	-4,360
Total 6602 · Accounting & Audit Services	13,140	17,500	-4,360
6603 · Communications			
6603.1 · Telephone	1,786		
6603.2 · Postage	178		
6603.3 · Internet	888		
6603 · Communications - Other	0	4,500	-4,500
Total 6603 · Communications	2,852	4,500	-1,648
6604 · Travel	6,877	10,000	-3,123

ST. CLOUD AREA PLANNING ORGANIZATION
Revenues & Expenses Budget vs. Actual
January through September 2019

9:03 AM

10/18/2019

Accrual Basis

6605 · Printing & Publishing	1,677	1,500	177
6606 · Utilities and Maintenance			
6606.1 · Utilities	3,355		
6606.2 · Maintenance	4,715		
6606 · Utilities and Maintenance - Other	0	8,500	-8,500
Total 6606 · Utilities and Maintenance	8,070	8,500	-430
6607 · Legal Services	563	2,000	-1,437
6608 · Multifunction Copier	1,824	1,200	624
6609 · IT Support & Software	2,672	8,500	-5,828
6609.1 · Equipment & Hardware	0	8,000	-8,000
6610 · Dues & Subscriptions	3,410	3,500	-90
6611 · Miscellaneous Expenses	629	5,000	-4,371
6615 · Insurance - Office			
6615.01 · Workers Compensation	787		
6615 · Insurance - Office - Other	3,270	7,500	-4,230
Total 6615 · Insurance - Office	4,057	7,500	-3,443
6618 · Professional Development	3,912	5,500	-1,588
6622 · CPG Passthrough Expense			
6622.14 · APO Website Update	6,000	15,000	-9,000
6622.17 · Pavement Condition Data Update	28,814	75,000	-46,186
6622.18 · RTCC Phase 1 Planning	33,975		33,975
6622.19 · Street Light Data	10,000		10,000
6622.20 · MTP Support & Assistance	57,167	72,000	-14,833
Total 6622 · CPG Passthrough Expense	135,956	162,000	-26,044
902 · Ineligible Fed Reimbursemt			
902.1 · Travel - Air Meals Etc	3,227	5,000	-1,773
902.10 · Washington Lobbyist	36,000	48,000	-12,000
903 · Audit Fees	7,750	7,750	0
Total 902 · Ineligible Fed Reimbursemt	46,977	60,750	-13,773
Total Expense	529,492	752,971	-223,479
Net Ordinary Income	3,895	45,804	-41,909
Revenues over Expenses	3,895	45,804	-41,909



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 Planner
RE: Transportation Improvement Program Administrative Modification
DATE: October 17, 2019

The Transportation Improvement Program (TIP) is a federally mandated, annually prepared document that contains highway, transit, and other transportation projects that are being recommended for Federal funding during the next four years in the metropolitan area.

The projects included in each year's TIP ultimately are derived from the APO's Metropolitan Transportation Plan (MTP), and are aimed at meeting the long-range needs of the area's transportation system.

Within the Saint Cloud Metropolitan Planning Area (MPA), the TIP includes projects from the Minnesota Department of Transportation (MnDOT) District 3 (D3) in the APO's planning area, Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus), and local projects from member jurisdictions that receive Federal funding or are regionally significant.

All projects programmed into the TIP must comply with regulations issued by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The City of Saint Cloud is requesting to modify the FY 2020-2023 TIP. MnDOT District 3 State Aid Engineer Kelvin Howieson said the city is looking to push back project number 162-090-007 to from fiscal year 2020 to fiscal year 2022. The project is the Beaver Island Trail connection between the existing trail at the Saint Cloud waste water treatment facility to the southern city limits. The total cost for this project (\$600,000 – a split between Federal contributions of \$480,000 and local match of \$120,000) will remain unchanged.

City of Saint Cloud Park and Recreation Director Scott Zlotnik said the city completed an application for state grant funding to assist with this local match and hopes to have this project in place by 2022.

The APO's Technical Advisory Committee will review this request at its Oct. 29 meeting.

Suggested Action: *Approval.*

E. admin@stcloudapo.org W. stcloudapo.org



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

T. 320.252.7568 F. 320.252.6557

TO: Mark Fiers, Minnesota Department of Transportation State Program Senior Administrator; Trang Chu, MnDOT Planning Director; Kelvin Howieson, MnDOT District 3 State Aid Engineer; Steve Voss, MnDOT District 3 Planning Director; Jeff Lenz, MnDOT District 3 Engineering Specialist/Program Coordinator; Bobbi Retzlaff, MnDOT Office of Transportation System Management Planning and Program Coordinator

FROM: Saint Cloud Area Planning Organization Policy Board

RE: FY 2020-2023 Transportation Improvement Program Administrative Modification

DATE: Oct. 30, 2019

The Saint Cloud Area Planning Organization (APO) Policy Board took action at its Oct. 30, 2019, meeting to change the APO's FY 2020-2023 Transportation Improvement Program.

The APO has approved to push back project 162-090-007 – construction of the Beaver Island Trail connection from the existing trail at the Saint Cloud waste water treatment facility to the south city limits – from its original program year of FY 2020 to FY 2022. This change was done as an administrative modification per guidelines outlined in the APO's Stakeholder Engagement Plan.

Jeff Westerlund Date
Chair, APO Policy Board

Brian Gibson, PTP Date
Executive Director, APO

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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 Meeting
FROM: Alex McKenzie, Planning Technician
RE: Consideration of 2020 Safety Targets
DATE: October 30, 2019

Safety Performance Management supports the Highway Safety Improvement Program (HSIP) and requires State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to set HSIP targets for five (5) safety performance measures. The goal of the safety measures is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. MPOs must establish their HSIP targets by February 27 of the calendar year for which they apply.

There are five performance measures for the purpose of carrying out the HSIP. Each performance measure is reported using a five (5)-year rolling average.

1. Number of fatalities;
2. Rate of fatalities (Per 100 Million VMT);
3. Number of serious injuries;
4. Rate of serious injuries (Per 100 Million VMT); and,
5. Number of non-motorized fatalities and non-motorized serious injuries.

The APO's responsibilities when setting targets include;

- Establish HSIP targets for all public roads in the metropolitan planning area in coordination with the State.
- Estimate vehicles miles traveled (VMT) for all public roads within the metropolitan planning area for rate targets.
- Coordinate with the State and include the safety performance measures and the MPO's safety targets for those measures in the MTP.
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes such as applicable portions of the HSIP, including the SHSP.
- Include a description in the TIP of the anticipated effect of the TIP toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets.

Displayed in Figure 1.1 are the targets versus the results for 2018 safety measures in the APO region. The results show the APO's region did not meet the set targets for 2018. The APO desires fatalities and serious injuries to decline. The proposed targets for 2020 are the results from 2018.



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

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Figure 1.1

Performance Measures		2018 Targets	2018 Results	2019 Targets	Proposed 2020 Target
Fatalities	↓	7.8	8.6	8.8	8.6
Fatality Rate (100 MVMT)	↓	0.598	0.730	0.764	0.730
Serious Injuries	↓	13.9	23.0	26.0	23.0
Serious Injuries Rate (100 MVMT)	↓	1.070	1.946	2.216	1.946
Non-Motorized Fatalities and Serious Injuries	↓	7.0	8.2	8.2	8.2

**All Measures are Calculated Using the 5-Year Rolling Averages*

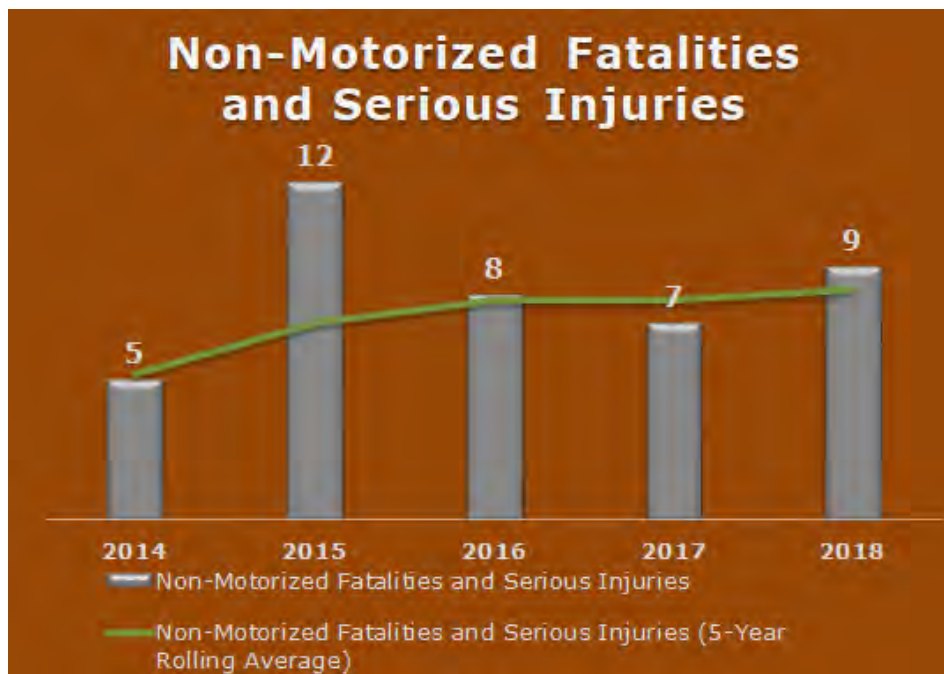
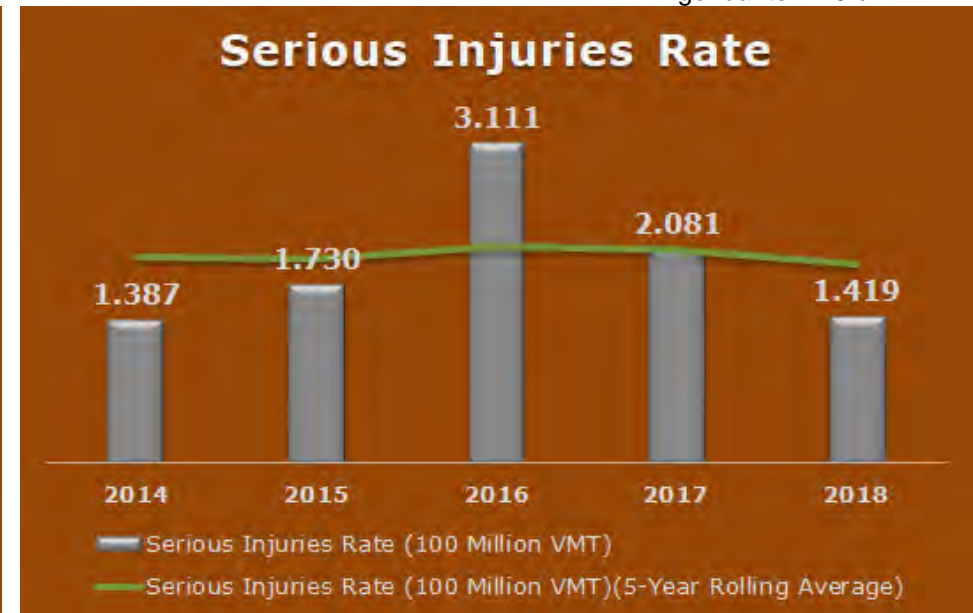
Attachment (A) displays the full data set from 2006-2018 and graphs for reference.

Requested Action Today:

1. Approve to support the APO's 2020 performance targets

Year	Fatalities	Fatalities (5-Year Rolling Average)	Serious Injuries	Serious Injuries (5-Year Rolling Average)	Non-Motorized Fatalities and Serious Injuries	Non-Motorized Fatalities and Serious Injuries (5-Year Rolling Average)	Fatality Rate (100 Million VMT)	Fatality Rate (100 Million VMT)(5-Year Rolling Average)	Serious Injuries Rate (100 Million VMT)	Serious Injuries Rate (100 Million VMT)(5-Year Rolling Average)
2006	9	#N/A	43	#N/A	6	#N/A	0.876	#N/A	4.183	#N/A
2007	3	#N/A	45	#N/A	9	#N/A	0.305	#N/A	4.582	#N/A
2008	7	#N/A	31	#N/A	9	#N/A	0.649	#N/A	2.872	#N/A
2009	4	#N/A	23	#N/A	8	#N/A	0.365	#N/A	2.101	#N/A
2010	10	6.6	20	32.4	3	7.0	0.923	0.624	1.846	3.117
2011	6	6.0	27	29.2	4	6.6	0.557	0.560	2.507	2.782
2012	7	6.8	24	25.0	7	6.2	0.648	0.628	2.223	2.310
2013	9	7.2	23	23.4	7	5.8	0.835	0.666	2.134	2.162
2014	6	7.6	15	21.8	5	5.2	0.555	0.704	1.387	2.019
2015	13	8.2	19	21.6	12	7.0	1.184	0.756	1.730	1.996
2016	7	8.4	36	23.4	8	7.8	0.605	0.765	3.111	2.117
2017	8	8.6	25	23.6	7	7.8	0.666	0.769	2.081	2.088
2018	9	8.6	20	23.0	9	8.2	0.639	0.730	1.419	1.946







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

T. 320.252.7568

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Resolution 2019-13

OF THE SAINT CLOUD AREA PLANNING ORGANIZATION

Establishment of Targets for Safety Performance Measures

WHEREAS; the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) as detailed in 23 CFR 490, Subpart B, National Performance Measures for the Highway Safety Improvement Program; and

WHEREAS; the Minnesota Department of Transportation (MnDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

WHEREAS; metropolitan planning organizations (MPOs) must establish performance targets for each of the HSIP performance measures; and

WHEREAS; MPOs establish HSIP targets by either agreeing to plan and program projects so that they contribute to the accomplishment of the State DOT HSIP target or commit to a quantifiable HSIP target for the metropolitan planning area; and

NOW, THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization (APO) agrees to plan and program projects so that the projects contribute to the accomplishment of MPO's calendar year 2020 HSIP targets for number of fatalities, rate of fatalities, number of serious injuries, rate of serious injuries, and number of non-motorized fatalities and non-motorized serious injuries; and

Be it further resolved, that the St. Cloud Area Planning Organization (APO) commits to a 2020 performance target of 8.6 traffic fatalities, fatality rate of 0.730 per 100 million vehicle miles traveled, 23.0 serious injuries, serious injury rate of 1.946 per 100 million vehicle miles traveled, and 8.2 non-motorized fatalities and serious injuries for the metropolitan planning area.

Adopted by the St. Cloud Area Planning Organization Policy Board October 30, 2019.

ATTEST:

Jeff Westerlund
St. Cloud APO Chair
October 30, 2019
Date

Brian Gibson, PTP
St. Cloud APO Executive Director
October 30, 2019
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: Brian Gibson, Executive Director
RE: Staff Report on Technical Advisory Committee
DATE: October 17, 2019

Given the special circumstances we are in regarding approval of the Metropolitan Transportation Plan, the Technical Advisory Committee (TAC) is scheduled to meet on October 29th.

Therefore, APO staff will provide a handout at your October 30th meeting summarizing TAC actions and discussions

Suggested Action: Accept the Staff TAC Report

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

T. 320.252.7568 F. 320.252.6557

TO: Technical Advisory Committee (TAC)
FROM: Alison Voigt, Transportation Planner I
RE: Active Transportation Advisory (ATAC) Update
DATE: October 29, 2019

This month the Active Transportation Advisory Committee (ATAC) formerly the Bicycle and Pedestrian Advisory Committee (BPAC) met and discussed:

- 1. Metropolitan Transportation Plan (MTP)**
- 2. The upcoming Regional Active Transportation Plan**
- 3. Changing the name from BPAC to ATAC**
- 4. Summer Automatic Counts (Attachment F2)**
- 5. Intersection Counts**

Metropolitan Transportation Plan (MTP)

The committee asked about the original projects and the changes and how projects got into the MTP. Mr. Gibson explained the process and a few members showed concern that not enough attention was given to active transportation projects. Mr. Gibson and Mrs. Voigt explained that in creating the Regional Active Transportation Plan there would be a clearer picture of what active transportation projects were needed in the area and how to prioritize them.

The upcoming Regional Active Transportation Plan

An overview of the plan was given. The plan will be an overall regional outlook of connections and policies, with sections for the five cities over a population of 5,000 with more specific visions. The ATAC was asked about public engagement and the best ways to help encourage the public to participate in the Regional Active Transportation Plan. The ATAC was also asked to create a smaller advisory committee to work alongside Mrs. Voigt and give feedback on a bi-monthly to monthly basis.

Changing the name from BPAC to ATAC

The name change was brought up as a way to transition from the outdated term of Bicycle and Pedestrian and into a more inclusionary name Active Transportation. A suggestion was brought up by a member of the public **to create a logo alongside "ATAC" to help the public better understand what active transportation is and what it all includes.**

Summer Automatic Counts

Attached you will find a packet that shows 16 locations around the Saint Cloud Regional Area with one weeks' worth of data collected from our automatic bicycle and pedestrian counters. This year APO staff decided to collect weather data alongside the count data to

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see how it affected the numbers.

Intersection Counts

Intersection Counts were created as a way to help show what was happening at roadway intersections and on road bike/pedestrian facilities around the Saint Cloud Metropolitan Area. There were 14 locations:

Count Locations:

Downtown Saint Cloud (7th Ave N and W St Germain)
Downtown Sauk Rapids (S Benton Dr & 1st St S)
Sauk Rapids (Summit Ave S & 1st St S)
Eastside Saint Cloud (11th Ave SE & 12th St SE)
Saint Augusta (245th St & HWY 75)
Saint Cloud (33rd Ave S & 2nd St S)
Saint Cloud (HWY 15 & 3rd St N)
Saint Cloud (Wildwood Rd & Laurel Rd)
Saint Joseph (Minnesota St & College Ave)
Saint Stephen (Main St E & County Rd 2 S)
Sartell (2nd Ave N & 5th St N)
Sartell (3rd St N & 19th Ave N)
SCSU (5th Ave & 8th St)
Waite Park (HWY 23 & 2nd Ave S)

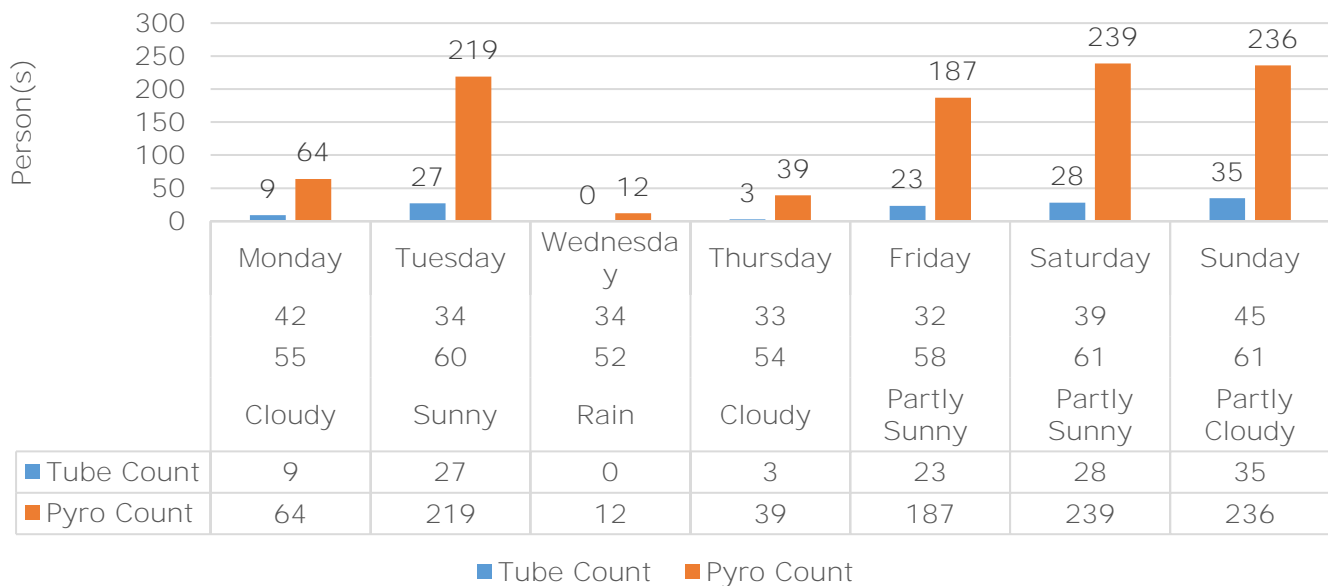
Subsequent to the ATAC meeting, APO staff discussed the intersection data and decided this was not accurate enough to be able to draw any conclusions. An idea was discussed amongst APO staff to ask the public at active transportation engagement events the problematic intersections they see or deal with on a day to day basis. The APO staff would then use the information collected by the public comments and use our 24-48 hour camera to capture the intersection environment. This way we would be collecting a lot more data compared to a 2-hour manual count and get an understanding of why the intersection is problematic. APO staff is considering doing four to six intersections a year based on public comments, however nothing is concrete. The APO staff would like to ask if any jurisdiction was using the manual count data for decision making or any other process.

Requested Action: None, informational only.

Id	Year	Jurisdiction	Location	Dates Counted
1	2019	Saint Joseph	Lake Wobegon Visitor Center	May 6-13
Weather	Cloudy	Sunny	Rain	Cloudy
High	55	60	52	54
Low	42	34	34	33
Days of the Week	Monday	Tuesday	Wednesday	Thursday
Tube Count	9	27	0	3
Pyro Count	64	219	12	39

Lake Wobegon Visitor Center

May 6-13, 2019

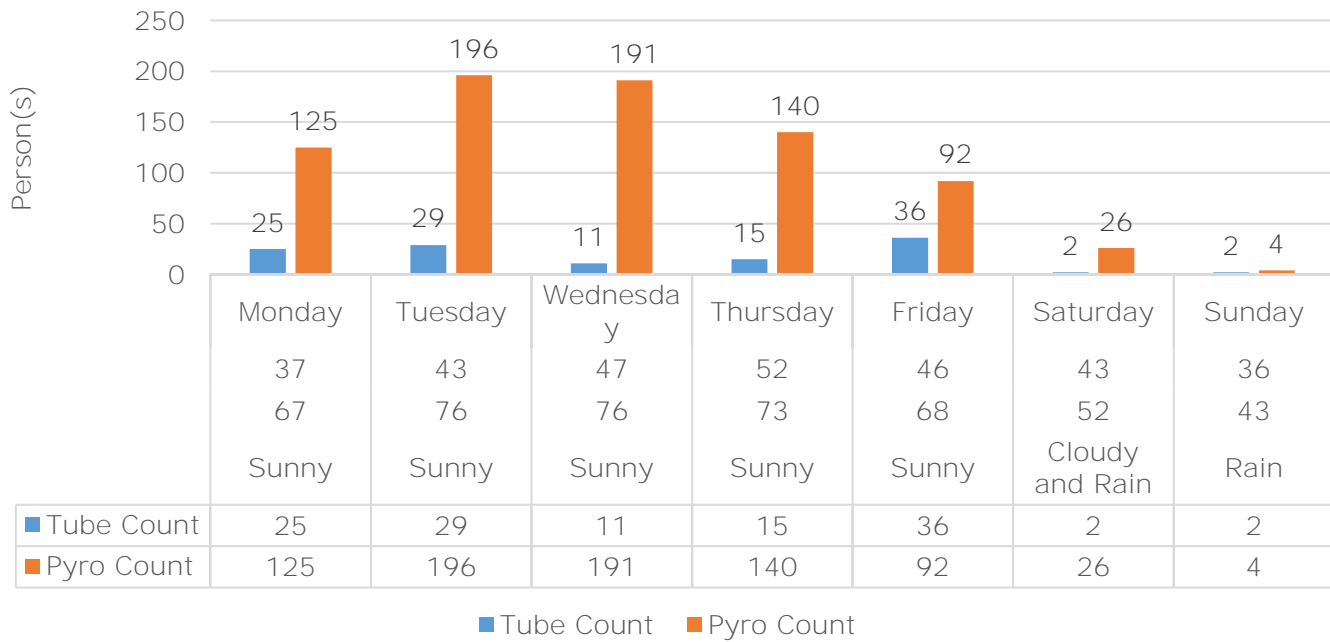


Id	Year	Jurisdiction	Location	Dates Counted
2	2019	Waite Park	Lake Wobegon Trail Head (Waite Park)	May 13-20

Weather	Sunny	Sunny	Sunny	Sunny	Sunny	Cloudy and Rain	Rain
High	67	76	76	73	68	52	43
Low	37	43	47	52	46	43	36
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	25	29	11	15	36	2	2
Pyro Count	125	196	191	140	92	26	4

Lake Wobegon Trailhead (Waite Park)

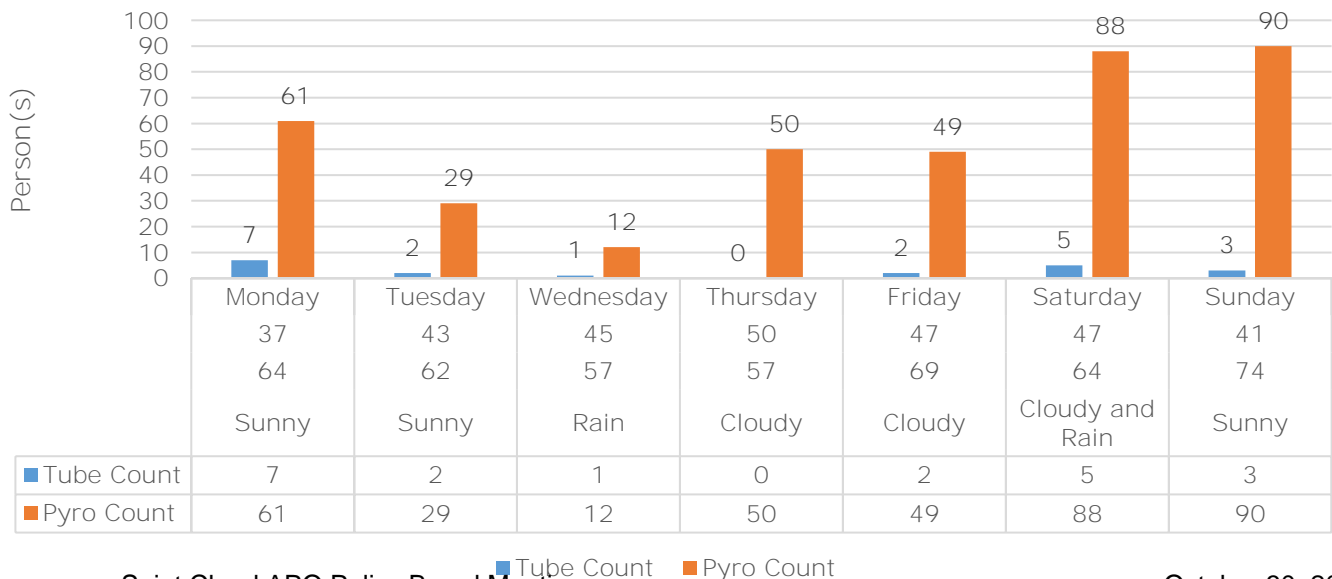
May 13-20, 2019



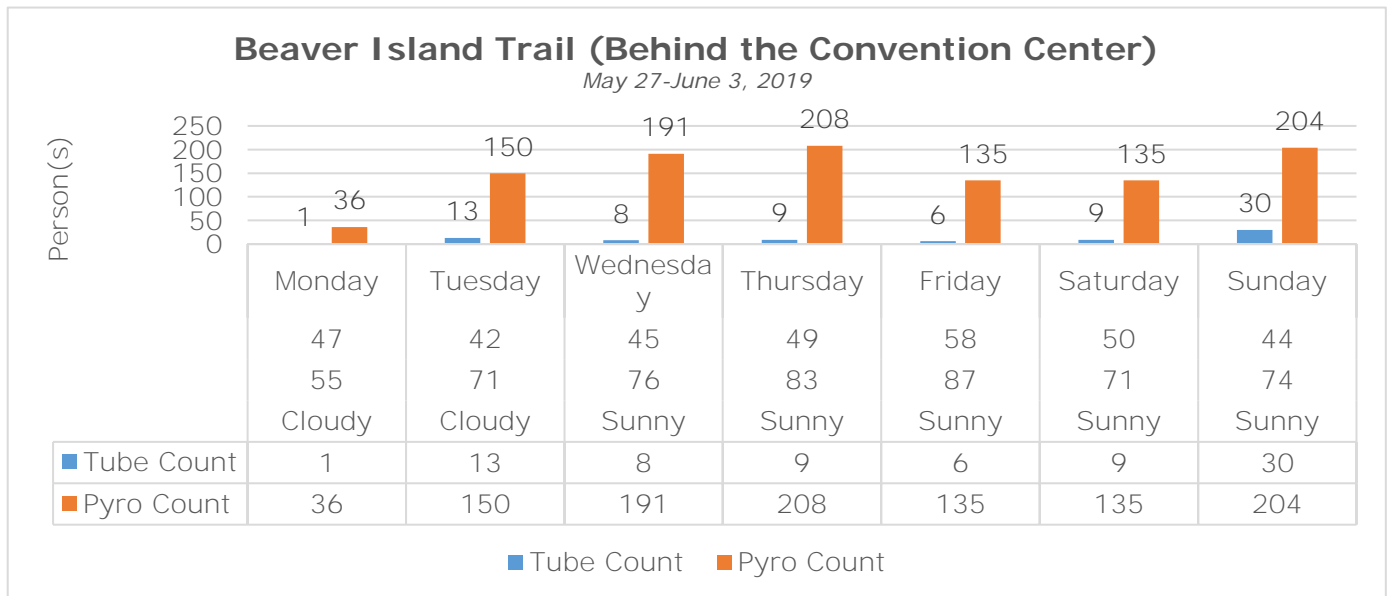
Id	Year	Jurisdiction	Location	Dates Counted			
3	2019	Waite Park	Healthy Living Trail (3rd Street North)	May 20-27			
Weather	Sunny	Sunny	Rain	Cloudy	Cloudy	Cloudy and Rain	Sunny
High	64	62	57	57	69	64	74
Low	37	43	45	50	47	47	41
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	7	2	1	0	2	5	3
Pyro Count	61	29	12	50	49	88	90

