



# Saint Cloud Area Planning Organization

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## AGENDA

### APO Board Meeting

**Thursday, August 8, 2019 - 5:00 p.m.**

**Great River Regional Library,  
1300 West Saint Germain Street, Saint Cloud**

1. Pledge of Allegiance
2. Introductions
3. Approval of Agenda
4. Public Comment Period
5. Consideration of Consent Agenda Items (*Attachments A - C*)
  - a. Approve Minutes of June 13, 2019 Policy Board Meeting (*Attachment A*)
  - b. Approve Bills Lists for June, July, and August (*Attachments B1 - B2*)
  - c. Accept Benton County's Americans-with-Disabilities-Act Transition Plan (*Attachments C1 - C2*)
6. Consider Draft 2045 Metropolitan Transportation Plan (*Attachment D*): Brian Gibson, Executive Director
  - a. Suggested Motion: Approve**
7. Consider 2020-2023 Transportation Improvement Program (*Attachments E1 - E3*): Vicki Johnson, Senior Planner
  - a. Suggested Motion: Approve**
8. Consider 2020-2021 Unified Planning Work Program (*Attachments F1 - F2*): Brian Gibson, Executive Director
  - a. Suggested Motion: Approve**
9. Consider Website Logo Designs (*Attachment G*): Brian Gibson, Executive Director
  - a. Suggested Motion: Approve**
10. Other Business & Announcements
11. Adjournment

## English

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

## Somali

Ururka Qorsheynta Agagaarka Saint Cloud (APO) waxay si buuxda ugu hoggaansantay Qodobka 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](mailto: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 Xeem 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 xeem, 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](mailto:admin@stcloudapo.org) tsawg kawg yog xya (7) hnub 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](mailto: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. ຄົນທຸກຊົນຊັ້ນວັນນະສາມາດເຂົ້າເຖິງ APO ໄດ້. ບຸກຄົນທີ່ຈຳເປັນຕ້ອງມີ ການດັດແປງແກ້ໄຂ ຫຼື ການອໍານວຍຄວາມສະດວກ, ອຸປະກອນຊ່ວຍ, ການບໍລິການແປເອກະສານ, ການບໍລິການລ່າມແປພາສາ ແລະ ອື່ນໆ ເພື່ອເຂົ້າຮ່ວມການຊຸມນຸມສາທາລະນະ ລວມທັງການໄດ້ຮັບວາລະນີ້ ແລະ/ຫຼື ເອກະສານຄັດຕິດໃນຮູບແບບ ຫຼື ເປັນພາສາ ອື່ນໃດໜຶ່ງ ກະລຸນາຕິດຕໍ່ຫາ APO ທີ່ເບີ 320-252-7568 ຫຼື ອີເມວ [admin@stcloudapo.org](mailto:admin@stcloudapo.org) ຢ່າງໜ້ອຍເຈັດ (7) ວັນ ລ່ວງໜ້າການຊຸມນຸມ.

**SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD**

**Thursday, June 13, 2019 – 5:00 p.m.  
Great River Regional Library, Saint Cloud**

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, June 13, 2019 at 5 p.m. at the Great River Regional Library. Chair Jeff Westerlund presided with the following members present:

Council Member Jeff Goerger	Saint Cloud
Mayor Dave Kleis	Saint Cloud
Council Member Dottie Seamans	Sauk Rapids
Mayor Rick Schultz	Saint Joseph
Supervisor Jeff Westerlund	LeSauk Township
Commissioner A. Jake Bauerly	Benton County
Commissioner Joe Perske	Stearns County
Commissioner Raeanne Danielowski	Sherburne County
Ryan Daniel, Exec Director	Metro Bus
Brian Gibson, Exec Director	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Matt Itterman	Conway, Deuth, and Schmiesing

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

**APPROVAL OF AGENDA:**

***Mayor Schultz motioned to approved the Agenda, and Council Member Goerger seconded the motion. Motion carried.***

**PUBLIC COMMENT PERIOD:**

No members of the public were present.

**CONSIDERATION OF CONSENT AGENDA ITEMS** (Approval of May 9, 2019 Policy Board Meeting minutes, Approval of Bills for May and June, and Approval of Draft FY 2020-2023 Transportation Improvement Program (TIP) Changes):

***Council Member Goerger motioned to approve the Consent Agenda Items, and Commissioner Bauerly seconded the motion. Motion carried.*** Mayor Schultz raised a concern about a Stearns County TIP project for which Mr. Gibson provided clarification.

**CONSIDER 2018 FINANCIAL AUDIT RESULTS:**

Matt Itterman from the Auditing company Conway, Deuth, and Schmiesing (CDS) presented the audit results. Mr. Itterman thanked the APO for allowing their organization to conduct the audit. The APO audit was given a fair and clean opinion. He reviewed the Independent Auditor's Report which stated that

- Financial statements are the responsibility of the Organization's management
- CDS's responsibility is to express opinions on these financial statements based on their audit
- Audit was conducted in accordance with generally accepted auditing standards
- Financial statements are presented fairly in their opinion
- An Internal Control Letter was listed in the Financial Statements Booklet on pages 34-35

**Statement of Net Position:** The APO has a strong balance. The net change from 2017 was very small. The APO could operate for 7.5 months without