Healthy Living Trail (3rd Street North)

May 20-27, 2019



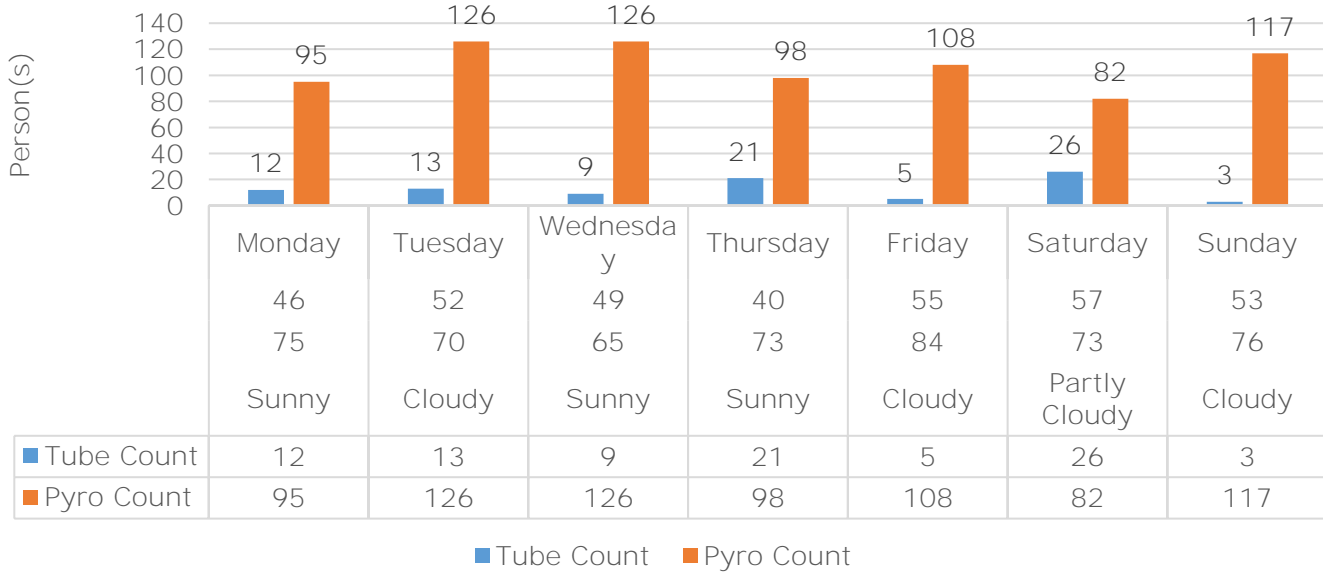
Id	Year	Jurisdiction	Location	Dates Counted			
4	2019	Saint Cloud	Beaver Island Trail (Behind the Convention Center)	May 27-June 3			
Weather	Cloudy	Cloudy	Sunny	Sunny	Sunny	Sunny	Sunny
High	55	71	76	83	87	71	74
Low	47	42	45	49	58	50	44
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	1	13	8	9	6	9	30
Pyro Count	36	150	191	208	135	135	204



Id	Year	Jurisdiction	Location	Dates Counted			
5	2019	Saint Cloud	Beaver Island Trail (Behind Toppan Merrill)	June 10-17			
Weather	Sunny	Cloudy	Sunny	Sunny	Cloudy	Partly Cloudy	Cloudy
High	75	70	65	73	84	73	76
Low	46	52	49	40	55	57	53
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	12	13	9	21	5	26	3
Pyro Count	95	126	126	98	108	82	117

Beaver Island Trail Behind Toppan Merrill

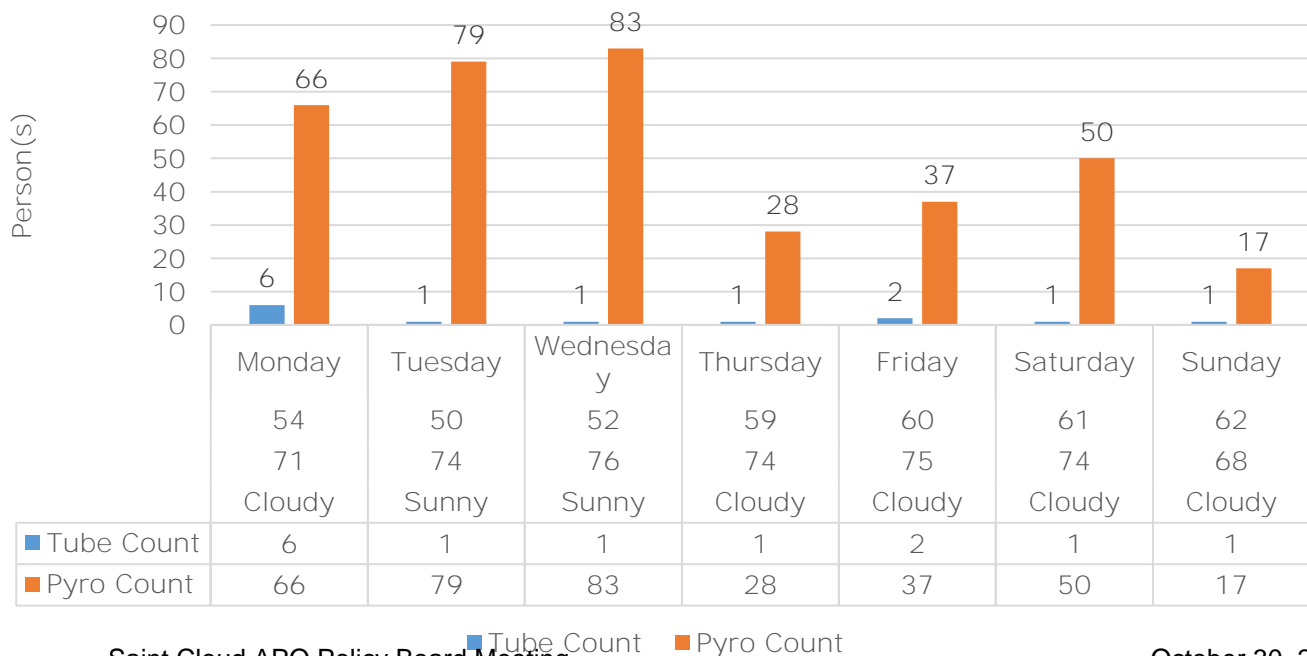
June 10-17, 2019



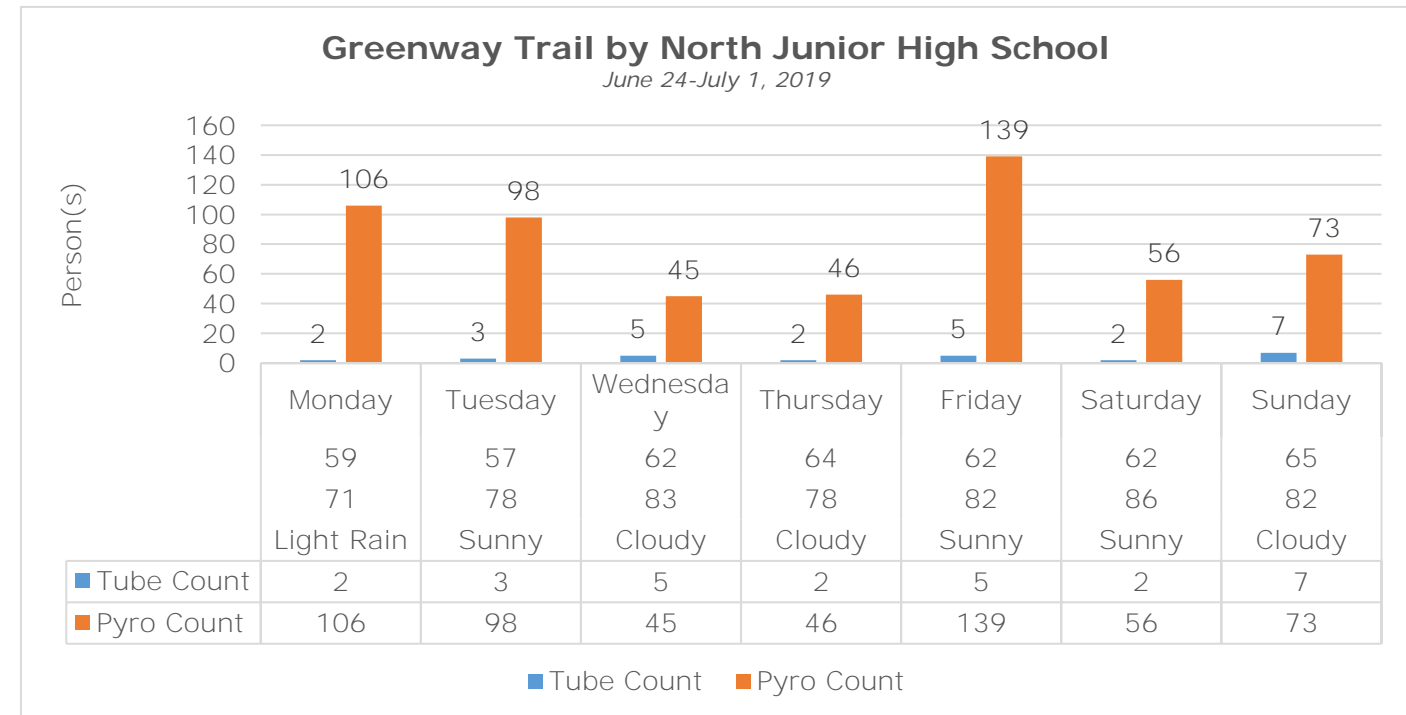
Id	Year	Jurisdiction	Location	Dates Counted			
6	2019	Waite Park	Trail by Discovery School and Quarry Park	June 17-24			
Weather	Cloudy	Sunny	Sunny	Cloudy	Cloudy	Cloudy	Cloudy
High	71	74	76	74	75	74	68
Low	54	50	52	59	60	61	62
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	6	1	1	1	2	1	1
Pyro Count	66	79	83	28	37	50	17

Trail by Discovery School & Quarry Park

June 17-24, 2019



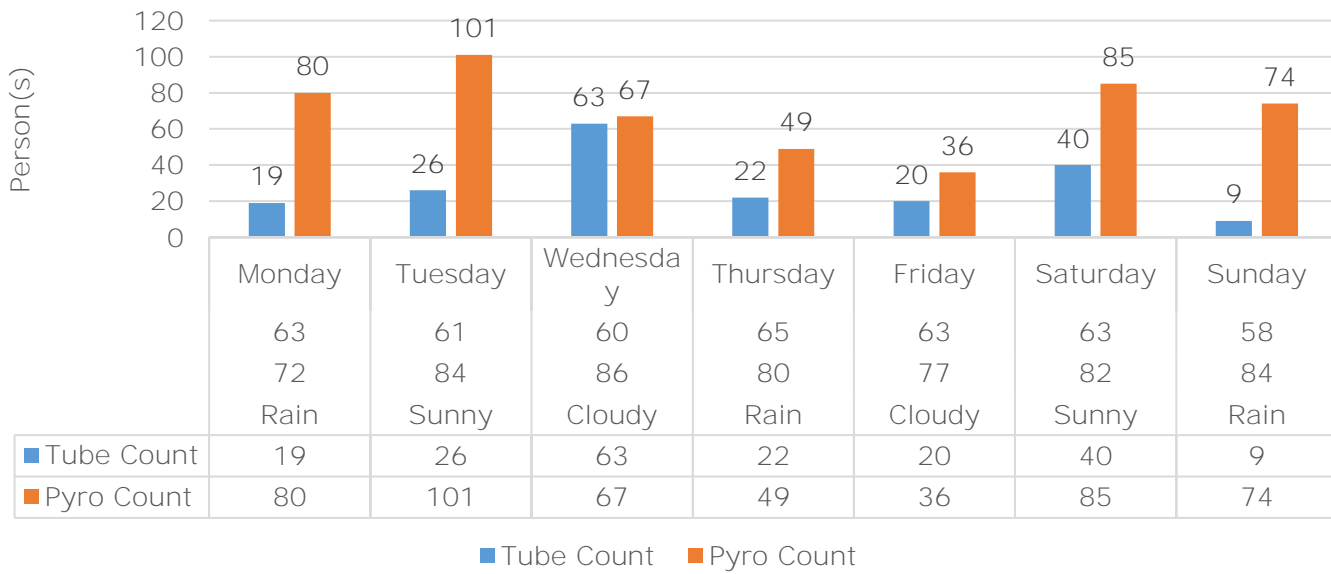
Id	Year	Jurisdiction	Location	Dates Counted			
7	2019	Saint Cloud	Greenway Trail by North Junior High School	June 24-July 1			
Weather	Light Rain	Sunny	Cloudy	Cloudy	Sunny	Sunny	Cloudy
High	71	78	83	78	82	86	82
Low	59	57	62	64	62	62	65
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	2	3	5	2	5	2	7
Pyro Count	106	98	45	46	139	56	73



Id	Year	Jurisdiction	Location	Dates Counted			
8	2019	Saint Cloud	Apollo Pedestrian Bridge	July 1-8			
Weather	Rain	Sunny	Cloudy	Rain	Cloudy	Sunny	Rain
High	72	84	86	80	77	82	84
Low	63	61	60	65	63	63	58
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	19	26	63	22	20	40	9
Pyro Count	80	101	67	49	36	85	74

Apollo Pedestrian Bridge

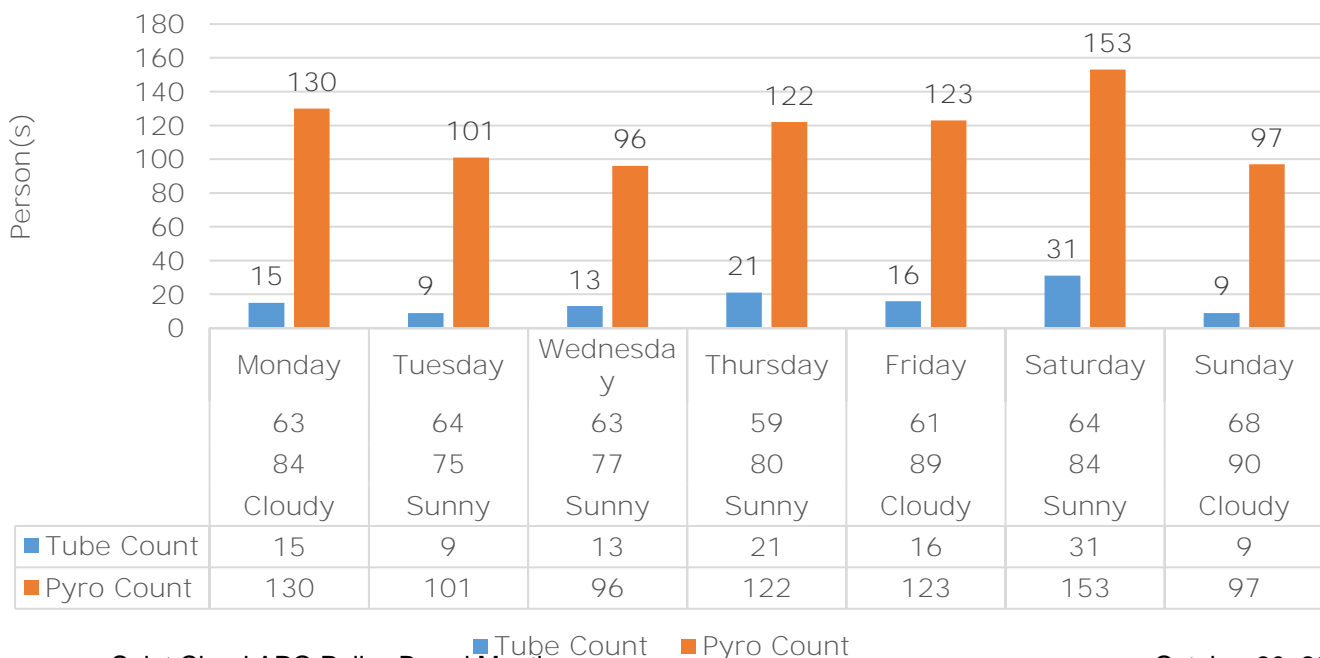
July 1-8, 2019



Id	Year	Jurisdiction	Location	Dates Counted			
9	2019	Sauk Rapids	Mississippi River Trail by Island View Park	July 8-15			
Weather	Cloudy	Sunny	Sunny	Sunny	Cloudy	Sunny	Cloudy
High	84	75	77	80	89	84	90
Low	63	64	63	59	61	64	68
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	15	9	13	21	16	31	9
Pyro Count	130	101	96	122	123	153	97

Mississippi River Trail by Island View Park

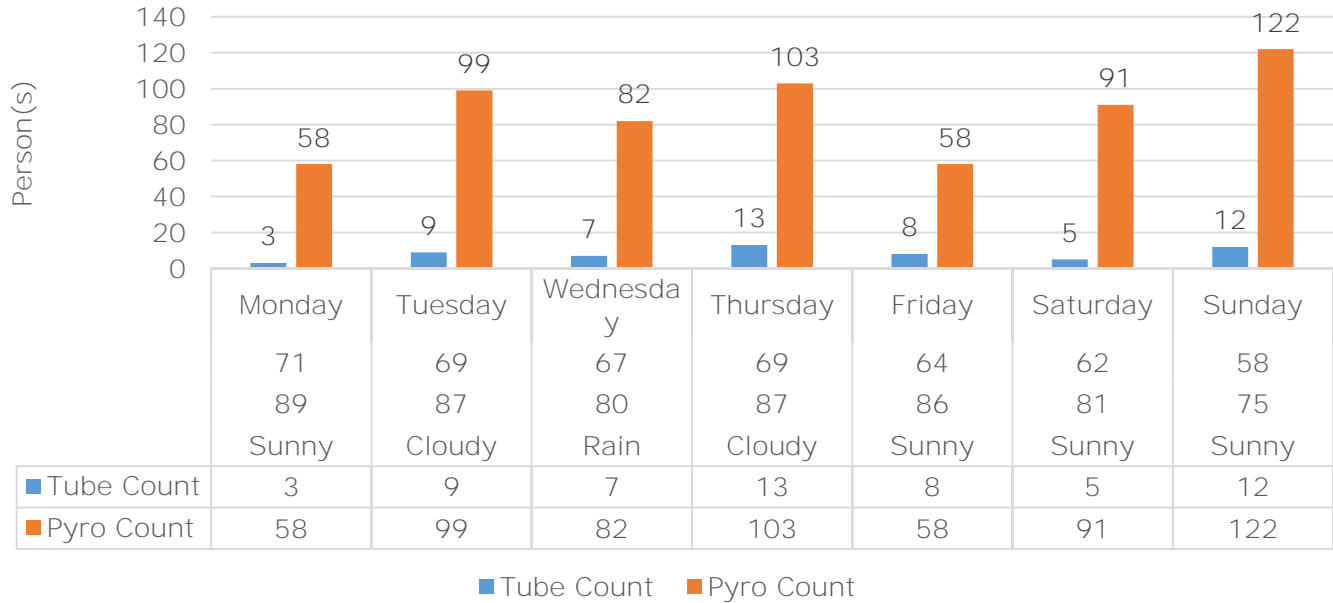
July 8-15, 2019



Id	Year	Jurisdiction	Location	Dates Counted			
10	2019	Sauk Rapids	Helix Bridge (Below)	July 15-22			
Weather	Sunny	Cloudy	Rain	Cloudy	Sunny	Sunny	Sunny
High	89	87	80	87	86	81	75
Low	71	69	67	69	64	62	58
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	3	9	7	13	8	5	12
Pyro Count	58	99	82	103	58	91	122

Helix Bridge (Below)

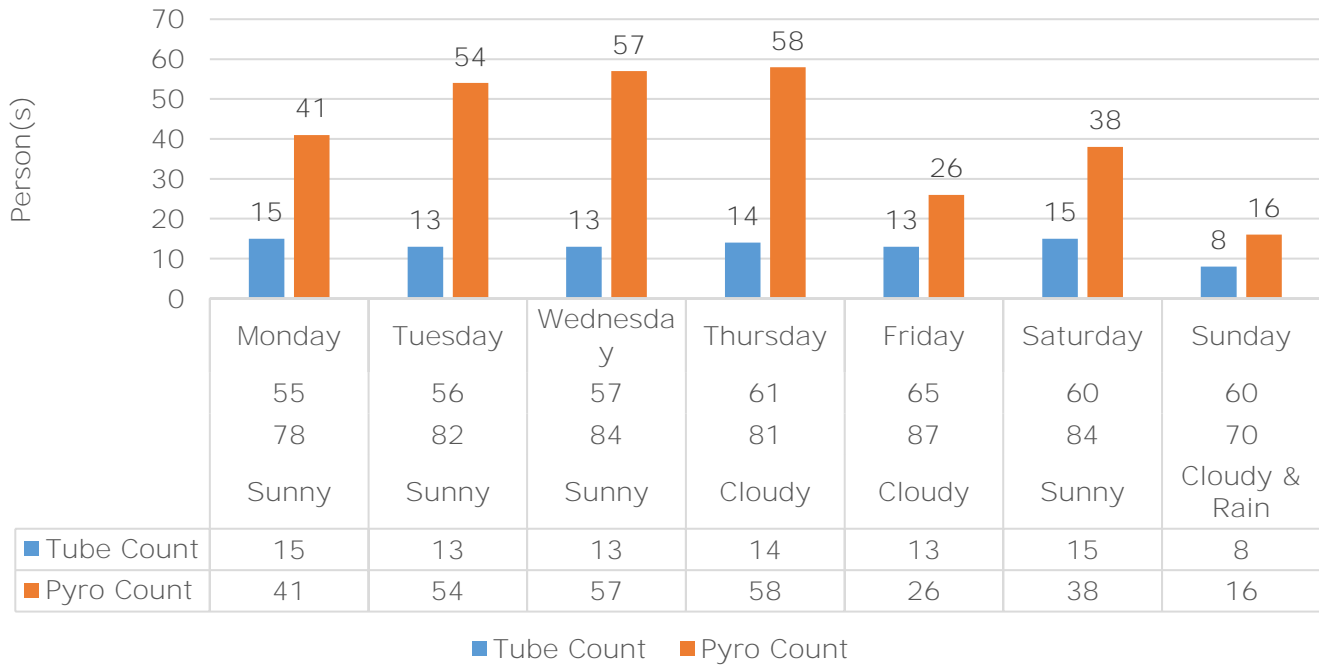
July 15-22, 2019



Id	Year	Jurisdiction	Location	Dates Counted			
11	2019	Sauk Rapids	2nd Street North Trail (South 6th Ave North)	July 22-29			
Weather	Sunny	Sunny	Sunny	Cloudy	Cloudy	Sunny	Cloudy & Rain
High	78	82	84	81	87	84	70
Low	55	56	57	61	65	60	60
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	15	13	13	14	13	15	8
Pyro Count	41	54	57	58	26	38	16

2nd Street North Trail (South 6th Ave N)

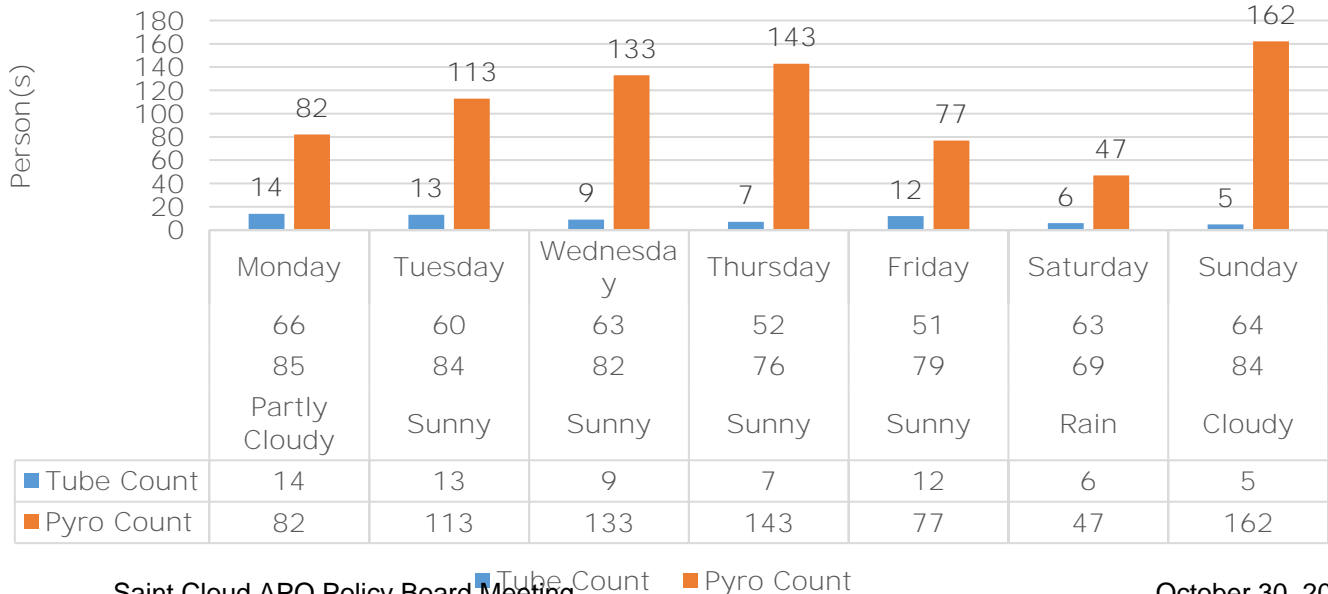
July 22-29, 2019



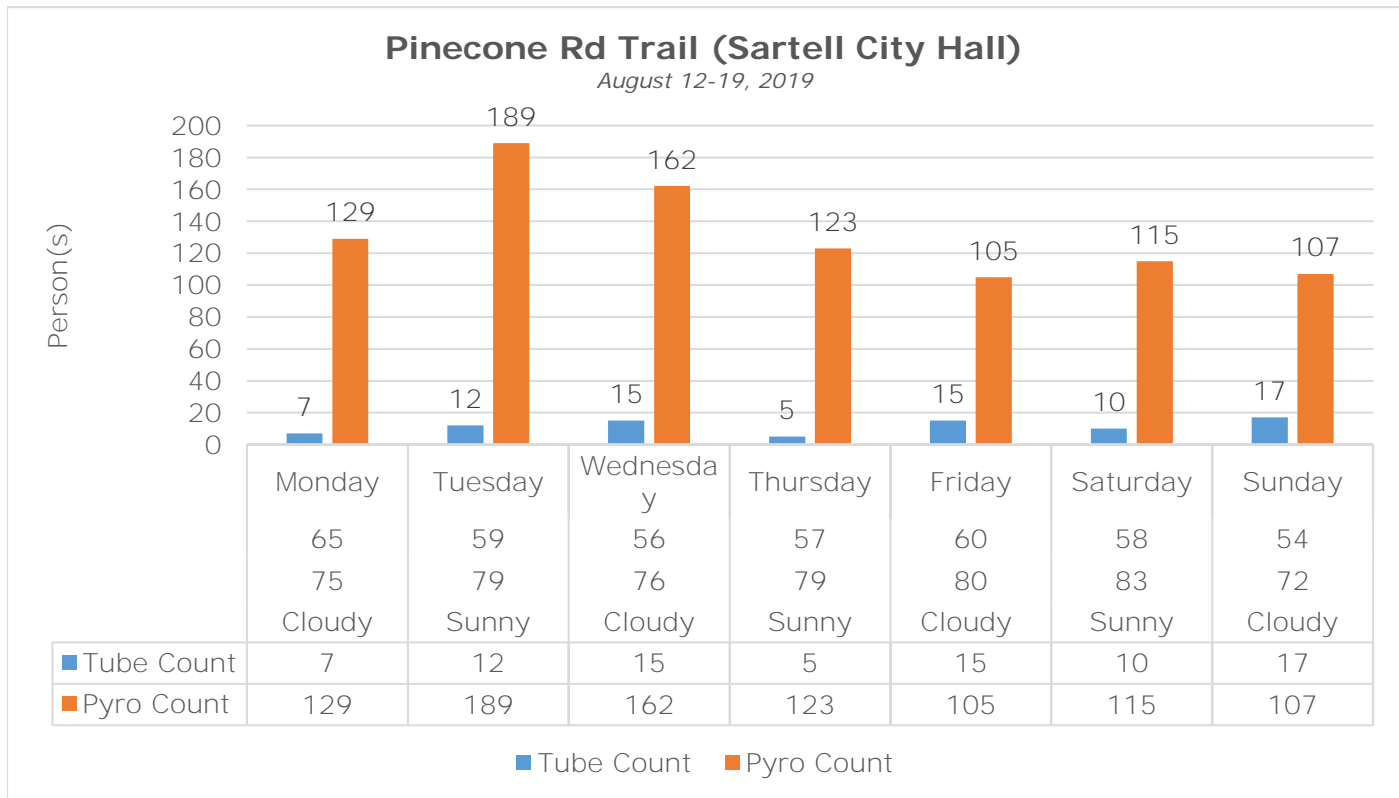
Id	Year	Jurisdiction	Location	Dates Counted			
12	2019	Sartell	Pinecone Rd Trail (27th St N)	August 5-12			
Weather	Partly Cloudy	Sunny	Sunny	Sunny	Sunny	Rain	Cloudy
High	85	84	82	76	79	69	84
Low	66	60	63	52	51	63	64
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	14	13	9	7	12	6	5
Pyro Count	82	113	133	143	77	47	162

Pinecone Rd Trail (27th St N)

August 5-12, 2019



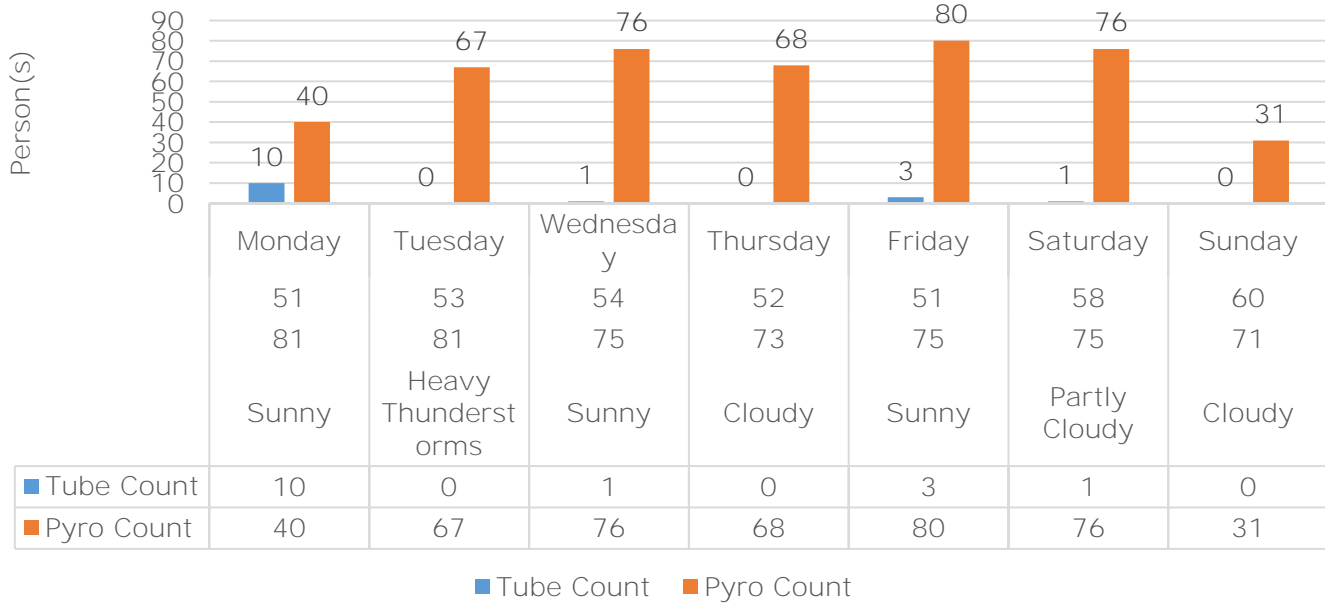
Id	Year	Jurisdiction	Location	Dates Counted			
13	2019	Sartell	Pinecone Rd Trail (Sartell City Hall)	August 12-19			
Weather	Cloudy	Sunny	Cloudy	Sunny	Cloudy	Sunny	Cloudy
High	75	79	76	79	80	83	72
Low	65	59	56	57	60	58	54
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	7	12	15	5	15	10	17
Pyro Count	129	189	162	123	105	115	107



Id	Year	Jurisdiction	Location	Dates Counted			
14	2019	Sartell	Heritage Drive (West of 7th Ave South)	August 19-27			
Weather	Sunny	Heavy Thunderstorms	Sunny	Cloudy	Sunny	Partly Cloudy	Cloudy
High	81	81	75	73	75	75	71
Low	51	53	54	52	51	58	60
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	10	0	1	0	3	1	0
Pyro Count	40	67	76	68	80	76	31

Heritage Drive (West of 7th Ave S)

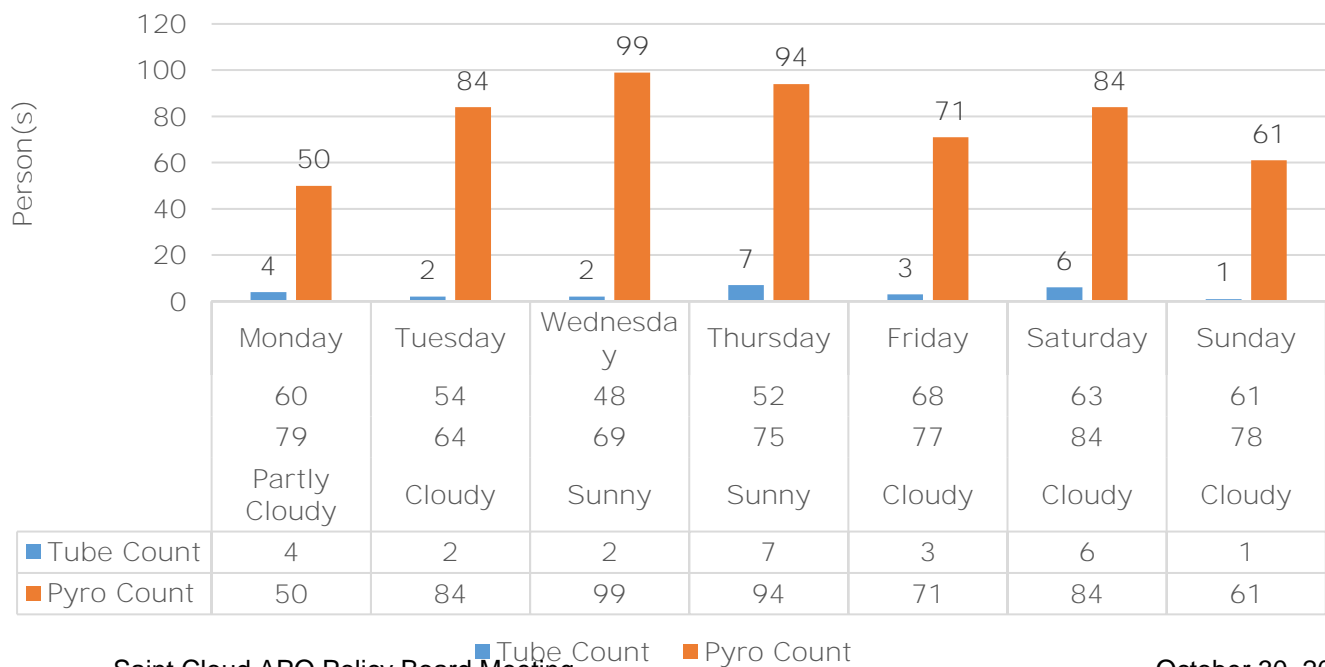
August 19-27, 2019



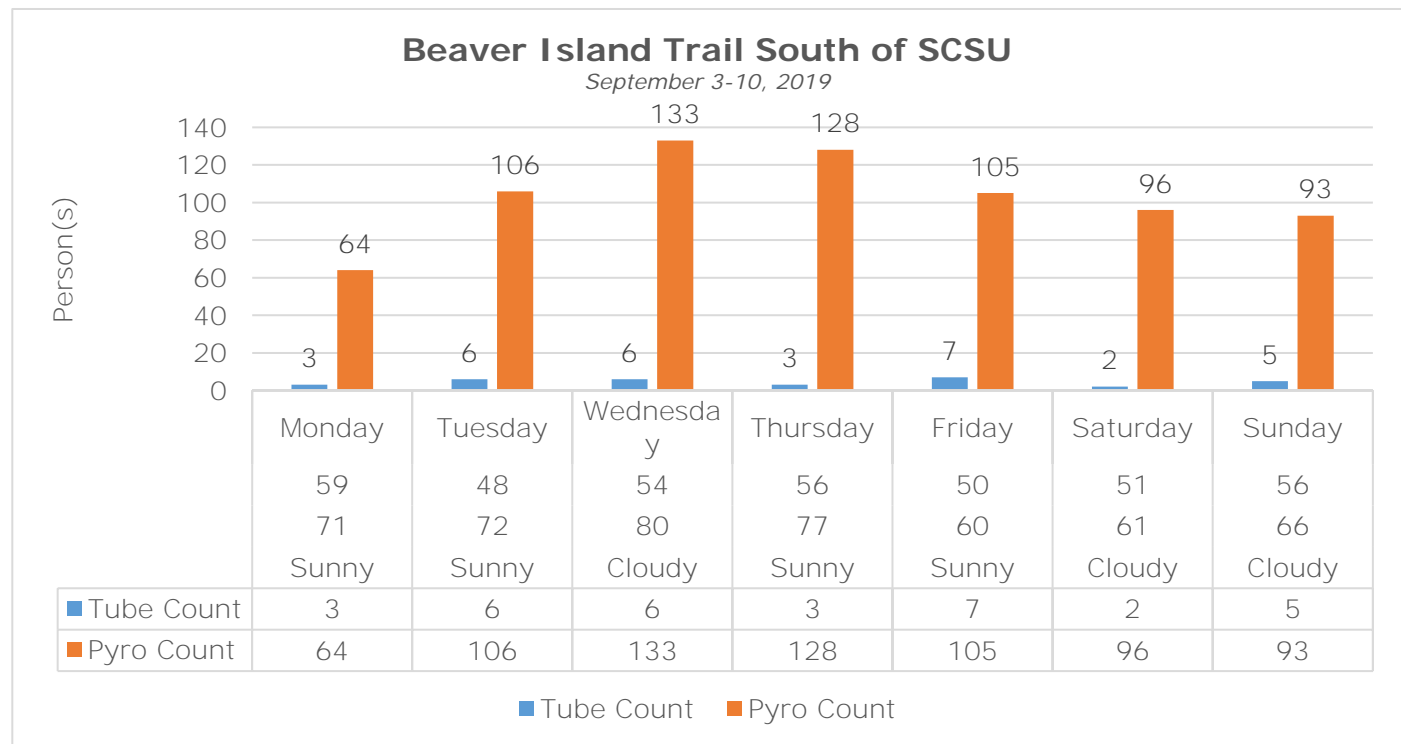
Id	Year	Jurisdiction	Location	Dates Counted			
15	2019	Saint Cloud	Roosevelt Road Trail	August 27-September 2			
Weather	Partly Cloudy	Cloudy	Sunny	Sunny	Cloudy	Cloudy	Cloudy
High	79	64	69	75	77	84	78
Low	60	54	48	52	68	63	61
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	4	2	2	7	3	6	1
Pyro Count	50	84	99	94	71	84	61

Roosevelt Road Trail

August 27-September 2, 2019



Id	Year	Jurisdiction	Location	Dates Counted			
16	2019	Saint Cloud	Beaver Island Trail South of SCSU	September 3-10			
Weather	Sunny	Sunny	Cloudy	Sunny	Sunny	Cloudy	Cloudy
High	71	72	80	77	60	61	66
Low	59	48	54	56	50	51	56
Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tube Count	3	6	6	3	7	2	5
Pyro Count	64	106	133	128	105	96	93





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 Planner
RE: Central Minnesota Area Transportation Partnership October Meeting Update
DATE: Oct. 14, 2019

The Central Minnesota ATP met in Baxter on Thursday, Oct. 10. The following is a short summary of what was discussed.

1. Local Program Update
2. Federal Transportation Update.
3. FY 2020-2023 STIP Update
4. ATP-3 FY 2021-2024 STIP Development Schedule.
5. FY 2024 ATP-3 ATP Managed Program Federal Funding Project Solicitation
6. FY 2024 ATP-3 Transportation Alternative Program Project Solicitation
7. Election/Appointment of ATP-3 TA Committee Member Representing "Parks and Recreation"
8. District 3 Freight Plan and Manufacturers' Perspectives Study
9. Update on I-94 Saint Michael to Albertville and Monticello to Clearwater Expansion Projects

Local Program Update

District State Aid Engineer Kelvin Howieson provided an update on the district's STBGP, TA, and other funding source projects. Two projects within the APO were listed (Stearns CSAH 75 from 15th Avenue in Waite Park to Park Avenue in Saint Cloud and Sauk Rapids MSAS 109, from Summit Avenue S to US 10). Sauk Rapids has completed the environmental work. Benton County's CSAH 8 reclamation is listed as a potential advance. This project has been programmed in the APO's TIP as being advance constructed in 2020 (project was originally programmed for FY 2021). Missing off of this list was City of Saint Cloud's Beaver Island Trail extension from the waste water treatment facility to the city's southern border. Mr. Howieson said this project will have to be deferred for two years.

In terms of Highway Safety Improvement Program (HSIP) funds, no projects were listed within the APO.

Solicitations for HSIP projects are underway. Solicitations are due to the state aid office by Nov. 27. ATP-3 (which includes the APO) has the following sums of money available for HSIP projects:

Year	2021	2022	2023	2024
Available Funding	\$341,500	\$564,000	\$2,715,000	\$3,200,000

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Solicitations for the Local **Partnership Program** will be opening soon (if they haven't already). These projects are those that occur on a MnDOT trunk highway that a local agency will take the lead on. Solicitation will go through the first part of January. There is \$1.4 million available for the district.

Federal Transportation Update

MnDOT Federal Relations Manager Serge Phillips discussed the future of the surface transportation reauthorization efforts in 2019. As of the Oct. 10 meeting, the Senate Environment and Public Works committee passed a bill "America's Transportation Infrastructure Act of 2019" which would allow for a 10 percent formula funding increase (for programs such as STBGP/HSIP/National Highway Performance Program). There is no way to finance this increase at the moment; that will have to be determined by the Senate's finance committee. Other highlights include:

- \$287 billion from the Highway Trust Fund for 2021-2025.
- 45 percent increase in non-formula funding (competitive grants)
- New bridge program that would be \$653 million per year in non-formula competitive grants.
- A possible increase in the number of miles of state designated critical freight corridors.
- Carbon Emissions Reduction Titles
- ROUTES
 - This would focus on rural opportunities and look into the disparities found in the rural transportation infrastructure. A council is in the process of being created. There is no funding associated with this yet.
- Highway Trust Fund has been experiencing shortfalls. By FY 2021, it is estimated to see a 40 percent drop in highway obligations from FY 2020.
 - With this reduction, projects could be more focused on short term fixes, anticipation of poor pavement and ride quality, and fewer economic benefits.

Other questions can be directed to Mr. Phillips: sergius.phillips@state.mn.us.

FY 2020-2023 STIP Update

District 3 Planning Director Steve Voss stated the STIP (which includes the APO's TIP) was approved by the MnDOT executive leadership team.

ATP-3 FY 2021-2024 STIP Development Schedule

Updates included the dates of the TA workshops (Oct. 10 in Baxter and Oct. 14 in Saint Cloud).

FY 2024 ATP-3 ATP Managed Program Federal Funding Project Solicitation

MnDOT District 3 Engineering Specialist/Program Coordinator Jeff Lenz presented on the application guidance booklet and the STBGP application for the FY 2024 solicitation. No major changes from previous years.

FY 2024 ATP-3 Transportation Alternative Program Project Solicitation

MnDOT District 3 Engineering Specialist/Program Coordinator Jeff Lenz presented on the application guidance booklet and the TA application for the FY 2024 solicitation. There is no 100 percent state funding specifically allocated for Safe Routes to School projects. These projects will need to compete on the TA level and will require a minimum 20 percent local match. A total of seven equity points will be awarded to the 7E project that has received a regionally significant prioritization. This is due to the fact that 7E has either not submitted projects or projects have not scored competitively in the TA process. The APO's standings

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indicate very good scoring projects (47.03 percent of available funding over the past seven years has been allocated to the APO for TA projects).

Election/Appointment of ATP-3 TA Committee Member Representing “Parks and Recreation”

District 3 Planning Director Steve Voss asked the ATP to consider three people who were nominated for the Parks and Recreation local vacancy in the TA committee. This person would assist the ATP in the annual solicitation and selection of projects seeking TA funding. Barry Wendorf from Isanti County was selected to fill this position.

District 3 Freight Plan and Manufacturers’ Perspectives Study

District 3 Public Engagement Coordinator Stephanie Castellanos provided information on the MnDOT District 3 Freight Plan. This plan is set to identify opportunities for public and private stakeholders to take action and inform future state-level freight funding for Central Minnesota. It will also guide MnDOT District-level investments to improve the multimodal freight system including roadways, railroads, regional airports, and pipelines. A Freight Advisory Committee has been created – Brian Gibson from the APO is a participant. This plan is anticipated to be completed by summer 2020.

Ms. Castellanos also presented on the District 3 Manufacturers’ Perspectives Study. This study will identify 150 manufacturers and shippers from across the 12-county district. The goal is to meet with industries, collect and analyze information, build relationships, and inform businesses of road construction.

Update on I-94 Saint Michael to Albertville and Monticello to Clearwater Expansion Projects

MnDOT Project Manager Claudia Dumont presented on the expansion efforts on I-94 between Saint Michael and Albertville and Monticello to Clearwater. Construction is to be substantially completed by Fall 2021.

Highlights from the Saint Michael to Albertville portion include:

- Replacement of I-94 bridges over CSAH 19.
- Construction of an eastbound collector-distributor road between CSAH 19 and CSAH 37
- Reconstruction of the interchange and bridge at I-94/TH 241

Highlights from the Monticello to Clearwater portion include:

- Reconstruction of approximately 14 miles of 94 from east of Wright CR 39 in Monticello to TH 24 in Clearwater.
- Construct a new noise wall along the north side of westbound I-94 west of Monticello.
- Construct a commercial vehicle inspection area within the Enfield Rest Area along eastbound I-94.

Ms. Dumont did state there will be that gap between Monticello and Albertville. In order to complete this gap, her estimates would be around \$98 million. There is currently no money programmed for this, however studies and environmental work has been completed on this portion.

Requested 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: November and December Policy Board Meetings
DATE: October 17, 2019

APO staff knows that it is difficult to meet during the holiday season, and therefore we work hard to prevent the need for the Board to meet during that time.

At this time, we do not foresee the need for the Policy Board to meet in November or December. The Chair can provide preliminary approval to pay the organization's bills until the Board meets again on January 9, 2020.

Suggested Action: Cancel the November and December Policy Board Meetings

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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: 2045 Draft Metropolitan Transportation Plan
DATE: October 17, 2019

The Metropolitan Transportation Plan (MTP) is the single biggest and most important product that the APO produces. It summarizes the existing transportation environment, identifies needs, establishes regional transportation goals and objectives, and identifies a fiscally constrained list of transportation projects for arterial and collector **ROADWAYS** in our planning area. By Federal regulation the MTP must be updated at least every five years, and the previous plan was approved in October 2014.

APO staff has been working with staff from all of your individual jurisdictions to develop elements of the MTP, and we are now ready to release the draft document for public review and comment.

The full draft MTP can be downloaded from: <http://www.stcloudapo.org/2045-mtp.html>.

GOALS AND OBJECTIVES

1. DEVELOP AND MAINTAIN A TRANSPORTATION SYSTEM THAT IS SAFE FOR ALL USERS.
 - a. Build and maintain roadways that include appropriate safety infrastructure to help prevent crashes.
 - b. Identify and prioritize high-crash locations for investment and/or mitigation activities, as warranted.
 - c. Reduce the regional rates of bicycle and pedestrian fatalities and serious injuries.
 - d. Support, to the extent practical, efforts by outside agencies and stakeholders to reduce bad driving behavior such as driving under the influence and distracted driving.
 - e. Support, to the extent practical, a safe transit system.
 - f. Define and support transportation security
2. INCREASE THE ACCESSIBILITY AND MOBILITY OPTIONS FOR PEOPLE AND FREIGHT ACROSS AND BETWEEN ALL MODES FOR ALL USERS.
 - a. Increase accessibility of people and freight.
 - b. Increase mobility of people and freight.
 - c. Identify and maintain viable non-motorized transportation options.
 - d. Enhance connectivity across and between modes of transportation.
3. DEVELOP A TRANSPORTATION SYSTEM THAT IS COST-FEASIBLE, MAINTAINS A STATE OF GOOD REPAIR, AND SATISFIES PUBLIC TRANSPORTATION PRIORITIES.
 - a. Prioritize the maintenance and preservation of the existing transportation network.

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- b. Invest in cost-effective transportation solutions.
 - c. Efficiently manage the transportation system.
- 4. SUPPORT THE ECONOMIC VITALITY OF THE APO MPA BY ENABLING GLOBAL COMPETITIVENESS, PRODUCTIVITY, AND EFFICIENCY WHILE ENHANCING TRAVEL AND TOURISM.
 - a. Promote the efficient movement of people.
 - b. Promote the efficient movement of goods and freight.
- 5. SUPPORT TRANSPORTATION IMPROVEMENTS THAT PROMOTE ENERGY CONSERVATION AND IMPROVE PUBLIC HEALTH AND QUALITY OF LIFE, WHILE SUSTAINING AND IMPROVING THE RESILIENCY AND RELIABILITY OF THE TRANSPORTATION SYSTEM.
 - a. Protect the environment through the promotion of energy conservation
 - b. Prevent and/or minimize disproportionate adverse impacts to communities containing a high concentration of low-income and minority populations.

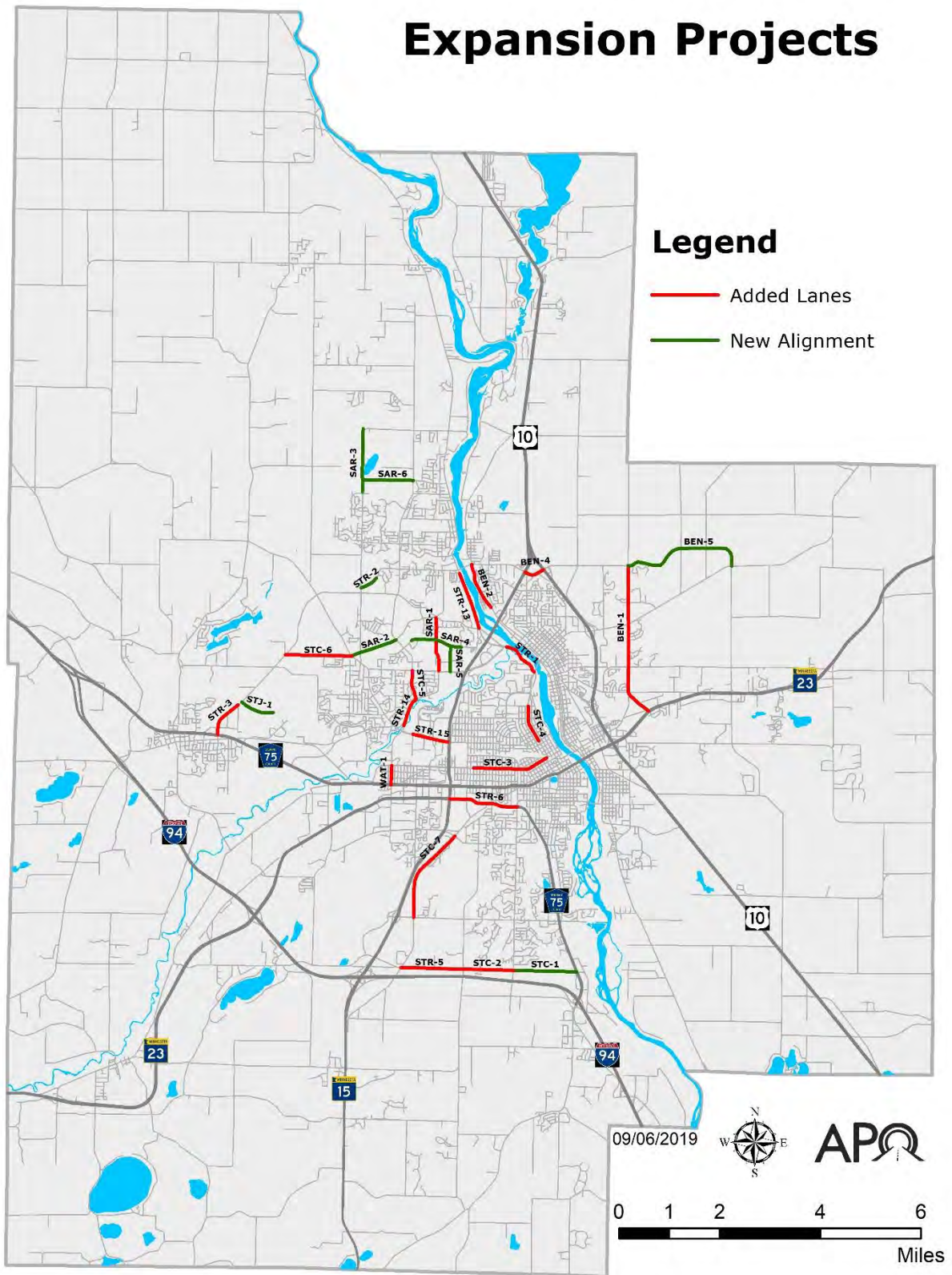
ROADWAY EXPANSION PROJECTS

Project ID	Project Location	Beginning and Ending Termini	Post-Construction Facility Type
BEN-1	CSAH 1 (Mayhew Lake Road NE) in Sauk Rapids	CSAH 29 (35 th Street NE) to MN 23	Four-Lane Undivided Arterial
BEN-2	CSAH 33 (Benton Drive) in Sauk Rapids	CSAH 29 (First Street NE) to 18 th Street NW	Four-Lane Undivided Arterial
BEN-4	CSAH 29 (35 th Street NE) in Sauk Rapids	MN-15 to US-10	Four-Lane Divided Arterial
BEN-5	CSAH 29 in Sauk Rapids	CSAH 1 (Mayhew Lake Road) to 35 th Avenue NE	Two-Lane Divided Arterial
STR-1	CSAH 1 (River Avenue N) in Sartell	MSAS 145 (Ninth Avenue N) to County Road 120	Four-Lane Undivided Arterial
STR-2	CSAH 133 (Second Street S) in Sartell	Theisen Road to CSAH 133 (Sixth Street S/19 th Avenue N)	Four-Lane Undivided Arterial
STR-3	CSAH 133 in Saint Joseph	CSAH 75 to 19 th Avenue NE	Four-Lane Undivided Arterial
STR-5	County Road 122 (40 th Street S) in Saint Cloud	CSAH 74 to CSAH 136 (Oak Grove Road SW)	Four-Lane Undivided Collector
STR-6	CSAH 75 (Second Street S) in Saint Cloud	MN-15 to MSAS 141 (Cooper Avenue S)	Six-Lane Divided Arterial
STR-13	CSAH 1 (Riverside Avenue S) in Sartell	MSAS 118 (Heritage Drive) to CSAH 78	Four-Lane Undivided Arterial
STR-14	County Road 134 in Saint Cloud	Sauk River Bridge to Pinecone Road	Four-Lane Divided Arterial
STR-15	CSAH 4 (Eighth Street North) in Saint Cloud	Anderson Avenue to MN-15	Six-Lane Divided Arterial
STC-1	MSAS 156 (40 th Street S) in Saint Cloud	MSAS 141 (Cooper Avenue) to CSAH 75 (Roosevelt Road)	Four-Lane Undivided Collector
STC-2	MSAS 156 (40 th Street S) in Saint Cloud	CSAH 136 (Oak Grove Road SW) to MSAS 141 (Cooper Avenue)	Four-Lane Undivided Collector

STC-3	MSAS 114 (Third Street N) in Saint Cloud	31 st Avenue N to MSAS 145 (Ninth Avenue N)	Four-Lane Divided Arterial
STC-4	MSAS 145 (Ninth Avenue N) in Saint Cloud	MSAS 148 (15 th Street N) to Stearns CSAH 4 (Eighth Street N/Veterans Drive)	Four-Lane Divided Arterial
STC-5	Pinecone Road S in Saint Cloud	Stearns County Road 134 to Stearns CSAH 120	Four-Lane Divided Arterial
STC-6	322 nd Street in Saint Cloud	Stearns CSAH 133 to Stearns CSAH 4	Three-Lane Undivided Collector
STC-7	CSAH 74 (West Saint Germain Street) in Saint Cloud	Stearns County Road 137 (Seventh Street S/22 nd Street S) to 33 rd Street S	Three-Lane Undivided Arterial
STJ-1	Westwood Parkway in Saint Joseph	21 st Avenue NE to 0.68 miles East	Four-Lane Divided Arterial
SAR-1	MSAS 117 (Leander Avenue) in Sartell	Stearns CSAH 120 to MSAS 118 (Heritage Drive)	Three-Lane Undivided Collector
SAR-2	Roberts Road in Sartell	MSAS 103 (Pinecone Road S) to Stearns CSAH 4 (322 nd Street)	Three-Lane Undivided Collector
SAR-3	19 th Avenue N in Sartell	11 th Street N to 27 th Street N	Two-Lane Undivided Local
SAR-4	Scout Drive in Sartell	Scout Drive to Connecticut Avenue S	Two-Lane Undivided Local
SAR-5	Then Avenue in Sartell	Proposed Scout Drive alignment to CSAH 120	Two-Lane Undivided Local
SAR-6	15 th Street N in Sartell	MSAS 103 (Pinecone Road N) to 19 th Avenue N	Four-Lane Undivided Collector
WAT-1	MSAS 103 (10 th Avenue N) in Waite Park	Stearns CSAH 81 (Third Street N) to CSAH 75 (Division Street)	Four-Lane Divided Arterial

See map on next page

Expansion Projects

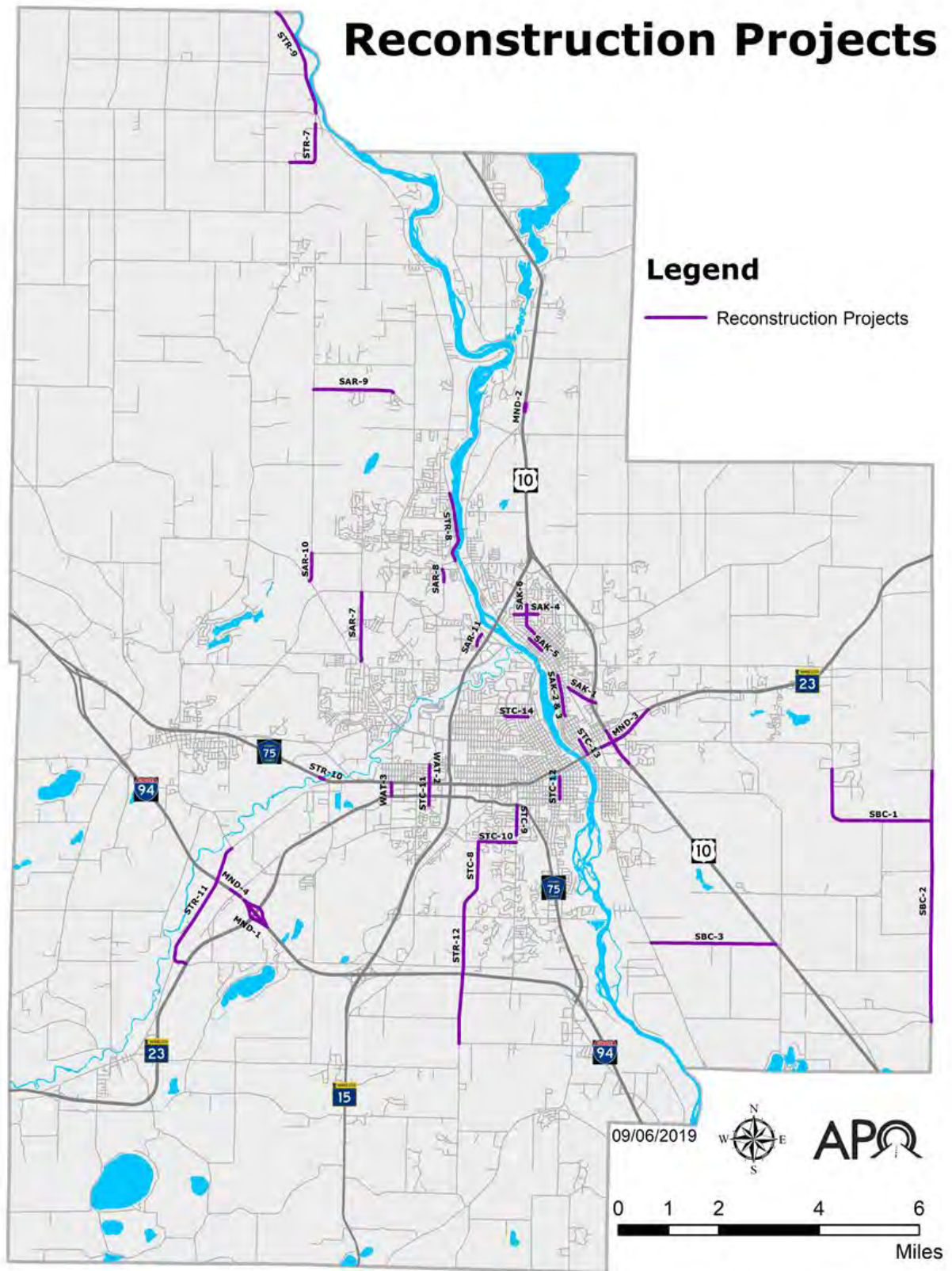


ROADWAY RECONSTRUCTION PROJECTS

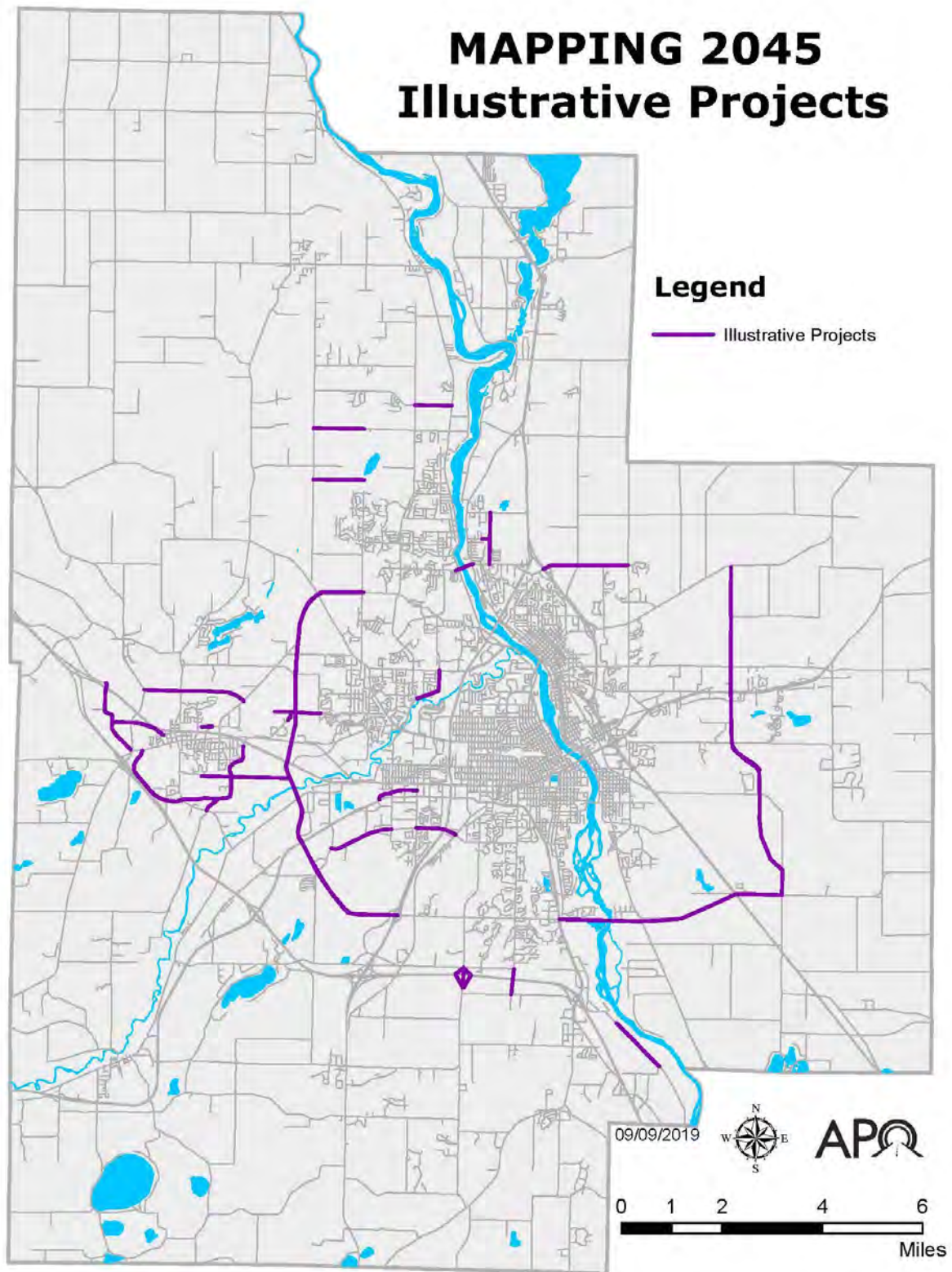
Project ID	Project Location	Beginning and Ending Termini	Post-Construction Facility Type
STR-7	CSAH 2 (Central Avenue N) in Brockway Township	421 st Street to CSAH 1	Two-Lane Arterial Reconstruction
STR-8	CSAH 1 (Riverside Avenue N) in Sartell	Sartell Street W to MSAS 104 (12 th Street N)	Two-Lane Arterial Reconstruction
STR-9	CSAH 1 in Brockway Township	CSAH 17 to North Stearns County Line	Two-Lane Arterial Reconstruction
STR-10	CSAH 75 in Waite Park	Bridge Number 6819 over the Sauk River	Principal Arterial Bridge Replacement
STR-11	CSAH 138 in Waite Park and Saint Joseph Township	MN 23 to County Road 121	Minor Collector Reconstruction
STR-12	CSAH 136 (Oak Grove Road SW) in Saint Cloud and Saint Augusta	County Road 115 to 33 rd Street S	Major Collector Reconstruction
STC-8	MSAS 175 (County Road 136/Oak Grove Road SW) in Saint Cloud	MSAS 153 (22 nd Street S) to MSAS 151 (33 rd Street S)	Two-Lane Collector Reconstruction
STC-9	MSAS 141 (Cooper Avenue S) in Saint Cloud	MSAS 146 (Traverse Road) to CSAH 75 (Roosevelt Road)	Two-Lane Arterial Reconstruction
STC-10	MSAS 153 (22 nd Street S) in Saint Cloud	MSAS 175 (Oak Grove Road SW) to MSAS 141 (Cooper Avenue S)	Two-Lane Minor Arterial Reconstruction
STC-11	MSAS 102 (Waite Avenue S) in Saint Cloud	First Street N to 125' South of Wellington Circle	Four-Lane Arterial/Two-Lane Local Reconstruction
STC-12	MSAS 145 (Ninth Avenue S) in Saint Cloud	Fourth Street S to MSAS 101 (University Drive)	Four-Lane Arterial Reconstruction
STC-13	MSAS 106 (Wilson Avenue NE) in Saint Cloud	MN 23 to First Street NE	Two-Lane Collector Reconstruction
STC-14	MSAS 125 (13 th Street N) in Saint Cloud	MSAS 135 (Northway Drive) to MSAS 145 (Ninth Avenue N)	Two-Lane Collector Reconstruction
SAR-7	19 th Avenue S in Sartell	Stearns CSAH 4 to Stearns CSAH 133 (Sixth Street S)	Two-Lane Collector Reconstruction
SAR-8	Fourth Avenue S in Sartell	Stearns CSAH 133 (Second Street S) to Fourth Street S	Two-Lane Collector Reconstruction
SAR-9	35 th Street N in Sartell	75 th Avenue (Townline Road) to 12 th Avenue N	Two-Lane Local Reconstruction
SAR-10	75 th Avenue (Townline Road) in Sartell	Stearns CSAH 4 to First Street N	Two-lane Collector Reconstruction
SAR-11	MSAS 131 (LeSauk Drive) in Sartell	Stearns CSAH 1 (Riverside Avenue S) to Dehler Drive	Two-Lane Local Reconstruction
SAK-1	MSAS 109 (Benton Drive S) in Sauk Rapids	MSAS 103 (Summit Avenue S) to US 10	Four-Lane Arterial Reconstruction
SAK-2	MSAS 104 (Second Avenue S) in Sauk Rapids	MSAS 109 (Benton Drive S) to 10 th Street S	Two-Lane Collector Reconstruction
SAK-3	MSAS 104 (Second Avenue S) in Sauk Rapids	10 th Street S to Searle Street	Two-Lane Collector Reconstruction

SAK-4	MSAS 101 (11 th Street N) in Sauk Rapids	MSAS 104 (Second Avenue N) to MSAS 101 (Sixth Avenue N)	Two-Lane Collector Reconstruction
SAK-5	MSAS 104 (Second Avenue N) in Sauk Rapids	Third Street N to MSAS 108 (Eighth Street N)	Two-Lane Local Reconstruction
SAK-6	MSAS 111 (Fourth Avenue N) in Sauk Rapids	MSAS 108 (Eighth Street N) to 13 th Street N	Two-Lane Collector Reconstruction
WAT-2	MSAS 101 (Waite Avenue) in Waite Park	Stearns CSAH 81 (Third Street N) to MN 23 (Second Street S)	Four-Lane Arterial Reconstruction
WAT-3	MSAS 103 (10 th Avenue S) in Waite Park	Stearns CSAH 75 (Division Street) to MN 23 (Second Street S)	Four-Lane Arterial Reconstruction
SBC-1	CR 62 (17 th Street SE) in Haven Township	Tee-To-Green Street to CSAH 20 (75 th Avenue SE)	Two-Lane Collector Reconstruction
SBC-2	CSAH 20 (75 th Avenue SE) in Haven Township	Seventh Street SE to CSAH 16 (57 th Street SE)	Two-Lane Collector Reconstruction
SBC-3	CR 65 (42 nd Street SE) in Haven Township	CAH 8 to US 10	Two-Lane Local Reconstruction
MND-1	I-94 in Saint Joseph Township	I-94 at MN 23	Interchange Reconstruction
MND-2	US 10 in Watab Township	Bridge Number 3666	Bridge Replacement
MND-3	MN 23 in Saint Cloud	MN 23 (from Lincoln Avenue to Benton CSAH 1) to US 10 (from East Saint Germain Street to 15 th Avenue SE)	Interchange Reconstruction
MND-4	I-94 in Saint Joseph Township	Bridge Numbers 73875 and 73876	Bridge Replacement

See map on next page



ILLUSTRATIVE ROADWAY PROJECTS



Several hundred individual comments were collected as part of our public input process. APO staff has divided those comments up into jurisdictional/project-specific information packets, provided separately. While there does **not** appear to be broad public opposition to any of the proposed projects, we do recommend that Board members review those comments prior to taking action on this document, and throughout the development of the individual projects. Many of the comments, especially those provided by the environmental agencies, may prove helpful as the projects advance through development.

Approval of the MTP by the Policy Board will permit APO staff to submit the document to MnDOT and USDOT for their acceptance, helping to ensure the uninterrupted flow of federal funds for surface transportation projects in the region.

The Technical Advisory Committee is scheduled to meet on October 29th to make a recommendation to the Board regarding the 2045 MTP. APO staff will bring that recommendation to you at your October 30th meeting.

Suggested Action: Approve the 2045 MTP



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 Planner
RE: Stakeholder Engagement Plan 2019 Annual Report
DATE: October 17, 2019

Per Federal regulations, the APO is required to develop and use a documented public participation plan that defines a process for providing citizens, affected public agencies, and others, with reasonable opportunities to be involved in the metropolitan transportation planning process. In June 2018, the APO's Executive Board approved such document for the APO known as the Stakeholder Engagement Plan (SEP). This document provides detailed information regarding how the public can be involved in the APO's planning and programming processes, including: the Metropolitan Transportation Plan (MTP); the Transportation Improvement Program (TIP); and the Unified Planning Work Program (UPWP). The SEP also provides general guidance for all other planning products done by the APO, such as region-wide planning studies, corridor studies, and sub-area studies.

In addition, the SEP fulfills the APO's Title VI requirements through the inclusion of demographic data, Title VI assurances, Environmental Justice analysis, and the Limited English Proficiency (LEP) Plan. This portion of the document is required to be updated every three years.

The APO's SEP outlines the APO's goals and strategies when it comes to engaging members of the public, provides a list of various techniques APO staff can utilize to engage the public, and outlines ways staff can measure and evaluate the effectiveness of their public engagement efforts. One of the tools stated within the SEP requires staff to conduct an annual review of all public outreach efforts. This review will include both a quantitative and qualitative analysis on the various techniques APO staff used over the course of a year to reach out to members of the public.

Attachment J2 is the Stakeholder Engagement Plan 2019 Annual Report. This document contains information related to all APO-led public engagement efforts from July 2018 through June 2019 (a one year time frame since the SEP was adopted). In addition, this document lists recommendations for APO staff to try and implement in order to encourage more public participation.

APO staff are hoping incorporating these recommendations into the SEP. If these recommendations are to be included into the document – which will require a 45-day public comment period – APO staff feel that it would be appropriate to review the entire SEP which will include updating all Title VI and Environmental Justice information.

Suggested Action: *Approval of the Stakeholder Engagement Plan 2019 Annual Report. Direct APO staff to begin implementation of recommendations.*

E. admin@stcloudapo.org W. stcloudapo.org



Stakeholder Engagement Plan 2019 Annual Report

Prepared by the
Saint Cloud Area
Planning
Organization

Oct. 9, 2019



DISCLAIMER

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the Minnesota Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Additional funding was provided locally by the member jurisdictions of the Saint Cloud Area Planning Organization: Benton County, Sherburne County, Stearns County, City of Sartell, City of Sauk Rapids, City of Saint Cloud, City of Saint Joseph, City of Waite Park, LeSauk Township, and Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus). The United States Government and the State of Minnesota assume no liability for the contents or use thereof.

This document does not constitute a standard, specification, or regulation. The United States Government, the State of Minnesota, and the Saint Cloud Area Planning Organization **does not endorse products or manufacturers. Trade or manufacturers' names may appear** therein only because they are considered essential to the objective of this document.

The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the State and Federal departments of transportation.



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

INTRODUCTION

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

As the MPO for the Saint Cloud metropolitan planning area (MPA), the Saint Cloud Area Planning Organization (APO) is responsible for complying with these regulations. **The APO's [Stakeholder Engagement Plan \(SEP\)](https://bit.ly/2TGYZ3H) (https://bit.ly/2TGYZ3H) – approved by the APO's Executive Board in June 2018 and amended in January 2019 – fulfills those federal requirements and reinforces the APO's commitment to meaningful public involvement in its planning and programming efforts.**

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

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

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

SAINT CLOUD AREA PLANNING ORGANIZATION

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

Member jurisdictions include Benton County, Sherburne County, Stearns County, City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, and LeSauk Township. Saint Cloud Metropolitan Transit Commission (MTC) – more commonly referred to as Saint Cloud Metro Bus – is also a member.

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

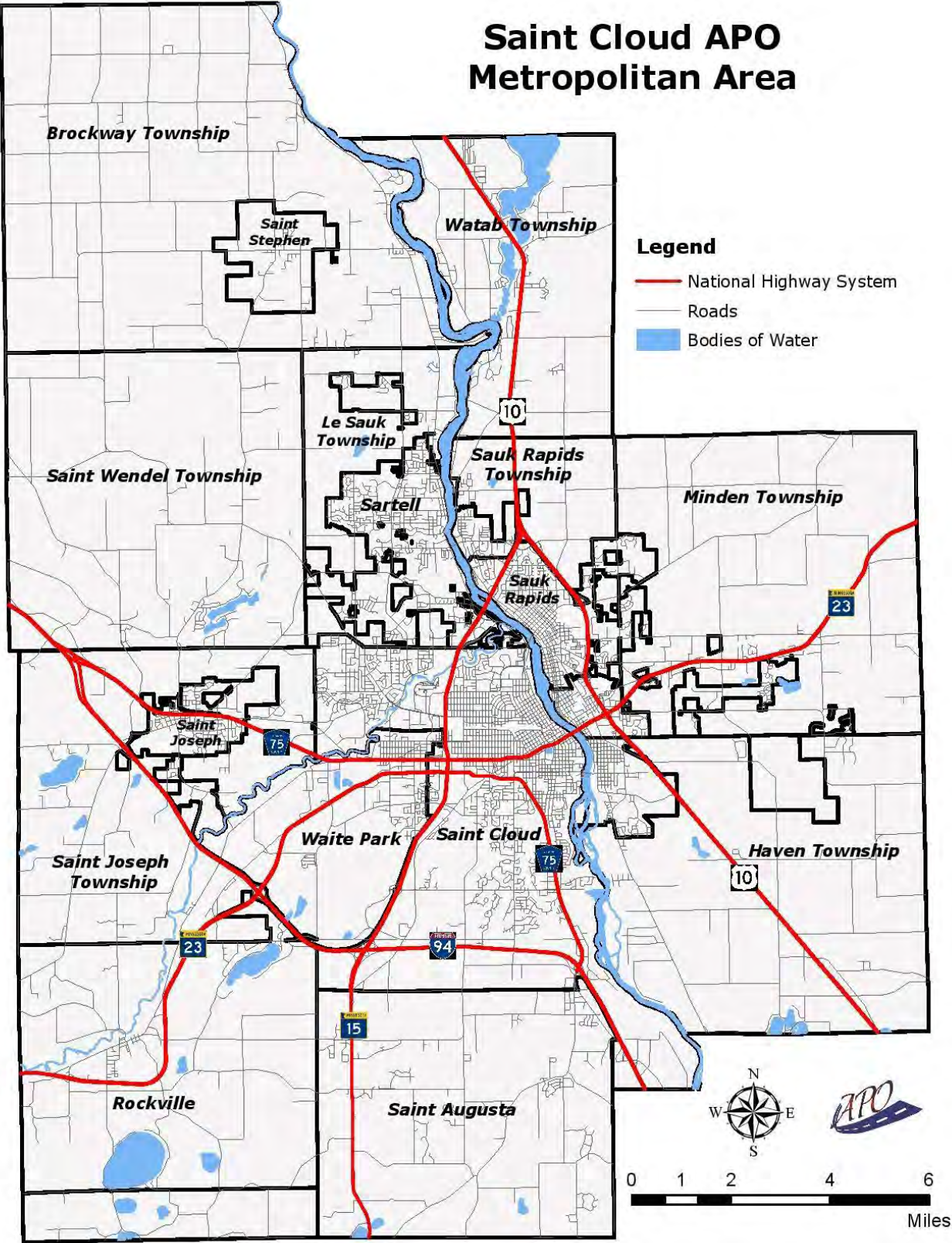


Figure 1: APO planning area map.

As a comprehensive, intergovernmental transportation planning agency for the Saint Cloud MPA, the APO works with member agencies and jurisdictions to facilitate local, state, and federal funds for programs and improvement projects.

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

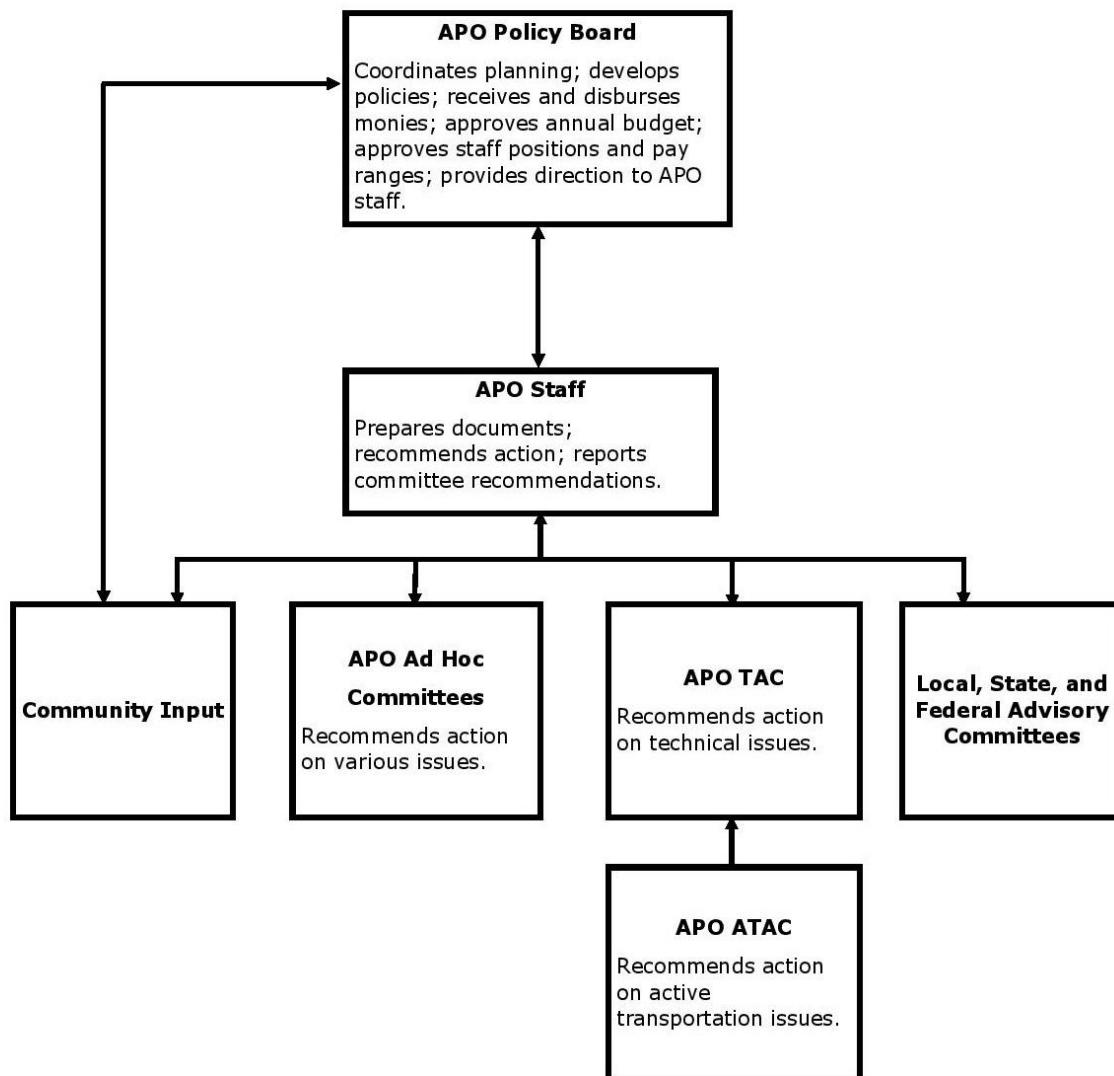


Figure 2: APO organizational chart.

The APO is committed to coordinated planning – in a fair and mutually beneficial manner – on select issues transcending jurisdictional boundaries for the betterment of the entire Saint

Cloud MPA. This mission is accomplished through professional planning initiatives, the provision of objective information, and building collaborative partnerships that foster consensus.

The APO strives to be:

- Public service-oriented by providing accountability to constituents and exhibiting the highest standards of ethical conduct.
- Creative problem solvers by anticipating potential challenges and developing creative solutions based on professional knowledge, public involvement, and collaboration with our partners.
- Continuous learners who constantly seek new information, knowledge, and skills to better serve the Saint Cloud MPA.

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

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

2018-2019 PUBLIC OUTREACH

GOALS

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

The three goals of the SEP are:

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

A complete list of the strategies can be found within [Chapter Four of the SEP](https://bit.ly/2TGYZ3H) (https://bit.ly/2TGYZ3H).

STRATEGIES

As outlined in the APO's SEP, APO staffers utilize a variety of techniques to engage and inform members of the public on regional transportation planning and programming

processes. From July 2018 through June 2019, APO staff utilized the following strategies. A brief description of those strategies is also included below.

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

Advertising of Public Meetings: Notice of public involvement opportunities may include posting of notices in public places, direct notification of stakeholders identified in the process, and/or publishing legal notices in the local newspaper of record (St. Cloud Times).

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

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

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

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

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

QUANTITATIVE DATA

Public Meetings

During the aforementioned time period, APO staff conducted a combined total of 27 in-person outreach events and meetings that were open to the public. These events included project-specific **open houses and meetings of the APO's Bicycle and Pedestrian Advisory Committee (BPAC) – renamed the Active Transportation Advisory Committee (ATAC)** in

October 2019 – Technical Advisory Committee (TAC), Executive Board (dissolved as of January 2019), and Policy Board. During this time frame, APO staff were also the recipients of a MnDOT [Regional Transportation Coordinating Council \(RTCC\)](https://bit.ly/2SGLZHZ) (<https://bit.ly/2SGLZHZ>) planning grant. Staffers conducted both public input meetings and project management team (PMT) meetings as part of the completion of this planning effort.

For a full list of public meetings and input events please see Appendix A.

Of note, for purposes of this analysis, APO staff define a “member of the public” as someone who does not work for the APO, jurisdiction, or agency. This includes consulting firm representatives who are under contract with the APO.

Open Houses

Between July 2018 and June 2019, APO staff hosted five open house events at the APO office, 1040 County Road 4 in Saint Cloud. These events were organized to discuss the **APO’s Transportation Improvement Program (TIP)**.

Open houses at the APO’s offices occurred on the following dates:

- July 10, 2018.
- Oct. 1, 2018.
- Dec. 18, 2018.
- Feb. 20, 2019.
- March 27, 2019.

The open houses were advertised to public via legal notices found within the APO’s newspaper of record (St. Cloud Times).

APO staff also used the APO’s Facebook page to create an event for the Oct. 1, 2018, and Feb. 20, 2019, events.

No one from the public attended these open houses.

BPAC Meetings

Between July 2018 and June 2019, APO staff hosted three BPAC meetings at the Saint Cloud branch of the Great River Regional Library – 1300 W Saint Germain Street in Saint Cloud. Those meetings focused heavily on active transportation issues.

BPAC meetings occurred on the following dates:

- July 11, 2018.
- Jan. 22, 2019.
- May 14, 2019.

BPAC meetings were advertised to members of the public through an email listserv of interested stakeholders. **In addition, APO staff used the APO’s Facebook page to create an event about the May 14 meeting.**

By its nature, BPAC meetings are citizen-driven meetings. Given this, BPAC meetings had the some of the largest attendance by members of the public.

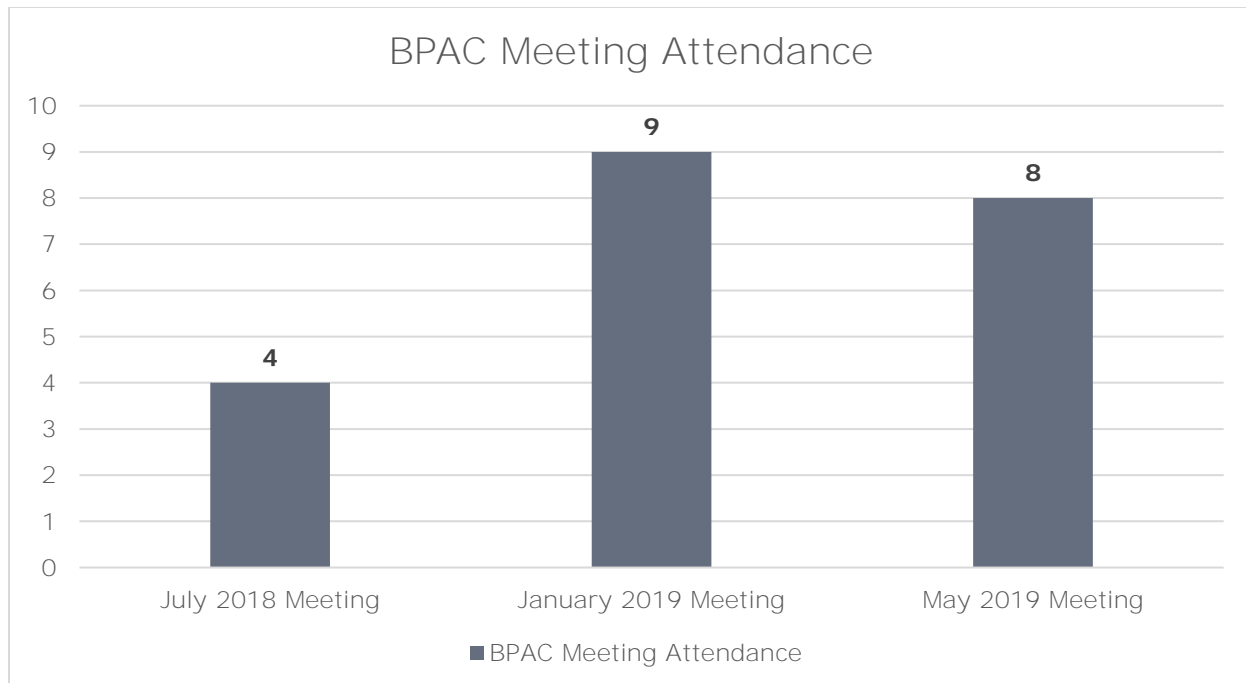


Figure 3: *Attendance at the APO's Bicycle and Pedestrian Advisory Committee (BPAC) meetings between July 2018 and June 2019.*

TAC Meetings

Between July 2018 and June 2019 APO staff hosted nine TAC meetings at the Stearns County Public Works Department/Highway Department – 455-28th Ave. S in Waite Park. Those meetings primarily focused on technical transportation issues. Voting membership on the TAC is comprised of planners and engineers from the agencies and jurisdictions of the APO.

TAC meetings occurred on the following dates:

- Aug. 2, 2018.
- Oct. 9, 2018.
- Jan. 3, 2019.
- Feb. 7, 2019.
- March 7, 2019.
- April 4, 2019.
- May 2, 2019.
- May 30, 2019.
- June 27, 2019.

TAC meetings were advertised to members of the public on the homepage of the APO's website. Some of the APO's TAC meetings were also advertised on the APO's Facebook page. Meetings that were advertised on social media include:

- Aug. 2, 2018.
- Oct. 9, 2018.
- March 7, 2019.

A Facebook event was created for the June 27, 2019 meeting.

No one from the public attended TAC meetings.

Executive Board/Policy Board

Between July 2018 and June 2019 the APO hosted five board meetings. During this time frame, the APO underwent a transition from a two governing board body – a 30+ member Policy Board which met three times a year and a 12 member Executive Board which met roughly seven times a year – to a one governing board body. The new governing structure essentially eliminated the larger Policy Board and allowed the smaller governing body (the former Executive Board) to be the only governing body (now the Policy Board effective January 2019).

One Executive Board meeting and one Policy Board meeting were held prior to the reconfiguration of the governing structure. The Executive Board met on Aug. 9, 2019, at the Saint Cloud branch of the Great River Regional Library. The Policy Board met on Oct. 25, 2019, at Waite Park City Hall – 19-13th Ave. N in Waite Park. One member of the public was present and provided comments at the Aug. 9 meeting. Those comments were recorded in **the APO's Executive Board minutes**. No members of the public were present at the Oct. 25 Policy Board meeting.

Under the new Policy Board reconfiguration, the APO held an additional three meetings through the end of June 2019. All of these meetings were held at the Saint Cloud branch of the Great River Regional Library. The dates of those meetings are as follows:

- March 14, 2019.
- May 9, 2019.
- June 13, 2019.

Under the new reorganization, only one Policy Board meeting had members of the public present. Two members of the public were in attendance at the March 14 meeting. One **person provided comments to members of the APO's Policy Board. Those comments were recorded in the APO's Policy Board minutes.**

Similar to the TAC meetings, APO Executive and Policy Board meetings were advertised to **members of the public on the homepage of the APO's website. Some of the APO's board meetings were also advertised on the APO's Facebook page. Meetings advertised on social media include:**

- Aug. 9, 2018, Executive Board meeting.
- March 14, 2019, Policy Board meeting.
- April 11, 2019, Policy Board meeting. This meeting was cancelled due to weather.
- May 9, 2019, Policy Board meeting.

APO staff also created Facebook events for the June 13, 2019, meeting.

RTCC Meetings

APO staff along with consulting firm WSB, hosted a series of meetings with stakeholders interested in transportation issues primarily for transit-dependent populations in order to create an Operational Implementation Plan (OIP) for the development of an RTCC within Central Minnesota.

From July 2018 through June 2019, four stakeholder meetings were held at the Saint Cloud branch of the Great River Regional Library. The meeting dates were as follows:

- Sept. 19, 2018.
- Nov. 27, 2018.
- Feb. 22, 2019.
- April 4, 2019.

Given the nature of these meetings, APO staff targeted individuals and organizations that had either 1) expressed interest in the development of an RTCC or 2) worked closely with transit-dependent populations that would benefit from the development of an RTCC. APO staff reached out to these specific individuals and organizations through an interested stakeholder email listserv specifically developed for the RTCC effort.

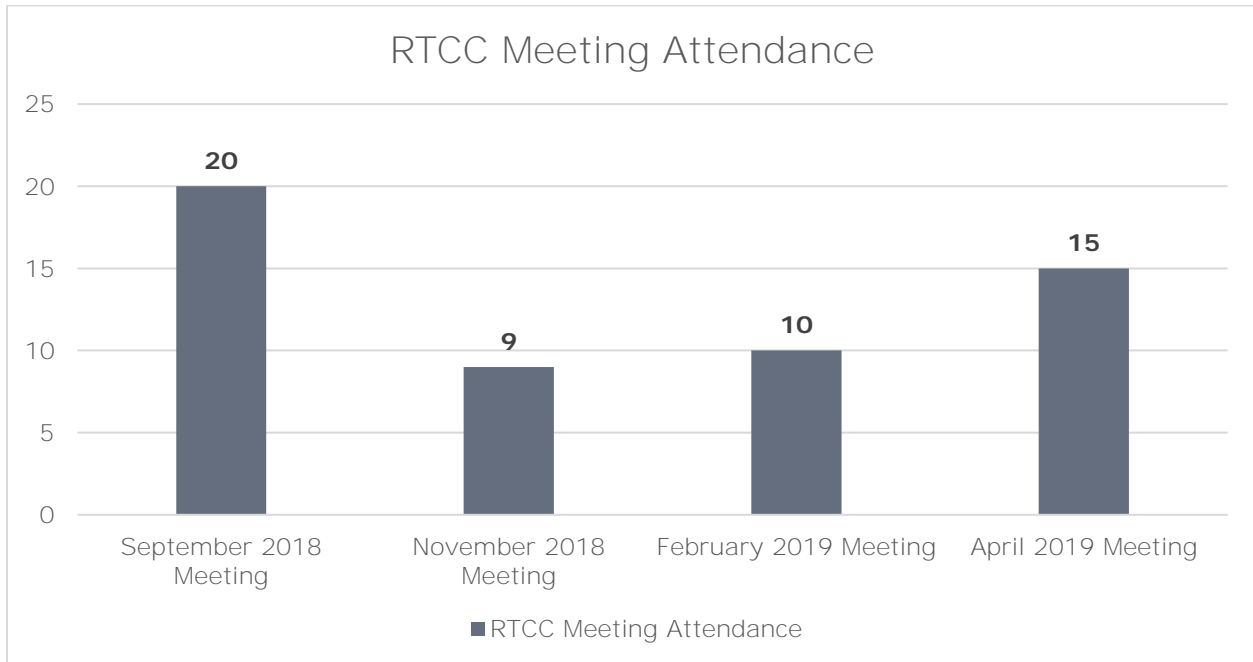


Figure 4: Attendance at the Regional Transportation Coordinating Council (RTCC) meetings between July 2018 and June 2019.

RTCC Public Input

In order to fulfill the obligations of the RTCC grant, APO staff, along with WSB, were required to host a minimum of four public outreach/input meetings/events. These meetings/events were designed to inform the public about the ongoing effort APO staff, WSB, and the interested stakeholders were undertaking to develop an RTCC for the Central Minnesota area.

From July 2018 through June 2019, APO staff conducted three public input meetings/events.

- Jan. 8, 2019, at CareerForce job fair at the Saint Cloud Technical & Community College in Saint Cloud.
- Jan. 11, 2019, at the Big Lake Farmers Market at Saron Lutheran Church in Big Lake.
- Jan. 17, 2019, at Wellness on Wheels at Annandale City Hall in Annandale.

One public input event – the Jan. 21 Fare for All event in Little Falls – was cancelled due to weather.

APO staff notified members of the public of these opportunities by creating events on Facebook, listing these dates on the APO's website, and providing the RTCC stakeholders email notifications.



Figure 5: APO's RTCC informational table at the Wellness on Wheels event at Annandale City Hall.

At these events, APO staff utilized a table with flyers/brochures about the RTCC along with an easel summarizing the basics behind the RTCC effort. Approximately 15 people engaged with APO staff at these three events. All comments received were documented and **presented to the RTCC's Project Management Team (PMT)** at its February meeting.

Demographic Questionnaire

At all in-person engagement opportunities, APO staff made available a demographic questionnaire. This voluntary survey asked meeting attendees to provide basic information such as gender, age, ethnicity, ability, household size, household income, and language. The information gathered from these surveys was designed to provide APO staff with information about who was attending APO-led public participation events. In addition, this survey was created to help gauge the current audience APO staff is reaching and identify areas in which APO staff can improve targeting engagement strategies to all members – particularly Title VI and Environmental Justice populations – within the MPA.

Between July 2018 and June 2019 a total of six questionnaires were completed.

All survey participants were white, less than 65 years old, and spoke English as their primary language. Two of the six participants were female. One participant identified as having a difficult time hearing. One participant noted their household income was in

between \$16,461 to \$20,780. One person noted their household size consisted of one person.

A copy of the demographic questionnaire and data pertaining to the results of those questionnaires can be found in Appendix B.

Social Media

During the time frame from July 2018 through June 2019, the APO's social media presence was strictly Facebook. APO staff utilized this platform to provide its Facebook followers with information about transportation projects or topics of importance to the MPA. In addition, APO staff used Facebook as a way to communicate with its audience about opportunities to provide input on the transportation planning process.

As of July 1, 2018, the APO's Facebook page had 220 followers. During this one year time frame, **the number of followers to the APO's Facebook page grew to 237, a 7.7 percent** increase.

In terms of posts pertaining to the APO directly soliciting public input, from July 2018 through June 2019, the APO created 21 posts. The topics of these posts included:

- TIP public comments: 5 posts.
- BPAC meetings: 1 post.
- TAC meetings: 4 posts.
- Executive Board meetings: 1 post.
- Policy Board meetings: 4 posts.
- RTCC public engagement: 5 posts.
- APO logo: 1 post.

APO staff used four styles of post types to engage members of the public. Those styles included events, photos, links, and Facebook Live videos. While APO staff did not receive a lot of comments – only one post had a public comment – posts pertaining to these public input opportunities reached an average of 89 people. Of note, these specific posts during this time frame were not boosted (APO staff did not pay Facebook to do additional promotion).

The top three performing posts in terms of reach – as defined by Facebook as the estimated number of people who had any posts from your page on their screen, broken down by total, organic, and promotions – **were the APO's BPAC meeting event (with a reach of 564), the April 2 Policy Board meeting photo (with a reach of 117), and the APO's Oct. 8 TAC meeting photo (with a reach of 109).**

Date	Purpose of Post	Post Type	Reach
05/14/2019	BPAC meeting	Event	564
04/02/2019	Policy Board meeting	Photo	117
10/08/2018	TAC meeting	Photo	109
07/30/2018	Executive Board meeting	Photo	108
12/18/2019	TIP public comment	Facebook Live	99
02/20/2019	TIP public comment	Facebook Live	99
06/27/2019	TAC meeting	Event	74
06/27/2019	TIP public comment	Photo	70
03/11/2019	Policy Board meeting	Photo	69
04/30/2019	Policy Board meeting	Photo	69

Figure 6: The top 10 APO Facebook posts in terms of reach between July 2018 and June 2019. Data courtesy of Facebook.

The top three performing posts in terms of engagement – as defined by Facebook as the number of times people have engaged with your posts through likes, comments, and shares, and more – were the APO's TIP public comment Facebook Live from February 2019 (26 engagements), the APO's TIP public comment Facebook Live from December 2018 (23 engagements), and a two way tie for third with the APO's April Policy Board meeting photo and the APO's June 27 TIP public comment photo (both with 12 engagements). Facebook events were excluded from the engagement analysis.

Date	Purpose of Post	Post Type	Engagement
02/20/2019	TIP public comment	Facebook Live	26
12/18/2019	TIP public comment	Facebook Live	23
04/02/2019	Policy Board meeting	Photo	12
06/27/2019	TIP public comment	Photo	12
10/08/2019	TAC meeting	Photo	9
07/30/2018	Executive Board meeting	Photo	4

Figure 7: The top six APO Facebook posts in terms of engagement between July 2018 and June 2019. Data courtesy of Facebook. Of note, the remaining posts had either one or no engagements associated with them.

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

Website

APO staff also provide members of the public with the opportunity to reach staff via the [APO's website](http://www.stcloudapo.org) (www.stcloudapo.org). Between July 2018 and June 2019 APO staff received no emails that were generated from the **APO's website**.

QUALITATIVE DATA

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

Online Survey

APO staff developed an online survey (through SurveyMonkey) to poll APO meeting/event attendees about their experience attending APO meetings and/or outreach events.

The 14-question survey asked participants, among other things, about how they heard about the APO event they attended; if they believed that any views they offered would be taken seriously by APO staff; if APO staff provided a safe, fair, and well-managed

environment for participants; and if there was sufficient opportunity for the participant to express their views. In addition, the survey asked participants about what types of public outreach events would work best and if there were ways APO staff could improve public engagement.

A full list of the survey questions and results can be found in Appendix D.

APO staff distributed this survey link to its interested stakeholders email listserv, meeting attendees who had provided their email contact information, BPAC members, and those involved with the RTCC planning effort.

Between Aug. 7 and Sept. 24, 2019, a total of four people participated in the survey.

Participants agreed APO staff did a good job with the following:

- Developing a notice, advertisement, or invitation to participate in an event that was clear and welcoming.
- Providing information prior to or at the meeting that helped people prepare to participate more effectively.
- Defining the purpose of the event clearly.
- Providing sufficient opportunity for participants to express their views about what they believed was important.
- Providing a safe, fair, and well-managed environment for participants.

At least one survey respondent “somewhat disagreed” with each of the following statements:

- Before the event, I believed that any views offered would be taken seriously by APO staff.
- During the event, APO staff heard my opinions on the topic(s) presented.
- After the event, I believed that the event would result in better decisions on the topic(s) discussed.
- After the event, I believed that any views offered would be taken seriously by APO staff.
- Given the chance, I would participate in an APO outreach activity again.
- I would encourage other residents to participate in similar APO events on this or other appropriate topics.

Participants in this survey felt that online surveys and in-person events were the best ways to get them to participate in public outreach events.

In-Person Interview

During the SurveyMonkey window of participation for the SEP survey, one member of the public requested an in-person interview to discuss the survey questions and provide comments to APO staff.

Comments from this full in-person interview are summarized in Appendix E. Key points listed below.

- APO staff need to place advertisements of engagement opportunities in places where all members of the public can access/view them. Those advertisements need to be in simpler language (equitable language) and not bogged down with technical jargon.
- The purpose of each meeting/event should be clearly stated at the start.

- Follow up is needed by APO staff on topics discussed at meetings/events.
- Equity training is needed and highly encouraged for APO staff.

RECOMMENDATIONS

Based upon the quantitative and qualitative data compiled between July 2018 and June 2019, APO staff have had some successes when it comes to engaging members of the public. However, APO staff recognize the need for improvement. The following is a summary of the recommendations in no particular order.

1. **Public Meetings.** APO staff realize they cannot change the nature of many of its meetings. TIP open houses are designed to discuss changes to federally funded transportation projects; ATAC (formerly BPAC) meetings are convened to discuss active transportation issues; TAC meetings have a heavy focus on technical information presented to agency and jurisdictional planners and engineers; and Policy Board meetings are designed to present actionable information to elected officials. However, APO staff can do a better job of advertising those meetings to encourage more public participation. In order to do this, APO staff will:
 - a. Consistently utilize its social media platform to advertise meetings. This will include creating Facebook events.
 - b. Utilize simpler, less jargon-filled language. This will be included in advertising **on social media platforms, on the APO's website, and in agenda packet material.**
2. **Infrequent APO Meetings.** APO staff realize that distributing flyers or printed material around the MPA for regularly scheduled meetings may not be the best use of limited staff time. But for infrequent meetings such as the ATAC or TIP open houses posting flyers or notifications at key locations would be beneficial in notifying the public of input opportunities. In order to do this, APO staff will:
 - a. Identify several key locations – locations with high traffic and those that attract a demographically diverse audience – within the MPA to distribute flyers about infrequent APO meetings.
 - i. For ATAC meetings, APO staff will explore locations that garner a wide variety of active transportation users as locations to post flyers alerting that audience of the meeting date, time, and location.
 - ii. For TIP open houses, APO staff will explore a variety of locations within the MPA. If the open house is evaluating the full TIP document, APO staff will post flyers in key locations in each of the APO member **jurisdiction's** communities. For specific amendments to the TIP, APO staff will target the communities of those jurisdictions requesting changes to the document.
 - b. Utilize simpler, less jargon-filled language. This will be included in advertising **on social media platforms, on the APO's website, and in agenda packet material** (should the meetings contain an agenda).
3. **Follow Up on Action Taken on Public Input.** When directly soliciting comments for specific plans or studies undertaken by the APO, APO staff record comments received by the public. Those documented comments are then individually responded to and are subsequently included into the plan/study. Comments received at public **meetings (ATAC/TAC/Policy Board) are recorded in the meeting's minutes. These** comments, however, are typically not disposed of in the same way as those on specific plans or studies. APO staff will do their best to provide follow up information

to comments made during public meetings either with a follow up at the next regularly scheduled meeting and/or directly to the commenter dependent upon whether contact information is provided. By doing so, this will provide participants with the assurance that their opinions were heard.

- a. At public input events, APO staff will ask participants if they are interested in signing up (providing their email address) in order to be contacted on specific topics they are interested in. However, currently these emails are lumped into one general stakeholder email listserv and are contacted very infrequently, if at all. Rather than attempt to manage multiple listservs on a wide variety of topics, APO staff will provide – at a minimum – quarterly updates to the one general stakeholder email listserv. These updates will consist of an e-newsletter that will be distributed electronically and will be placed on the APO's website. These newsletters will consist of updates surrounding APO planning activities, such as active transportation, transit, and roadway construction projects, along with relevant transportation related information within the MPA. It is the hope that by providing this platform to interested stakeholders they will become more familiar with the roles and responsibilities of the APO and will receive regular updates on topics they have expressed interest in.
4. **TIP Participation.** Out of all of the events and engagement opportunities provided during the time period of July 2018 and June 2019, participation in events around the TIP were virtually non-existent. In order to improve participation at TIP open houses APO staff will:
 - a. Relocate the open house events from the APO office to either a more centralized location – such as the Saint Cloud branch of the Great River Regional Library – or reach out to member jurisdictions who are impacted by the changes to the TIP during the amendment process for suggested locations for in-person events.
 - b. Develop an online survey during the 30-day public comment period that would be advertised online, in the required legal notice, and on social media.
 - i. For the draft TIP document, APO staff will develop a large survey that encompasses all projects. Staff will also develop smaller, individualized surveys that are specific to each agency and/or jurisdiction.
 - ii. For the TIP amendments, APO staff will develop a single survey that encompasses all projects.
5. **Demographic Questionnaire.** The purpose of the demographic questionnaire is to ensure APO staff are providing all members of the community with the opportunity to receive information, ask questions, provide feedback, and be involved in the overall planning process. However, based upon the information presented in this report, the amount of demographic data collected using this tool is insufficient in terms of drawing conclusions for analysis. APO staff will work toward improving the amount of demographic data collected via this questionnaire through the following ways:
 - a. Updating the demographic survey questions. APO staff will modify the existing demographic questionnaire to further determine gaps in achieving the goals of engaging all segments of the community.
 - i. APO staff provide an "other" option when asking about gender.
 - ii. APO staff will modify the age question. The question will read: What is your age? Answers will include: 16 or under, 17-25, 26-62, 63 or over.

- iii. APO staff will modify the ability question. The question will read: Do you have a physical disability? Answers will be yes or no.
- iv. APO staff will modify the household income question. The question will read: Last year, what was your total household income? Answers will include: Under \$10,000, \$10,001-\$25,000, \$25,001-\$50,000, \$50,001 to \$75,000, and Over \$75,000.
- v. APO staff will modify the language question. The question will read: What is the primary language spoken in your home? Answers will include: English and Something other than English.
- vi. APO staff will ask the following question: In what city do you reside? Answers to this question will include: Saint Cloud, Sauk Rapids, Waite Park, Saint Joseph, Sartell, Saint Augusta, Rockville, Saint Stephen, or Other (please specify).
- vii. APO staff will ask the following question: Where were you born? Answers will include: In the United States or Outside the United States.
- b. On every online survey engagement opportunity APO staff will include the nine demographic questions at the end of the survey. There will be a disclaimer attached stating: The following questions are OPTIONAL, but completing them will help APO staff understand if they are reaching all segments of the population.
- c. APO staff will continue to explore options to improve demographic questionnaire results from public meetings and in-person engagement events.

APO staff hope that by accomplishing these five actionable items, they can work toward improving the public engagement experience. These recommendations will be incorporated **into the APO's SEP during its next amendment update and will be reevaluated and assessed** for effectiveness during the development of the next SEP Annual Report.

APPENDIX A

ENGAGEMENT MATRIX

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In-Person Public Engagement Calendar of Events						
Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
7/10/2018	APO Office	TIP Open House	0	0	N/A	N/A
7/11/2018	Saint Cloud Library	BPAC meeting	4	N/A	See minutes -- this deals with the advisory group to the TAC made up of members of the public.	
8/2/2018	Stearns County Public Works	TAC meeting	0	0	N/A	N/A
8/9/2018	Saint Cloud Library	Executive Board meeting	1	1	Ms. Kim Pettman, community member, suggested that with the creation of an upcoming approval of the RTCC, the committee members, vendors, and APO staff receive one hour of disability awareness/sensitivity training. Ms. Pettman felt by completing this training, the RTCC would be more inclusive and understanding of the elderly and disabled. Mr. Goerger thanked her for her comments.	APO staff completed sensitivity training in April 2019 at a session that included most of the RTCC project coordinators from around the state.
9/19/2018	Saint Cloud Library	RTCC meeting	20	N/A	See minutes -- this deals with the initial outreach to form the organization so all comments have been recorded and reflected in the minutes and the creation of the draft OIP.	
10/9/2018	Stearns County Public Works	TAC meeting	0	0	N/A	N/A
10/25/2018	Waite Park City Hall	Policy Board meeting	0	0	N/A	N/A
11/27/2018	Saint Cloud Library	RTCC meeting	9	N/A	See minutes -- this deals with the initial outreach to form the organization so all comments have been recorded and reflected in the minutes and the creation of the draft OIP.	
12/18/2018	APO Office	TIP Open House	0	0	N/A	N/A
1/3/2019	Stearns County Public Works	TAC meeting	0	0	N/A	N/A

In-Person Public Engagement Calendar of Events						
Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
1/8/2019	Career Force	RTCC public input	6	N/A	<p>Comments summarized from APO Executive Director:</p> <ol style="list-style-type: none">1. Rural residents have the toughest time. There's no money in providing transportation for one person in Foley or Rice who needs to get to Saint Cloud.2. Contact businesses and get their input. They know what their employees need.3. Try working with businesses to coordinate shifts. If there are many different businesses in one geographic location which all end their shift at, say, 11 p.m., there might be enough demand to justify providing transit. If they all end shifts at different times, it's much harder to justify.4. Sometimes employers are just far enough off of a route that an employee can't make it to work. A 1.5 mile walk from the bus stop to work in the summer isn't bad, but in the winter it's far enough to prevent people from even wanting to apply for the job.5. Speaker who is employed by a work force organization: Often times we do the leg work to get someone a job but then transportation falls through. We can't get them there. You might have a home of eight residents and one person gets a job, but then we would have to hire one more staff person just to get them to and from work and that's not practical.6. Speaker is employed as a baker at Perkins who works midnight to 8 a.m.: He takes the bus home from work, but has to ride his bike to work or, in winter, take a cab at \$10 per ride, which gets expensive. He wishes there were a couple of buses at shift change so he could get to work.7. Provide incentives for services. Privatize those services that can be privatized. It's all about the money. Volunteer drivers are typically "paying back" in life for something they have received. The speaker doesn't see that attitude in the next generation. Kids nowadays work on projects -- they do a project for Company A and then leave to do a project for Company B. They don't care about the companies. They work to gain specific experiences. So relying on long-term volunteer drivers may be dying as a business model.8. Speaker use to take transit, but had to get up really early to get to work on time. Having kids and not having a car makes it even harder. You have to get the kids to daycare before work.	Comments provided from this public outreach were reported to the RTCC's Project Management Team (PMT) at the Feb. 22 meeting.
1/11/2019	Big Lake Farmers Market	RTCC public input	6			
1/17/2019	Annandale City Hall	RTCC public input	4		<p>Comments summarized from APO Senior Planner:</p> <ol style="list-style-type: none">1. Couple who came in said they did not utilize public transit. However, they felt there would be benefits for woman's mother who would want to get out to see people but who did not drive. Woman suggested doing outreach in churches and places of worship to reach more people.2. Public health nurses present felt that this would be a good concept.	Comments provided from this public outreach were reported to the RTCC's Project Management Team (PMT) at the Feb. 22 meeting.
1/22/2019	Saint Cloud Library	BPAC meeting	9	N/A	See minutes -- this deals with the advisory group to the TAC made up of members of the public.	
2/7/2019	Stearns County Public Works	TAC meeting	0	N/A	N/A	N/A

In-Person Public Engagement Calendar of Events						
Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
2/22/2019	Saint Cloud Library	RTCC meeting	10	N/A	See minutes -- this deals with the initial outreach to form the organization so all comments have been recorded and reflected in the minutes and the creation of the draft OIP.	
3/7/2019	Stearns County Public Works	TAC meeting	0	0	N/A	N/A
3/14/2019	Saint Cloud Library	Policy Board meeting	2	1	Ms. Kim Pettman, community member, requested and was granted five minutes to make comments. She expressed her concerns over the Saint Cloud APO hosting the staff of the RTCC. She was concerned that people do not understand what the RTCC does. She found errors in the RTCC document. Transit coordination involves many organizations. Transit dependent population includes people of varying disabilities and people of color. Ms. Pettman stated she has tried to get the APO to understand people of disability. She felt that it is very important that the Policy Board and APO change to improve reaching out to the public in an equitable manner. She said 7E was an excellent example of providing outreach to the public. She felt the RTCC is in big trouble and felt people needed to better understand transit. She encouraged the Board to learn more about the Minnesota Council on Transportation Access (MCOTA) and their goals. She felt there was a big need to include more of the public in the RTCC. She offered to speak more about this to members after the meeting. Mr. Goerger asked if the Board members could receive a response, via e-mail, from the Executive Director about Ms. Pettman's comments and concerns.	APO staff working on the RTCC have been in close communication with Sue Siemers and Tom Gottfried at MnDOT/DHS about the future of the RTCC within Central Minnesota. The APO is taking direction from the state as to how to best execute the project. The RTCC draft OIP was available for public comment and APO staff were soliciting feedback from the public to improve upon the draft and have received no specific comments from Ms. Pettman. APO staff and other RTCC project managers from across the state have attended a sensitivity training at MnDOT Central Office in April 2019. APO staff attended an MCOTA meeting in April 2019. Executive Director to provide clarifying email to board members about Ms. Pettman's comments and concerns to provide context behind comments.
3/27/2019	APO Office	TIP Open House	0	0	N/A	N/A
4/4/2019	Stearns County Public Works	TAC meeting	0	0	N/A	N/A
4/9/2019	Saint Cloud Library	RTCC meeting	15	N/A	See minutes -- this deals with the initial outreach to form the organization so all comments have been recorded and reflected in the minutes and the creation of the draft OIP.	N/A
5/2/2019	Stearns County Public Works	TAC meeting	0	N/A	N/A	N/A
5/9/2019	Saint Cloud Library	Policy Board meeting	1	0	N/A	N/A
5/14/2019	Saint Cloud Library	BPAC meeting	8	N/A	See minutes -- this deals with the advisory group to the TAC made up of members of the public.	N/A
5/30/2019	Stearns County Public Works	TAC meeting	0	0	N/A	N/A
6/13/2019	Saint Cloud Library	Policy Board meeting	1	N/A	Presentation from the auditor	N/A
6/27/2019	Stearns County Public Works	TAC meeting	0	0	N/A	N/A

APPENDIX B

DEMOGRAPHIC QUESTIONNAIRE

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Demographic Questionnaire *(Please mark your answers with an (x) to the questions below).*

This survey is **voluntary**. All individual answers are and will remain completely anonymous.

The Saint Cloud Area Planning Organization is committed to providing all members of the community the opportunity to receive information, ask questions, provide feedback, and be involved in the overall planning process. In order to ensure staff are meeting that goal, the APO has developed the following demographic survey. All answers gained from the survey will help direct APO staff on future public engagement strategies and techniques.

1. Gender

Male___ Female___ Non-binary___

2. Age

Less than 65 years___ 65 years or older___

3. Ethnicity (Race) (Check all that apply)

African/Black___ American Indian/Alaska Native___

Asian___ Hispanic or Latino___

White___ Other___

Native Hawaiian/Pacific Islander___

4. Ability (Check all that apply)

I have serious difficulty hearing___

I have serious difficulty seeing even when wearing glasses/contacts___

I have a physical condition that limits basic physical activities___

I have a physical, mental, or emotional condition that makes it difficult to concentrate, remember tasks, and/or make decisions___

I do not have a disability___

5. Household Size

1 person___ 2 people___ 3 people___ 4 people___ 5 people___

6 people___ 7 people___ 8+ people___

6. Household Income

\$0-\$12,140____	\$12,141-\$16,460____	\$16,461-\$20,780____
\$20,781-\$25,100____	\$25,101-\$29,420____	\$29,421-\$33,740____
\$33,741-\$38,060____	\$38,061-\$42,380____	\$42,381 or more____

7. Language

English is not my primary language____

English is my primary language but I also speak another language at home____

English is my primary language____

Demographic Questionnaire							
Survey Number	Gender	Age	Ethnicity	Ability	Household Size	Household Income	Language
1	Male	Less than 65	White	N/A	2	\$42,381+	English
2	Male	Less than 65	White	No Disability	2	\$16,461 to \$20,780	English
3	Female	Less than 65	White	No Disability	1	\$42,381+	English
4	Male	Less than 65	White	Hearing Difficulty	2	\$42,381+	English
5	Male	Less than 65	White	N/A	2	\$42,381+	English
6	Male	Less than 65	White	No Disability	2	\$42,381+	English

APPENDIX C

FACEBOOK ENGAGEMENT MATRIX

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Facebook Public Engagement									
Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Responses (FB events)	Event Page Views	Number of Comments Received	Comments Received	Comment Disposition
7/27/2018	TAC meeting	Post Type: Photo The Saint Cloud APO will be hosting its Technical Advisory Committee meeting at 10 a.m. Thursday, Aug. 2 at the Stearns County Highway Department building, 455-28th Ave. S, Waite Park. This meeting is open to the public.	1	64			0	N/A	N/A
7/30/2018	Executive Board meeting	Post Type: Photo The Saint Cloud APO will be hosting its executive board meeting at 5 p.m. on Thursday, Aug. 9 in the Array Room at the St. Cloud Library. This meeting is open to the public.	4	108			0	N/A	N/A
10/1/2018	TIP Public Comment	Post Type: Event The Saint Cloud APO is hosting a public input session to hear feedback about a proposed change to the FY 2019-2023 Transportation Improvement Program. The cost of a bridge redeck/rehab project slated for 2019 has decreased from \$1,501,000 to \$588,000. The APO is soliciting public input. If you cannot attend the meeting but would still like to provide comment, please email Vicki Ikeogu at ikeogu@stcloudapo.org or call her at 320-252-7568 by no later than 5 p.m. on Wednesday, Oct. 17.		0	2	0	0	N/A	N/A
10/8/2018	TAC meeting	Post Type: Photo The Saint Cloud Area Planning Organization will be hosting its Technical Advisory Committee (TAC) meeting at 10 a.m. on Tuesday, Oct. 9 at the Stearns County Highway Department Building, 455-28th Ave. S, Waite Park. The public is invited to attend.	9	109			0	N/A	N/A
12/18/2018	TIP Public Comment	Post Type: Facebook Live Transportation Improvement Program amendments and modifications for FY 2019-2023. Learn more about this at stcloudapo.org	23	99			0	N/A	N/A
1/4/2019	RTCC engagement	Post Type: Photo Do you use transit to get to work? How about to school? Or visiting friends? If the answer is yes (or probably yes if it is was easier) we want to hear from you! Provide us with your feedback and help shape the development of Central Minnesota's Regional Transportation Coordinating Council (RTCC). Learn more about the RTCC effort by visiting http://www.stcloudapo.org/rtcc.html , calling 320-252-7568, or emailing gibson@stcloudapo.org or ikeogu@stcloudapo.org . Feel free to let us know your thoughts about the region's transportation services by taking the online survey: https://www.surveymonkey.com/r/T26ZCZM . Thanks for your input!	1	51			0	N/A	N/A

Facebook Public Engagement									
Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Responses (FB events)	Event Page Views	Number of Comments Received	Comments Received	Comment Disposition
1/8/2019	RTCC engagement	Post Type: Event Do you use transit to get to work? How about to school? Or visiting friends? If the answer is yes (or probably yes if it is was easier) we want to hear from you! Join us at Career Force's job fair to discuss how coordinating transportation services could possibly benefit you. Provide us with your feedback and help shape the development of Central Minnesota's Regional Transportation Coordinating Council (RTCC). Can't make the event but still want to participate? Check out the online survey (https://www.surveymonkey.com/r/T26ZCZM). More information can be found online at http://www.stcloudapo.org/rtcc.html .		58	2	7			
1/11/2019	RTCC engagement	Post Type: Event Do you use transit to get to work? How about to school? Or visiting friends? If the answer is yes (or probably yes if it is was easier) we want to hear from you! Join us at Wright County Public Health's Wellness on Wheels to discuss how coordinating transportation services could possibly benefit you. Provide us with your feedback and help shape the development of Central Minnesota's Regional Transportation Coordinating Council (RTCC). Can't make the event but still want to participate? Check out the online survey (https://www.surveymonkey.com/r/T26ZCZM). More information can be found online at http://www.stcloudapo.org/rtcc.html .		23	0	3			
1/17/2019	RTCC engagement	Post Type: Event Do you use transit to get to work? How about to school? Or visiting friends? If the answer is yes (or probably yes if it is was easier) we want to hear from you! Join us at Wright County Public Health's Wellness on Wheels to discuss how coordinating transportation services could possibly benefit you. Provide us with your feedback and help shape the development of Central Minnesota's Regional Transportation Coordinating Council (RTCC). Can't make the event but still want to participate? Check out the online survey (https://www.surveymonkey.com/r/T26ZCZM). More information can be found online at http://www.stcloudapo.org/rtcc.html .		31	0	2			

Facebook Public Engagement									
Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Responses (FB events)	Event Page Views	Number of Comments Received	Comments Received	Comment Disposition
1/21/2019	RTCC engagement	Post Type: Event Do you use transit to get to work? How about to school? Or visiting friends? If the answer is yes (or probably yes if it is was easier) we want to hear from you! Join us at Fare for All to discuss how coordinating transportation services could possibly benefit you. Provide us with your feedback and help shape the development of Central Minnesota's Regional Transportation Coordinating Council (RTCC). Can't make the event but still want to participate? Check out the online survey (https://www.surveymonkey.com/r/T26ZCZM). More information can be found online at http://www.stcloudapo.org/rtcc.html .		44	1	4			
2/20/2019	TIP Public Comment	Post Type: Facebook Live Information on Transportation Improvement Program amendments.	26	99			0	N/A	N/A
2/20/2019	TIP Public Comment	Post Type: Event Learn about and provide valuable input to transportation projects within the Saint Cloud Metropolitan Planning Area.		40	0	11			
3/1/2019	TAC meeting	Post Type: Photo The Saint Cloud Area Planning Organization's Technical Advisory Committee will be meeting at 10 a.m. on Thursday, March 7 at the Stearns County Highway Department Building in Waite Park. All are welcome to attend.	0	62			0	N/A	N/A
3/11/2019	Policy Board meeting	Post Type: Photo The APO Board will be meeting this Thursday evening at the library. Consider joining us; the agenda is shown below:	0	69			0	N/A	N/A
3/19/2019	APO logo	Post Type: Link The APO is rebuilding its website. You can help guide the development of our new website by answering a few questions in the survey linked below: https://www.surveymonkey.com/r/8H2GNBB Thank you for your input!	1	51			0	N/A	N/A
4/2/2019	Policy Board meeting	Post Type: Photo The APO Board will next meet on April 11th at 5 pm in the Waite Park City Hall.	12	117			1	APO comment: Please note the change in meeting location to the Waite Park City Hall.	N/A
4/30/2019	Policy Board meeting	Post Type: Photo The Saint Cloud APO's Policy Board meeting will take place on Thursday, May 9, 2019. All are welcome to attend.	1	69			0	N/A	N/A

Facebook Public Engagement									
Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Responses (FB events)	Event Page Views	Number of Comments Received	Comments Received	Comment Disposition
5/14/2019	BPAC meeting	Post Type: Event The Saint Cloud Area Planning Organization (APO) Bicycle Pedestrian Advisory Committee (BPAC) is meeting on 5/14 in the Bremer Room of the GRRL/Saint Cloud. Please consider attending if you have any interest in bicycle and pedestrian transportation planning in the Saint Cloud area. This meeting open and welcoming to all.		564	9	0			
6/13/2019	Policy Board meeting	Post Type: Event		59	2	13			
6/27/2019	TIP Public Comment	Post Type: Photo The draft 2020-2023 Transportation Improvement Program (TIP) is out and ready for public review. Visit our website to find out more information and provide your feedback!	12	70			1	I just want to say that the cities restoration on 22nd st s. From 33rd ave to oak grove rd. Was beautiful... the restoration on the seberger development was great. The cities restoration on 33rd st s. Is the worst I have ever seen. Thanks for the weeds they are growing wonderfully.	Comments incorporated into the draft Mr. Hansen, we will pass your comment to the City. We appreciate you taking the time to provide feedback! Mr. Hansen, the City says that the turf is not final. The contractor will be mowing and treating the weeds soon. You should contact Janice Koetter at the City for more details.
6/27/2019	TAC meeting	Post Type: Event Public Event: June TAC Meeting The Technical Advisory Committee (TAC) is made up of technical representatives (urban planners, civil engineers) from each member jurisdiction. The TAC advise the Policy Board on transportation matters. Come join us on June 27th, 2019 to discuss the 2045 MTP Project List, the Draft 2020 Unified Planning Work Program, the TIP amendment schedule, and more!		74	4	20			

APPENDIX D

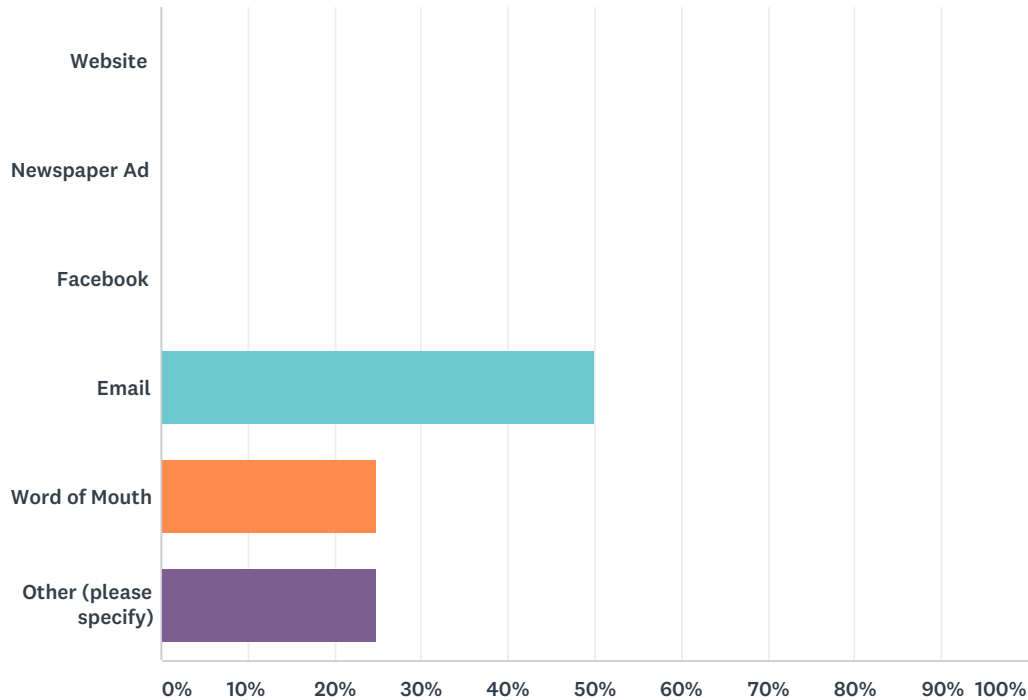
STAKEHOLDER ENGAGEMENT PLAN SURVEY

Questions

1. How did you hear about the APO's public meeting or outreach event that you attended?
2. Before the event, the notice, advertisement, or invitation to participate was clear and welcoming?
3. The information about the event topic provided before or at the meeting helped prepare me to participate more effectively.
4. Before the event, the purpose of the event was clearly defined.
5. Before the event, I believed that any views offered would be taken seriously by APO staff.
6. During the event, there was sufficient opportunity for me to express my views about what I thought was important.
7. During the event, APO staff provided a safe, fair, and well-managed environment for participants.
8. During the event, APO staff heard my opinions on the topic(s) presented.
9. After the event, I believed that the event would result in better decisions on the topic(s) discussed.
10. After the event, I believed that any views offered would be taken seriously by APO staff.
11. Given the chance, I would participate in an APO outreach activity again.
12. I would encourage other residents to participate in similar APO events on this or other appropriate topics.
13. What types of public outreach events work best for you? Pick all that apply.
 - a. In-person events.
 - b. Public meetings.
 - c. Online surveys.
 - d. Social media.
 - e. Email.
 - f. Other (please specify).
14. How do you feel APO staff can improve public engagement events?

Q1 How did you hear about the APO's public meeting or outreach event that you attended?

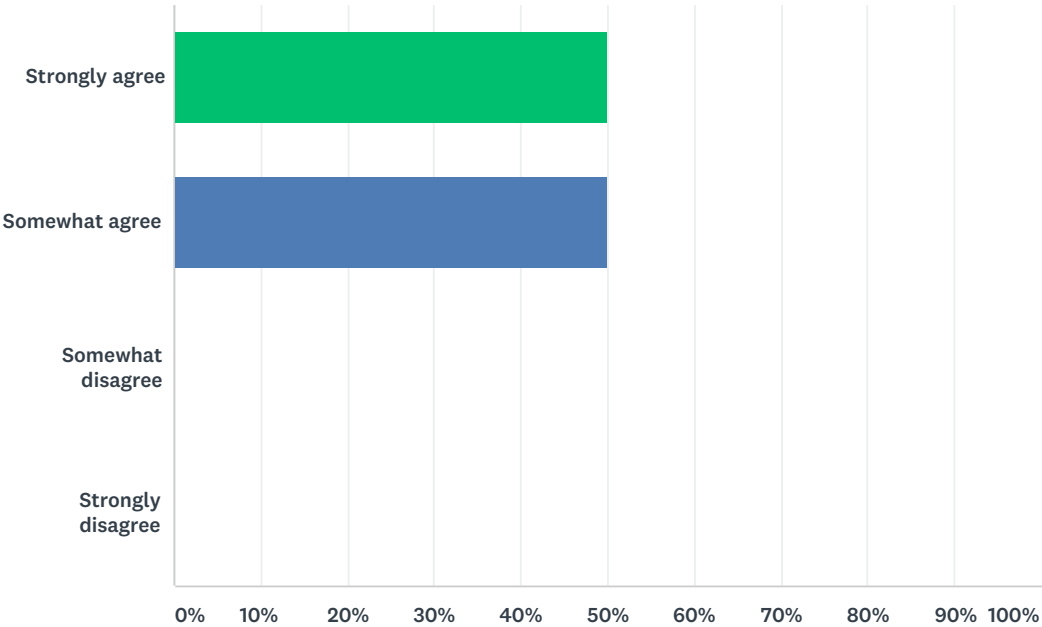
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Website	0.00%	0
Newspaper Ad	0.00%	0
Facebook	0.00%	0
Email	50.00%	2
Word of Mouth	25.00%	1
Other (please specify)	25.00%	1
TOTAL		4

Q2 Before the event, the notice, advertisement, or invitation to participate was clear and welcoming?

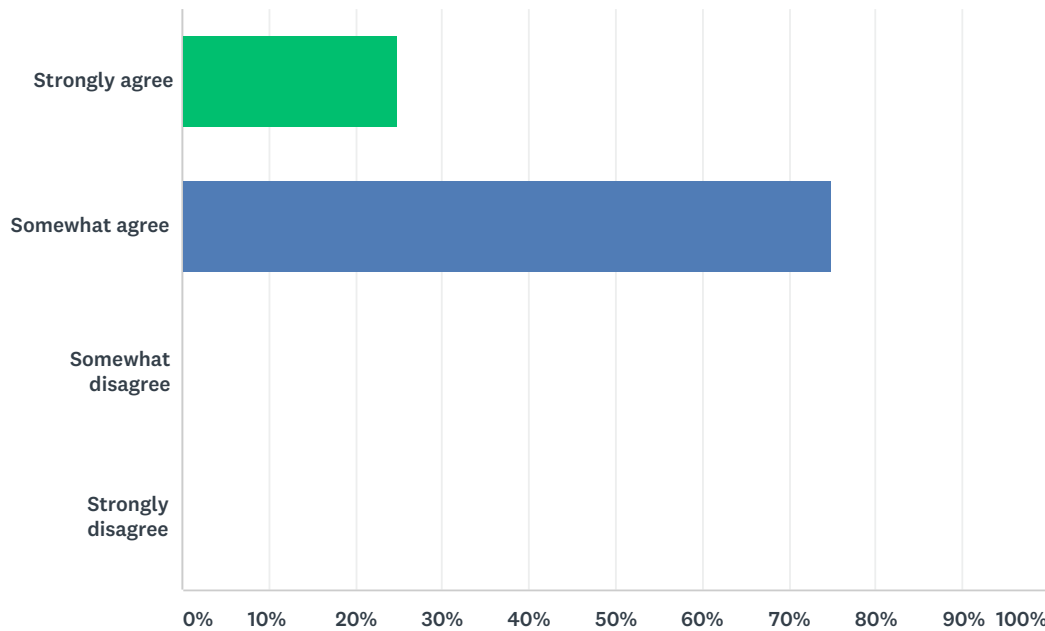
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	2
Somewhat agree	50.00%	2
Somewhat disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		4

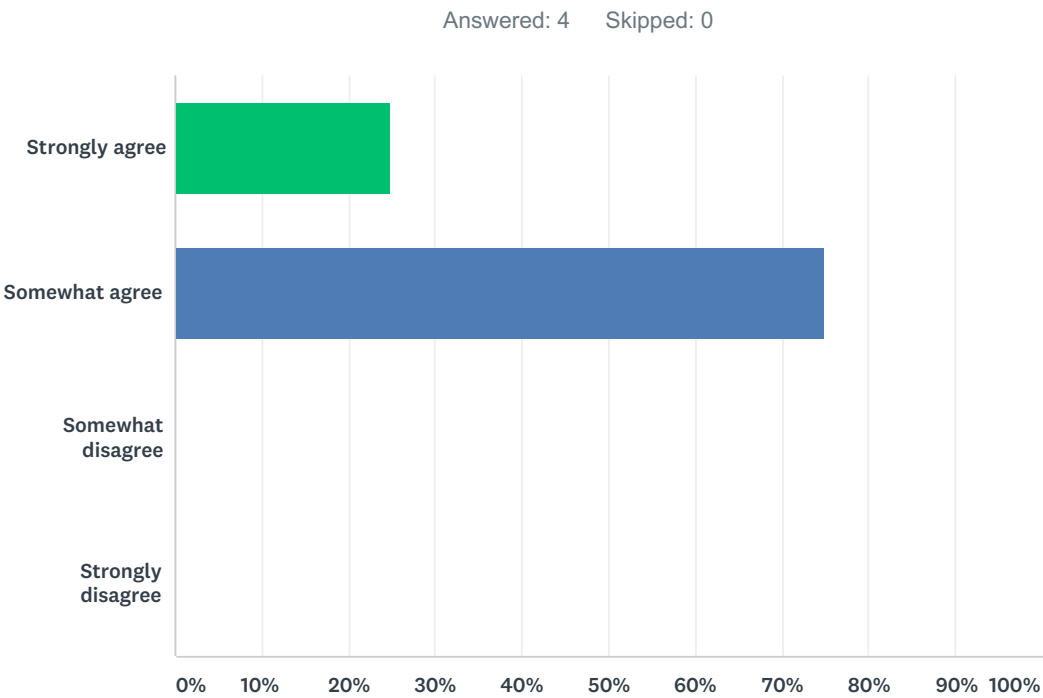
Q3 The information about the event topic provided before or at the meeting helped prepare me to participate more effectively.

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	25.00%	1
Somewhat agree	75.00%	3
Somewhat disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		4

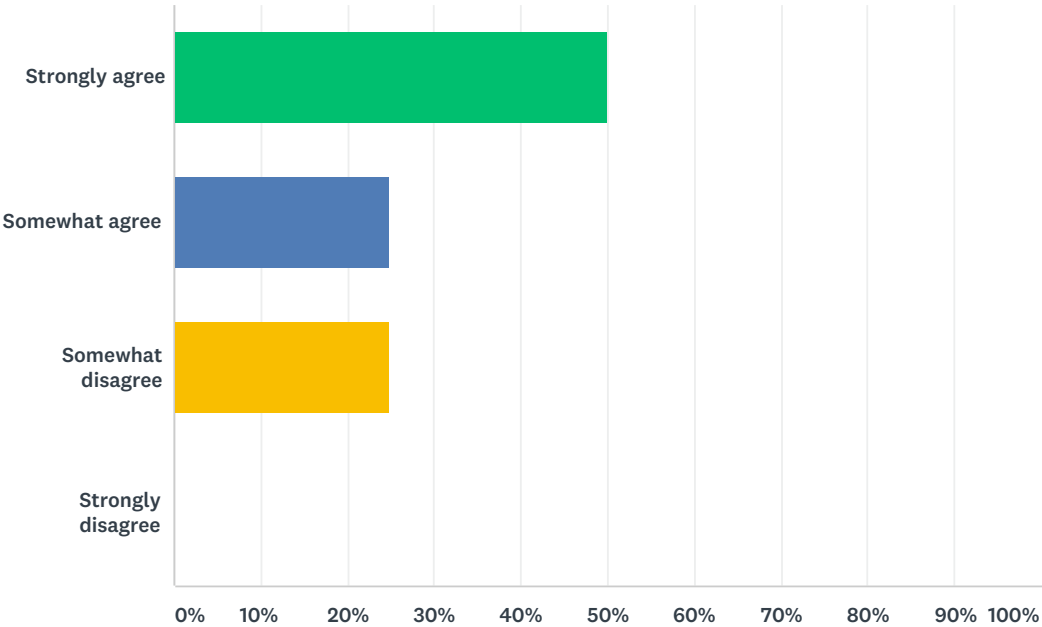
Q4 Before the event, the purpose of the event was clearly defined.



ANSWER CHOICES	RESPONSES	
Strongly agree	25.00%	1
Somewhat agree	75.00%	3
Somewhat disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		4

Q5 Before the event, I believed that any views offered would be taken seriously by APO staff.

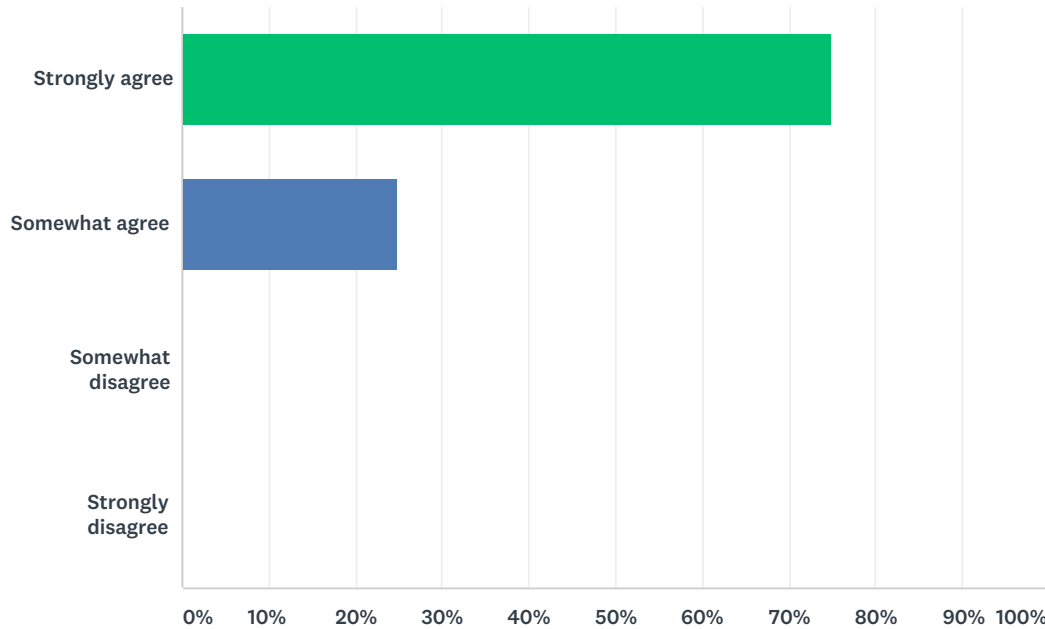
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	2
Somewhat agree	25.00%	1
Somewhat disagree	25.00%	1
Strongly disagree	0.00%	0
TOTAL		4

Q6 During the event, there was sufficient opportunity for me to express my views about what I thought was important.

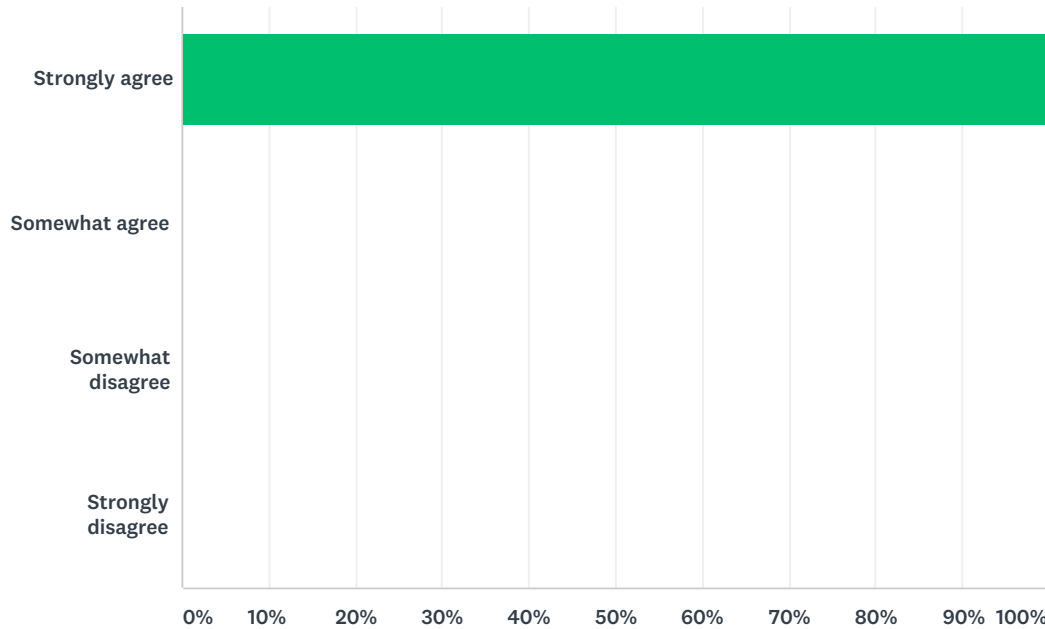
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	75.00%	3
Somewhat agree	25.00%	1
Somewhat disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		4

Q7 During the event, APO staff provided a safe, fair, and well-managed environment for participants.

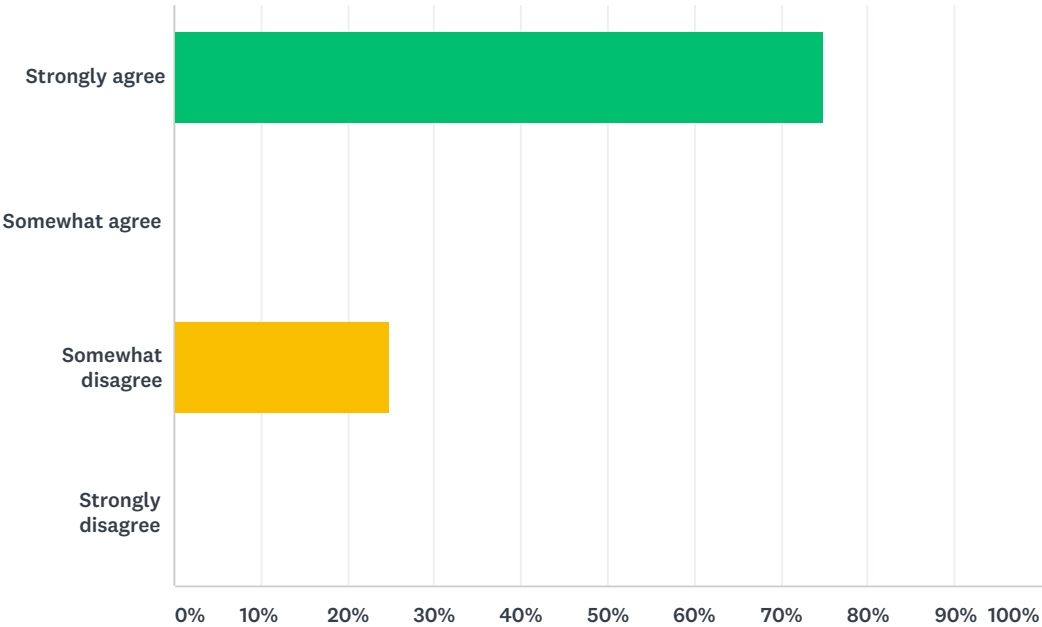
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	100.00%	4
Somewhat agree	0.00%	0
Somewhat disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		4

Q8 During the event, APO staff heard my opinions on the topic(s) presented.

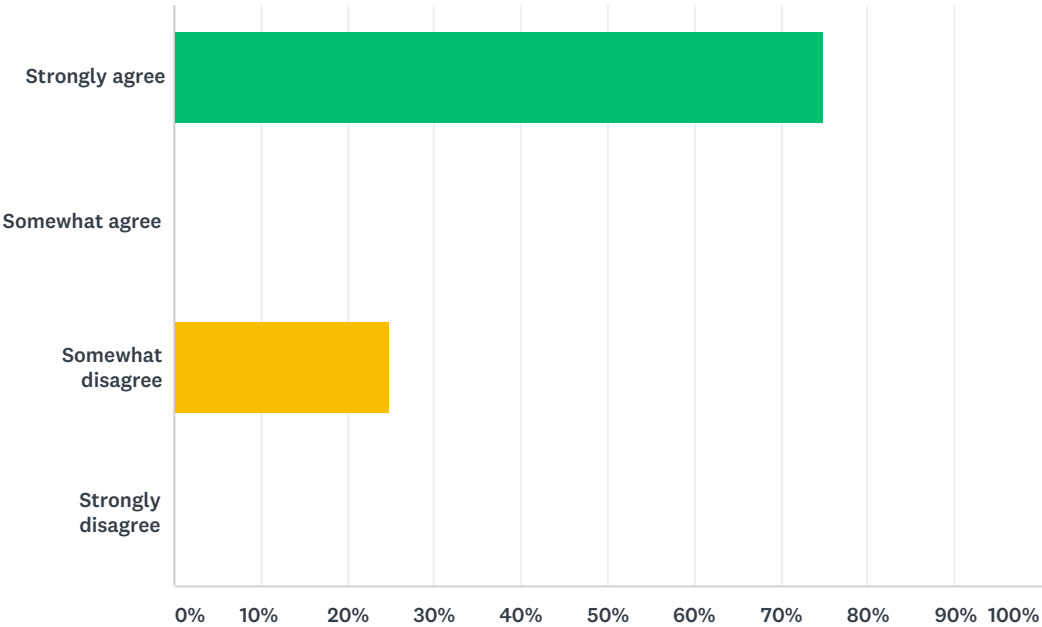
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	75.00%	3
Somewhat agree	0.00%	0
Somewhat disagree	25.00%	1
Strongly disagree	0.00%	0
TOTAL		4

Q9 After the event, I believed that the event would result in better decisions on the topic(s) discussed.

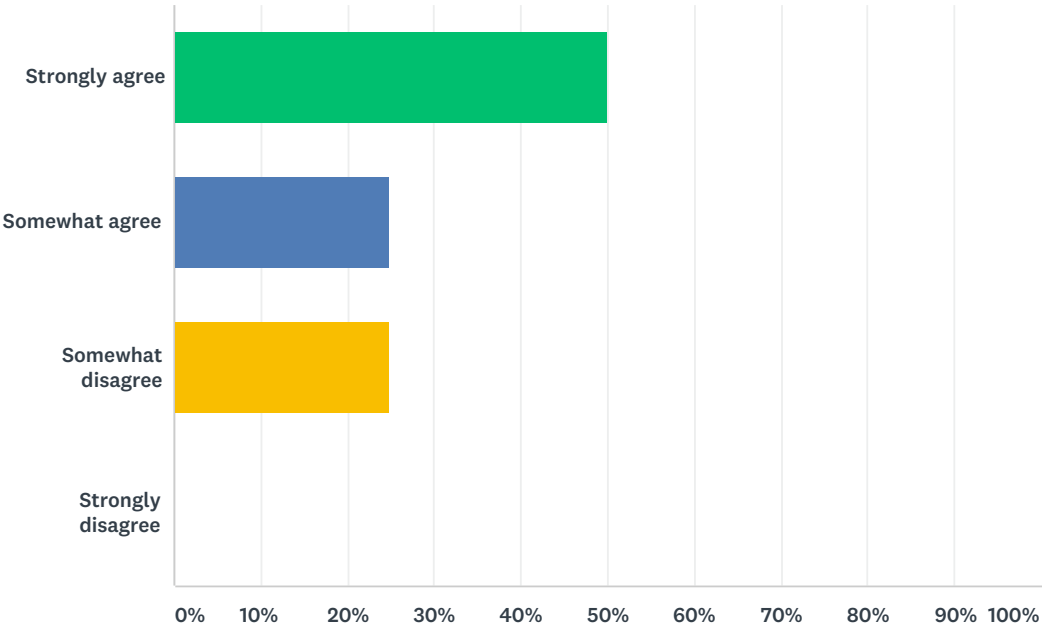
Answered: 4 Skipped: 0



ANSWER CHOICES		RESPONSES	
Strongly agree		75.00%	3
Somewhat agree		0.00%	0
Somewhat disagree		25.00%	1
Strongly disagree		0.00%	0
TOTAL			4

Q10 After the event, I believed that any views offered would be taken seriously by APO staff.

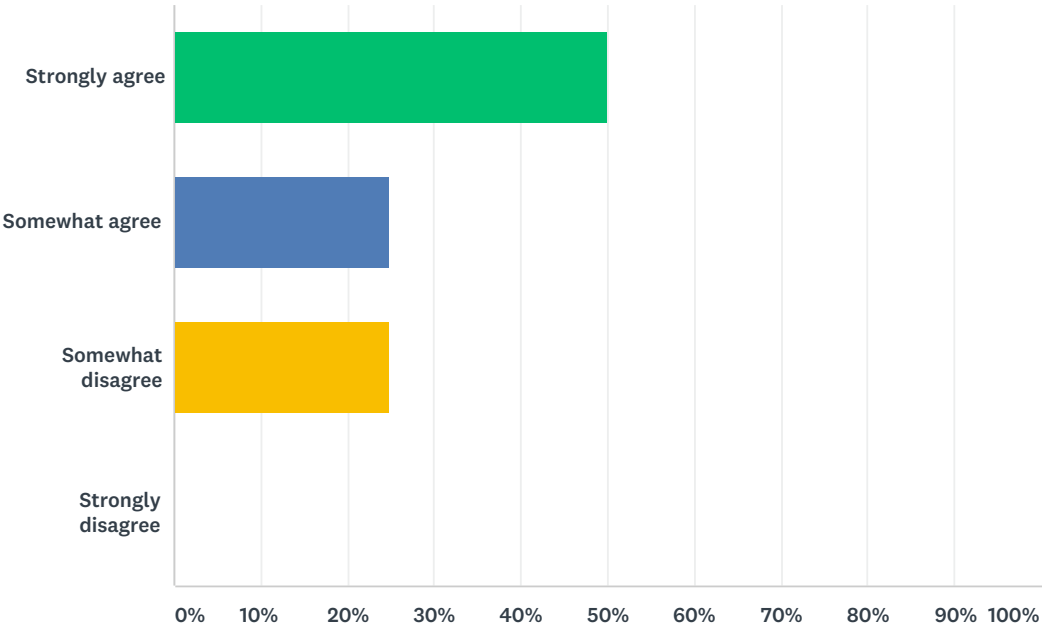
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	2
Somewhat agree	25.00%	1
Somewhat disagree	25.00%	1
Strongly disagree	0.00%	0
TOTAL		4

Q11 Given the chance, I would participate in an APO outreach activity again.

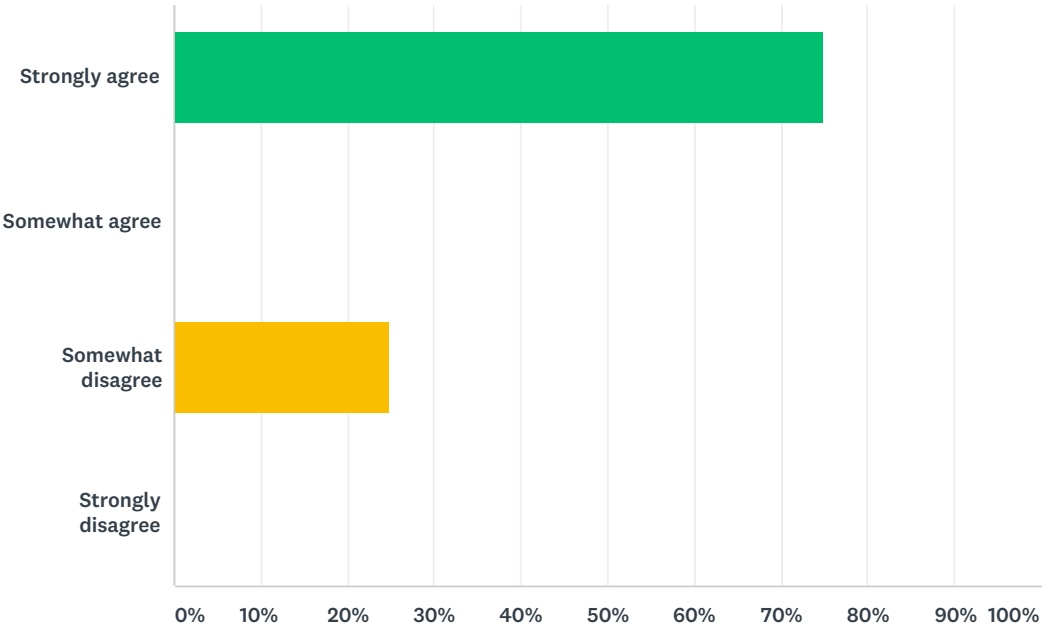
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	2
Somewhat agree	25.00%	1
Somewhat disagree	25.00%	1
Strongly disagree	0.00%	0
TOTAL		4

Q12 I would encourage other residents to participate in similar APO events on this or other appropriate topics.

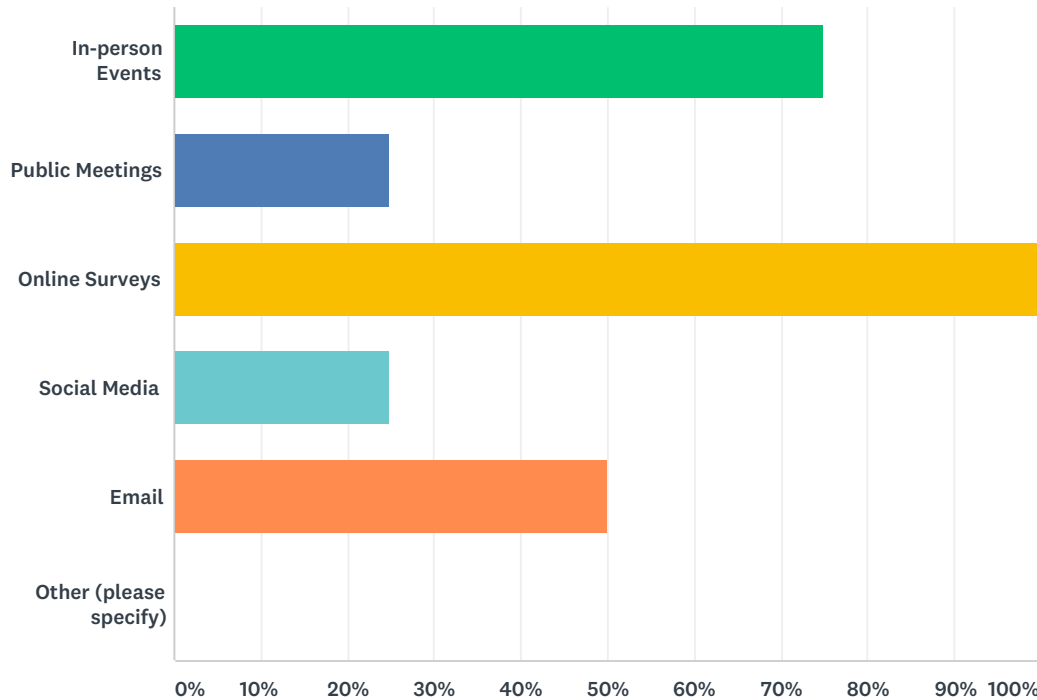
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	75.00%	3
Somewhat agree	0.00%	0
Somewhat disagree	25.00%	1
Strongly disagree	0.00%	0
TOTAL		4

Q13 What types of public outreach events work best for you? Pick all that apply.

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
In-person Events	75.00%	3
Public Meetings	25.00%	1
Online Surveys	100.00%	4
Social Media	25.00%	1
Email	50.00%	2
Other (please specify)	0.00%	0
Total Respondents: 4		

Q14 How do you feel APO staff can improve public engagement events?

Answered: 2 Skipped: 2

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, August 27, 2019 1:10:45 PM
Last Modified: Tuesday, August 27, 2019 1:12:37 PM
Time Spent: 00:01:51
IP Address: 24.196.53.94

Page 1: Help Public Engagement Grow at the APO!

Q1 How did you hear about the APO's public meeting or outreach event that you attended? **Email**

Q2 Before the event, the notice, advertisement, or invitation to participate was clear and welcoming? **Somewhat agree**

Q3 The information about the event topic provided before or at the meeting helped prepare me to participate more effectively. **Somewhat agree**

Q4 Before the event, the purpose of the event was clearly defined. **Somewhat agree**

Q5 Before the event, I believed that any views offered would be taken seriously by APO staff. **Somewhat disagree**

Q6 During the event, there was sufficient opportunity for me to express my views about what I thought was important. **Somewhat agree**

Q7 During the event, APO staff provided a safe, fair, and well-managed environment for participants. **Strongly agree**

Q8 During the event, APO staff heard my opinions on the topic(s) presented. **Somewhat disagree**

Q9 After the event, I believed that the event would result in better decisions on the topic(s) discussed. **Somewhat disagree**

Q10 After the event, I believed that any views offered would be taken seriously by APO staff. **Somewhat disagree**

Q11 Given the chance, I would participate in an APO outreach activity again.

**Somewhat
disagree**

Q12 I would encourage other residents to participate in similar APO events on this or other appropriate topics.

**Somewhat
disagree**

Q13 What types of public outreach events work best for you? Pick all that apply.

**Online Surveys,
Email**

Q14 How do you feel APO staff can improve public engagement events?

Respondent skipped this question

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, August 27, 2019 2:04:57 PM
Last Modified: Tuesday, August 27, 2019 2:10:33 PM
Time Spent: 00:05:36
IP Address: 66.191.69.130

Page 1: Help Public Engagement Grow at the APO!

Q1 How did you hear about the APO's public meeting or outreach event that you attended?	Word of Mouth
Q2 Before the event, the notice, advertisement, or invitation to participate was clear and welcoming?	Strongly agree
Q3 The information about the event topic provided before or at the meeting helped prepare me to participate more effectively.	Somewhat agree
Q4 Before the event, the purpose of the event was clearly defined.	Somewhat agree
Q5 Before the event, I believed that any views offered would be taken seriously by APO staff.	Somewhat agree
Q6 During the event, there was sufficient opportunity for me to express my views about what I thought was important.	Strongly agree
Q7 During the event, APO staff provided a safe, fair, and well-managed environment for participants.	Strongly agree
Q8 During the event, APO staff heard my opinions on the topic(s) presented.	Strongly agree
Q9 After the event, I believed that the event would result in better decisions on the topic(s) discussed.	Strongly agree
Q10 After the event, I believed that any views offered would be taken seriously by APO staff.	Somewhat agree

Q11 Given the chance, I would participate in an APO outreach activity again.

Strongly agree

Q12 I would encourage other residents to participate in similar APO events on this or other appropriate topics.

Strongly agree

Q13 What types of public outreach events work best for you? Pick all that apply.

In-person Events ,
Online Surveys,
Email

Q14 How do you feel APO staff can improve public engagement events?

Continue to get participation from all areas of the community

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, August 28, 2019 7:33:46 AM
Last Modified: Wednesday, August 28, 2019 7:35:28 AM
Time Spent: 00:01:41
IP Address: 136.234.66.100

Page 1: Help Public Engagement Grow at the APO!

Q1 How did you hear about the APO's public meeting or outreach event that you attended? Other (please specify):
 I was contacted by APO thru work

Q2 Before the event, the notice, advertisement, or invitation to participate was clear and welcoming? **Strongly agree**

Q3 The information about the event topic provided before or at the meeting helped prepare me to participate more effectively. **Strongly agree**

Q4 Before the event, the purpose of the event was clearly defined. **Strongly agree**

Q5 Before the event, I believed that any views offered would be taken seriously by APO staff. **Strongly agree**

Q6 During the event, there was sufficient opportunity for me to express my views about what I thought was important. **Strongly agree**

Q7 During the event, APO staff provided a safe, fair, and well-managed environment for participants. **Strongly agree**

Q8 During the event, APO staff heard my opinions on the topic(s) presented. **Strongly agree**

Q9 After the event, I believed that the event would result in better decisions on the topic(s) discussed. **Strongly agree**

Q10 After the event, I believed that any views offered would be taken seriously by APO staff. **Strongly agree**

Q11 Given the chance, I would participate in an APO outreach activity again.

Strongly agree

Q12 I would encourage other residents to participate in similar APO events on this or other appropriate topics.

Strongly agree

Q13 What types of public outreach events work best for you? Pick all that apply.

In-person Events ,
Online Surveys

Q14 How do you feel APO staff can improve public engagement events?

Respondent skipped this question

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, August 28, 2019 12:00:33 PM
Last Modified: Wednesday, August 28, 2019 12:03:49 PM
Time Spent: 00:03:16
IP Address: 156.99.127.65

Page 1: Help Public Engagement Grow at the APO!

Q1 How did you hear about the APO's public meeting or outreach event that you attended? **Email**

Q2 Before the event, the notice, advertisement, or invitation to participate was clear and welcoming? **Somewhat agree**

Q3 The information about the event topic provided before or at the meeting helped prepare me to participate more effectively. **Somewhat agree**

Q4 Before the event, the purpose of the event was clearly defined. **Somewhat agree**

Q5 Before the event, I believed that any views offered would be taken seriously by APO staff. **Strongly agree**

Q6 During the event, there was sufficient opportunity for me to express my views about what I thought was important. **Strongly agree**

Q7 During the event, APO staff provided a safe, fair, and well-managed environment for participants. **Strongly agree**

Q8 During the event, APO staff heard my opinions on the topic(s) presented. **Strongly agree**

Q9 After the event, I believed that the event would result in better decisions on the topic(s) discussed. **Strongly agree**

Q10 After the event, I believed that any views offered would be taken seriously by APO staff. **Strongly agree**

Q11 Given the chance, I would participate in an APO outreach activity again.

Somewhat agree

Q12 I would encourage other residents to participate in similar APO events on this or other appropriate topics.

Strongly agree

Q13 What types of public outreach events work best for you? Pick all that apply.

In-person Events ,
Public Meetings,
Online Surveys,
Social Media

Q14 How do you feel APO staff can improve public engagement events?

I have no suggestions for improvement. I think you do a good job.

APPENDIX E

SEP IN-PERSON INTERVIEW

SEP Survey

In-Person Interview

Question 1: How did you hear about the APO's public meeting or outreach event that you attended?

- Already knows about the APO from a long time ago, however she uses word of mouth to tell others about meetings/events the APO is hosting
- Website/Email are the ways she will typically receive notifications because she is not only a member of the public but a stakeholder

Question 2: Before the event, the notice, advertisement, or invitation to participate was clear and welcoming?

- The advertisements need to be placed where all members of the public can access it (such as Metro Bus vehicles (dial-a-ride, fixed route, Connex)
- The Advertisement needs to be in simpler language, she is annoyed that she has to continuously explain to others what the meeting/event is about (equity based language would be preferred)
- The advertisement was not welcoming (referring to RTCC)
- Wants a balance between stakeholder language and the public message
- Wants to know if we can mail out flyers? (Pictures is a must and captions for ADA compliancy)
- Wants the APO to do more one on one relationship building with the public, suggests getting connectors to reach out
- Reminds us that not everyone has email or a smartphone, and that equity is key

Question 3: The information about the event topic provided before or at the meeting helped prepare me to participate more effectively.

- Most people are the Saint Cloud area do not trust government, therefore no matter what information is given about the event people will not show up
- People will show up if someone of importance is there (referring to a Politian)
- Through messaging the APO needs to overcome the trust barrier between the public and the government

Question 4: Before the event, the purpose of the event was clearly defined.

- Most people decide to either go or not go based on the items listed on the agenda
- Simpler terms, may lead to more people participating
- **Facilitator of meeting should go over what the meeting is for the "purpose"**
- **Equity is key, and WSB doesn't get it. Stonebrook (another private company) gets it.**

Question 5: Before the event, I believed that any views offered would be taken seriously by the APO staff.

- Yes I somewhat agree
- Body language is key to how to make people feel welcomed or their voices heard
- All members of the APO board and staff should be trained in equity and ADA compliancy

Question 6: During the event, there was sufficient opportunity for me to express my views about what I thought was important.

- At Policy Board **Meetings it's uncomfortable to speak/express my opinion**
- County Commissioners are not respectful
- **Maybe if I talk about how equity could get them grant money, they'd listen**

Question 7: During the event, the APO staff provided a safe, fair, and well-managed environment for participants.

- Disability Inclusion Training is needed for the Policy Board in order for them to understand
- Follow up would be nice from APO staff after something is brought up at a meeting by the public
- BPAC seems more inclusive, everyone has a voice
- **RTCC, the stakeholders don't understand and the facilitator needs to create equal opportunity for the public to express their opinions**

Question 8: During the event, APO staff heard my opinions on the topic(s) presented.

- The APO is doing the best they can with what they have
- The Saint Cloud area is a tough crowd to deal with

Question 9: After the event, I believed that the event would result in better decisions on the topic(s) discussed.

- Follow up would be nice
- Also, can the public have a say in who is hired for the mobility manager for the RTCC?

Question 10: After the event, I believed that any views offered would be taken seriously by APO staff.

- Somewhat Agree

Question 11: Given the chance, I would participate in an APO outreach activity again.

- Depends on the agenda items
- Somewhat Agree

Question 12: I would encourage other residents to participate in similar APO events on this or other appropriate topics.

- Strongly Agree
- I try my best

Question 13: What type of public outreach events work best for you?

- Highly recommend In-person events (they are number one for me)

Question 14: How do you feel APO staff can improve public engagement events?

- Make it more inclusive (everyone should have a chance to talk)
- For people with social anxiety find a way to **communicate with them, if they don't** feel comfortable at a meeting
- Engage one-on-one with the public

- Feed them
- Always try and get the Mississippi Room at the Great River Regional Library



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: 2020 Regional Priorities
DATE: October 17, 2019

Each year, the APO Policy Board approves a briefing booklet of regional transportation priorities, **which is then distributed to members of Minnesota's Congressional delegation** for their information and reference. The idea is that if additional federal funds can be found and **directed to us, these regional priorities would be "next in line" to be completed.**

A copy of last year's briefing booklet is attached hereto for your reference.

APO staff expects that the Executive Director and APO Board Chair will be meeting with members of the Congressional delegation in March 2020. But since TAC and Board meetings do not usually occur in November and December, I wanted to start the conversation with you about the next set of priorities to convey to lawmakers.

Suggested Action: None, for discussion only

E. admin@stcloudapo.org W. stcloudapo.org



Saint Cloud Area Planning Organization

2019 Regional Transportation Priorities

Saint Cloud Area Planning Organization
1040 County Road 4
Saint Cloud, Minnesota 56303-0643
Phone: 320-252-7568
Fax: 320-252-6557
Website: www.stcloudapo.org





Connect Northstar Commuter Rail to Saint Cloud

The first phase of the commuter rail line between Big Lake and downtown Minneapolis was completed in 2009 and has consistently provided over 700,000 rides annually. The original vision included service to Saint Cloud (now called Phase 2). Currently, Saint Cloud residents can reach the train station in Big Lake by bus, but it is widely anticipated that more people would use the train if they could board it in Saint Cloud. There is strong public support for extending the rail line operations to the Saint Cloud metropolitan area. According to the American Community Survey (2015), almost 7,000 residents of the Saint Cloud metropolitan area work in Hennepin, Ramsey, Anoka, or Dakota Counties. Additionally, almost 5,000 residents of the Twin Cities region work in the Saint Cloud metropolitan area. In short, the APO feels that the Saint Cloud metro area (population 117,000) is a much stronger anchor point for Northstar trains than Big Lake (population 10,500). But extending service will require additional capital and operations funds. Further, the APO feels the timing of this project is good in part because a major property owner adjacent to the train station in Saint Cloud will soon be selling 20 acres of real-estate that would facilitate prime transit-oriented redevelopment.





Widen I-94 between Albertville and Monticello

Beginning in 2019, MnDOT will start a three-year process of widening I-94 to six lanes in two segments: 1.) from Saint Michael to Albertville, and 2.) from Monticello to Clearwater. This will significantly help address a long-time regional transportation need for residents of the Saint Cloud metropolitan area. However, it will also result in a bottleneck between Monticello and Albertville where the highway will remain only four lanes wide. The members of the APO strongly support addressing this bottleneck as quickly as possible to ensure a smooth continuous flow of traffic.





Develop the Saint Cloud Regional Airport into a Regional Air Hub

The Saint Cloud Regional Airport (STC) is a significant asset in central Minnesota. Air transport (passenger, freight, military) remains essential to economically vibrant regional centers by providing access to the global business community. In the past 15 years, more than \$75 million in local, State, and Federal tax money has been invested in improvements at STC. There have been some payoffs: Allegiant Air service from STC to Mesa, Arizona consistently enjoys high utilization, Sun Country charters to Laughlin, Nevada consistently sell out, a Minnesota National Guard Aviation Facility (along with 62 full-time state and federal jobs) was added to the airport campus, and there is no longer available hanger space for private jet aircraft. What comes next?

A comprehensive, market-based study to develop a strategic plan was recently completed, and the airport is also working on other federally funded capital improvement projects. These projects include expansion of the airport's general aviation (GA) hanger area to accommodate public and private hanger development, along with a Taxiway Reconstruction Project and a Taxiway Relocation Project. These projects will enhance safety as well as allow for additional based aircraft.

STC Passengers

Year	Passengers	% Change
2013	28,767	
2014	59,705	107.5%
2015	37,537	-37.1%
2016	33,282	-12.8%
2017	41,793	25.6%

STC Fuel Revenue

Year	Revenue	% Change
2013	\$17,767	
2014	\$38,989	120.0%
2015	\$35,797	-8.2%
2016	\$31,635	-11.6%
2017	\$34,322	7.8%





A Word About Transportation Earmarks

We understand that the current transportation authorization expires in 2020 and that negotiations for the next authorization will begin soon. We also understand that there may be some bi-partisan support for bringing back budgetary earmarks for specific projects. We take no position on earmarks per se, but we do wish to communicate some concerns regarding earmarks if they should come back:

Within MPO planning areas, we spend considerable time and effort identifying and prioritizing transportation needs. When funding is approved for a project that has not been previously identified during the planning process, it steals resources away from projects that have been identified and regionally vetted, and calls into question the entire planning and programming process.

We strongly encourage that within MPO planning areas, earmarks for major projects be limited to projects that have previously been identified in the region's Metropolitan Transportation Plan (MTP), or which are listed on an illustrative list of unfunded needs within the MTP. In this way, we can help ensure that projects which receive funding are both technically feasible and publically acceptable.

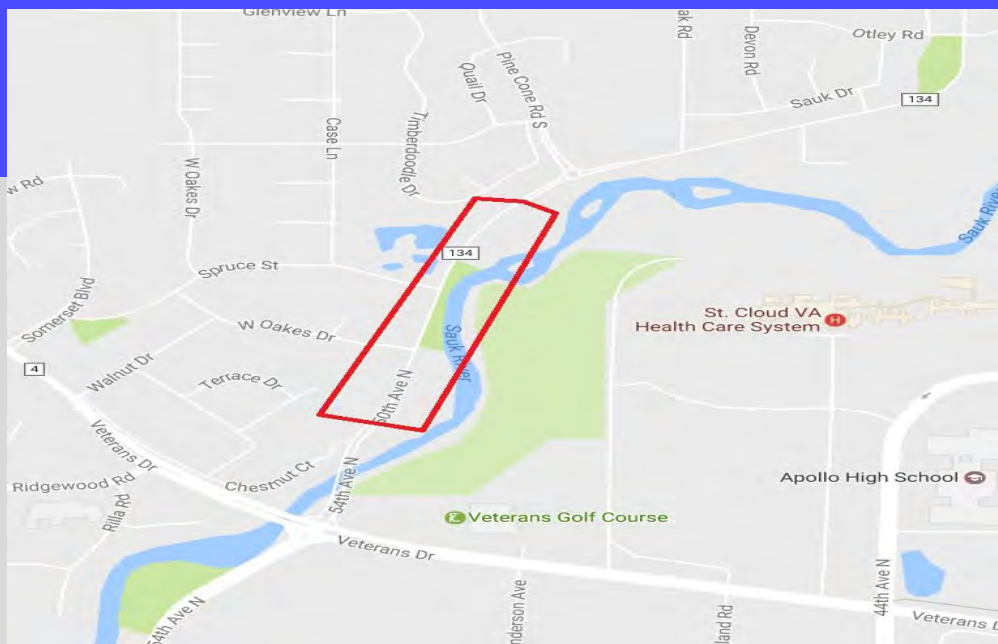




Other Unfunded Transportation Needs

The following pages detail additional unfunded needs in the Saint Cloud metro region for your consideration.





Stearns County Road 134: Expand to Four-Lanes from Sauk River Bridge to Pinecone

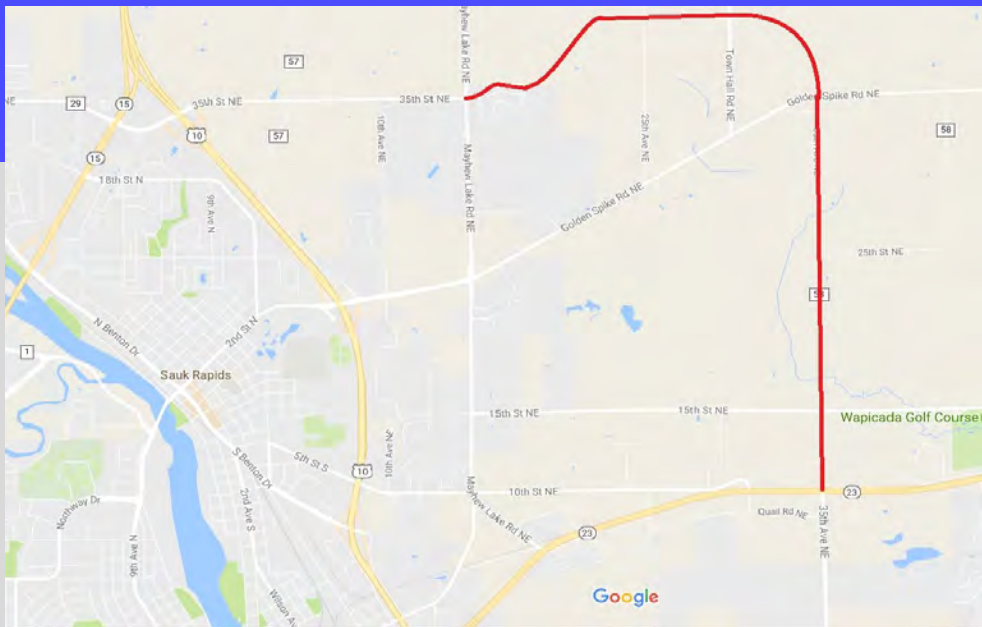
We are so fortunate and thankful to have had help from our congressional delegation to get the first phase of this project (referred to as the West Metro Corridor project) completed. It has helped immensely with congestion in the west St. Cloud area. When the new bridge was constructed along County Road 134 we matched into the existing three lane section just north of the bridge. A bottleneck has been created with motorists vying for position within a neighborhood area. Expansion of County Road 134 between the new bridge and the roundabout at Pinecone Road will provide a more logical and safe location to drop a lane of traffic, as the Pinecone Road intersection is a point where traffic volumes naturally split, especially now that we've improved the intersection of County Road 134 and CSAH 120. Estimated cost for right of way is \$1.5 million; for construction \$3.5 million.

For more information, contact:

Jodi L. Teich, P.E.
Stearns County Engineer
455 28th Avenue South
Waite Park, MN 56387
Phone: (320) 255.6180
Fax: (320) 255.6186
jodi.teich@co.stearns.mn.us

Total Cost	Local Cost	Federal Request
\$5,000,000	\$1,000,000	\$4,000,000





Benton County CSAH 29: Construct a New Alignment to Connect Existing Highways

This project will provide a regionally significant corridor in a rapidly developing area of the Saint Cloud APO region, linking growth centers with major residential, commercial, industrial and airport sites. The corridor will provide a crucial link between US 10 and Minnesota Trunk Highway 23 and will serve as an urban bypass route, alleviating congestion in the urban area. It will promote economic development and accommodate urban growth by providing additional access to new development opportunities. The NEPA process has been completed, with a Finding of No Significant Impact. All of the required right-of-way has been acquired. This funding request will allow for the construction of the roadway.

For more information, contact:

Chris Byrd, P.E.
Benton County Engineer
7752 Hwy 25 North
P.O. Box 247
Foley, MN 56329
Phone: (320) 968.5051
Fax: (320) 968.5333
cbyrd@co.benton.mn.us

Total Cost	Local Cost	Federal Request
\$5,000,000	\$1,000,000	\$4,000,000





Build Pedestrian Crossing of CSAH 75 in Saint Joseph

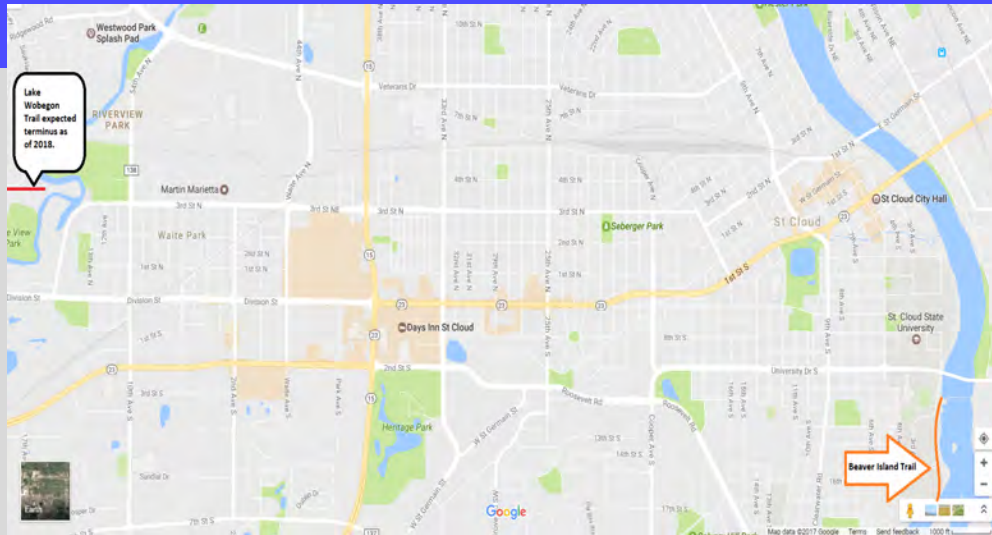
Stearns County CSAH 75 in Saint Joseph is a four-lane principle arterial that carries about 20,000 vehicles each day. It also bisects the town of Saint Joseph, acting as a barrier to safe and convenient pedestrian crossing between the north and south sides of town. The City (with the assistance of the Saint Cloud APO) recently completed a planning study exploring alternatives to improve the pedestrian environment. In addition to at-grade improvements, the plan does recommend a grade-separated crossing of CSAH 75, as shown in the graphic above, because of the high-speed and volume of vehicle traffic.

For more information, contact:

Judy Weyrens
City Administrator
25 College Ave. North
P.O. Box 668
St. Joseph, MN 56374
Phone: (320) 363-7201
Fax: (320)-363-0342
jweyrens@cityofstjoseph.com

Total Cost	Local Cost	Federal Request
\$3,500,000	\$700,000	\$2,800,000





Lake Wobegon Trail and Beaver Island Trail Connection

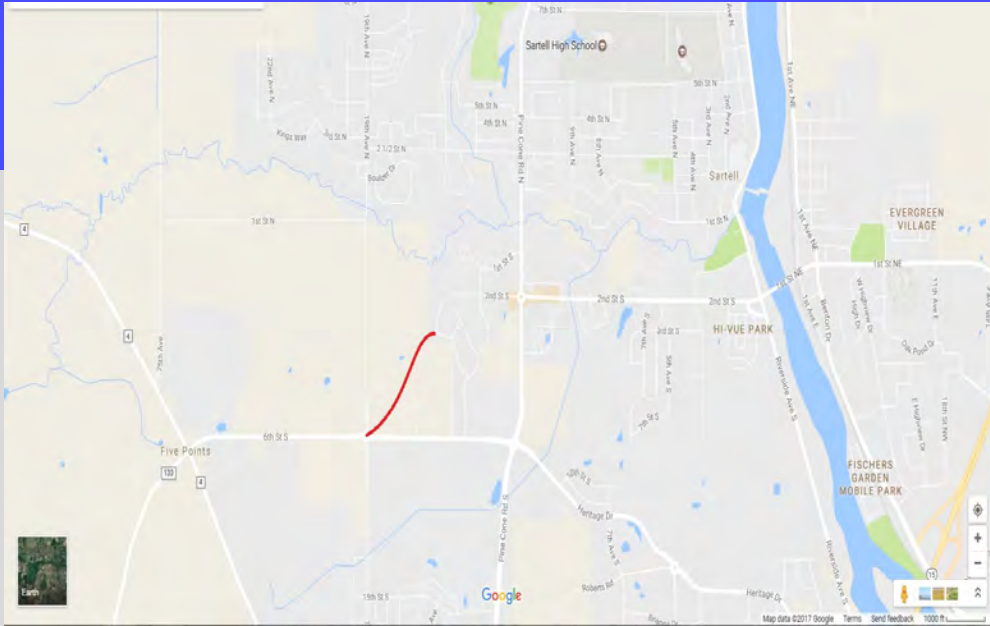
It is anticipated that an extension of the popular Lake Wobegon Trail from Saint Joseph to Waite Park occurred in 2018, which leaves the terminus of the trail approximately five miles from the Beaver Island Trail. The Beaver Island Trail runs through Saint Cloud from the campus of Saint Cloud State University to Schwan's Home Service and The Chip Shoppe bakery on Heatherwood Road. Upcoming extensions of the Beaver Island Trail are expected to take that trail to Saint Cloud's southeastern city limits, approximately one mile south of the I-94/Opportunity Drive interchange, along CR 75. Connecting the Lake Wobegon Trail to the Beaver Island Trail via RiverWalk at Hester Park will provide a continuous trail corridor from Fergus Falls through downtown Saint Cloud and the Saint Cloud metro area—a distance of over 117 miles—and provide for the possibility of further extensions to Clearwater, Monticello, and points south-east.

For more information, contact:

Scott D Zlotnik,
Park & Recreation Director
400 2nd Street South
St. Cloud, MN 56301
320.650.3170 direct
320.257.0657 fax
jhalter@sehinc.com

Total Cost	Local Cost	Federal Request
\$5,500,000	\$1,100,000	\$4,400,000





Stearns CSAH 133 Connection from Theisen Road to 19th

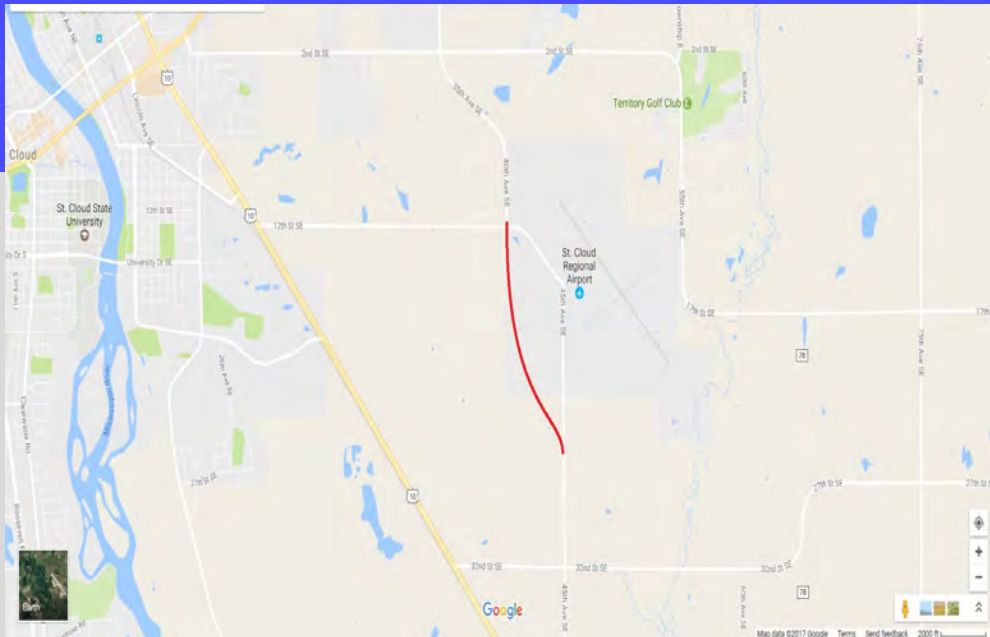
CSAH 133 is a minor arterial in Stearns County that provides a freight and commuter connection from Interstate 94 west of St. Joseph to US Highway 10/Trunk Highway 15 east of Sartell. A final alignment still needs to be determined but the re-alignment of CSAH 133 was started nearly 10 years ago and currently dead ends at Theisen Road. There are several property owners in the gap area that feel they are left hanging – “Should we improve our homes/sheds/barns, or should we start looking for something new – I can’t sell my house because no one knows what will happen.” Completing this alignment would provide relief to the intersection of Sartell’s Heritage Drive/ Pinecone Road intersection, and provide a more direct route between Interstate 94 and US Highway 10 for freight and commuters. Estimated cost to complete the alignment study and associated environmental work: \$75,000; right of way: \$750,000; construction: \$3 million.

For more information, contact:

Jodi L. Teich, P.E.
Stearns County Engineer
455 28th Avenue South
Waite Park, MN 56387
Phone: (320) 255.6180
Fax: (320) 255.6186
jodi.teich@co.stearns.mn.us

Total Cost	Local Cost	Federal Request
\$3,825,000	\$765,000	\$3,060,000





Sherburne County CSAH 7: Realign Roadway

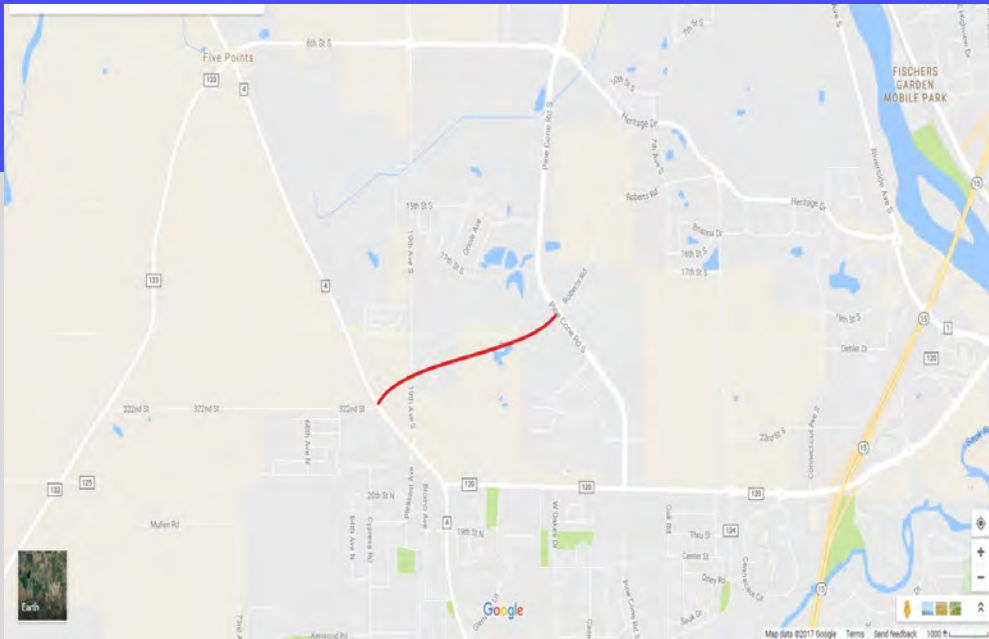
In the future as the US 10 corridor continues to grow and develop, CSAH 7 will provide a vital reliever link as it essentially parallels US 10 to the north. But probably more importantly to the region, the realignment of CSAH 7 would allow for the extension of the East-West runway at the St. Cloud Regional Airport. So although CSAH 7 acts as the primary access to the airport, it also acts as a barrier to the E/W runway extension. With the desire of the Executive Board to continue to promote the airport as a regional hub, the realignment of CSAH 7 would provide greater flexibility and options for the airport in the future.

For more information, contact:

Andrew Witter, P.E.
Public Works Director
Sherburne County Govt Center
13880 Business Center Dr NW
Elk River, MN 55330-1692
Office: 763.765.3302
<http://www.co.sherburne.mn.us/publicworks>

Total Cost	Local Cost	Federal Request
\$9,000,000	\$1,800,000	\$7,200,000





Roberts Road Extension in Sartell

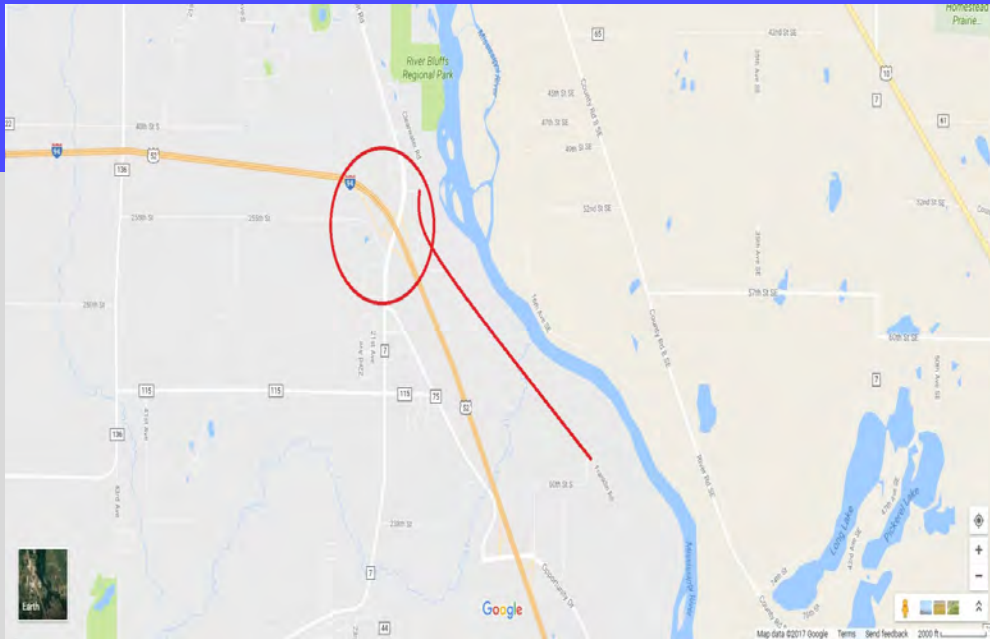
This new three-lane corridor will provide a much needed additional east-west connection across Sartell, from County Road 4 to Pine Cone Road South. The intersection of Roberts Road and Pine Cone Road is the heart of Sartell's burgeoning commercial development, and extending Roberts Road to CR 4 will provide another access into and out of this important regional commercial district. It can also be expected to provide some traffic relief for CR 120 to the south, and to incentivize further growth and development along the new alignment.

For more information, contact:

Jon Halter, P.E.
S.E.H., Inc.
1200 25th Avenue South P.O.
Box 1717
St. Cloud, MN 56302-1717
320.229.4344 direct
320.250.6084 cell
888.908.8166 fax
jhalter@sehinc.com

Total Cost	Local Cost	Federal Request
\$6,650,000	\$1,330,000	\$5,320,000





Connect Heatherwood Road to Franklin Road & Extend Beaver Island Trail

This request is for funding to complete the extension of Heatherwood Road into the Saint Cloud Business Park, thereby increasing commerce and reducing local trips on I-94. Funds will advance the preferred alternatives from environmental review into engineering, right-of-way acquisition, and construction.

Extensions of the Beaver Island Trail will occur in phases, beginning at the current terminus on Heatherwood Road. The intent is to connect the jobs in the Opportunity Drive area with the population centers of the City, and—by connecting the Beaver Island Trail to the Lake Wobegon Trail—to provide a trail corridor through the entire metropolitan area. Following the completion of the City's portion of the trail, Stearns County is committed to completed the trail corridor to Clearwater.

For more information, contact:

Matt Glaesman, AICP
Saint Cloud Community
Development Director
400 2nd St. S.
St. Cloud, MN 56301
St. Cloud, MN 56302-1717
Phone: 320.255.7218
matt.glaesman@ci.stcloud.mn.us

Total Cost	Local Cost	Federal Request
\$7,500,000	\$1,500,000	\$6,000,000





Field Street in Saint Joseph

Field Street will be a Major Collector roadway from College Avenue (CR 121) easterly across the north-south minor arterial route planned generally in the 16th and 20th Avenue corridors. Field Street is also anticipated to eventually intersect with a future beltway corridor running north-south between Saint Joseph and Waite Park.

For more information, contact:

Judy Weyrens
City Administrator
25 College Ave. North
P.O. Box 668
St. Joseph, MN 56374
Phone: (320) 363-7201
Fax: (320)-363-0342
jweyrens@cityofstjoseph.com

Total Cost	Local Cost	Federal Request
\$5,000,000	\$1,000,000	\$4,000,000





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: Improving Communication and Coordination
DATE: October 17, 2019

Given the apparent disconnect that occurred during the development of the draft 2045 MTP, APO staff has been considering options for improving communications between the TAC and the Policy Board.

We would like to start a conversation with the TAC and the Board regarding the most efficient and beneficial ways to improve communications and coordination.

Here are some of the thoughts that APO staff has had (in no particular order):

- Once or twice each year, have a joint Policy Board and TAC meeting to discuss “big-picture” priorities and projects;
- At each Policy Board meeting, provide a short report on TAC activities; at each TAC meeting, provide a short report on Board activities;
- Encourage TAC members to attend Policy Board meetings;
- Encourage at least one Policy Board member to attend TAC meetings.

No doubt there are other options as well.

What do you think are the best ways to help improve coordination between policy-makers and the staff who implement projects?

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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: Payroll Company
DATE: October 17, 2019

MyPayrollHR was a company that was subcontracted through the APO accountant to provide direct-deposit payroll services to APO employees.

On Wednesday, September 4, 2019, per normal procedures, MyPayrollHR deducted \$3,556.95 from the APO checking account in order to distribute employee and employer payroll taxes to government agencies on Friday, September 6th. Typically, the employee net payroll checks are deducted from the APO checking account as well, but that deduction did not occur as it normally would have.

On Thursday, September 5, 2019, I received an email from MyPayrollHR stating, "We regret to inform you that due to unforeseen circumstances, we are no longer able to process any further payroll transactions and are working to release any funds that are in transit as a **result of this matter.**"

On Friday, September 6, MyPayrollHR did not distribute payroll funds to staff. Instead, APO administrative staff working with the accountant provided physical checks to staff members.

Subsequent to these events, we have learned that the CEO of MyPayrollHR, Michael T. Mann, has been arrested and charged with bank fraud. In court filings, FBI investigators said that Mann admitted under questioning that in early September, he diverted to his own bank account some \$35 million in funds sent by his clients to cover their payroll deposits. In the criminal complaint against Mann, the FBI has said that the CEO admitted that starting in 2010 or 2011 he began borrowing large sums of money from banks and financing companies under false pretenses. Mann estimates that he fraudulently obtained about \$70 million that he has not paid back, and claimed that the fraud in September was in response to financial pressures since almost all of the fraudulently obtain funds had been spent to sustain certain businesses and to start new ones. He also admitted to a multi-million-dollar check-kiting scheme as part of his fraud.

On September 16, the APO accountant filed a complaint with the New York State Department of Financial Services, and provided them with financial documents that detail the funds that MyPayrollHR withdrew from our account, but did not pay out to government agencies and did not return to us. The Department has acknowledged that MyPayrollHR is currently under investigation and that they are looking into payroll companies more broadly.

We are awaiting disposition of the investigation and prosecution in order to recover our

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funds, either from MyPayrollHR or from a financial insurance policy.

I will provide the Board with updates on this matter as more becomes known to us. Fortunately, the deduction does not have a major adverse impact our cash flow position and we remain financially able to meet all of our obligations. The accountant is currently distributing payroll to APO employees through Quickbooks until he can find another payroll vendor to take over payroll distribution.



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: Executive Director Annual Job Performance Evaluation
DATE: October 17, 2019

Minnesota's Open Meeting Law (Minnesota Stat. §13D) stipulates that a public body may hold a closed meeting to evaluate the performance of an individual who is subject to its authority, but that the conclusions of the evaluation must be summarized at the next open meeting.

The APO Policy Board Chair will verbally summarize the job performance evaluation for the Executive Director at the October 30th meeting.

The Executive Director requested that, regardless of the outcome of the evaluation, that the Board not consider a pay increase. Therefore, this agenda item will be a presentation only with no action by the Board being required.

Suggested Action: None, presentation only

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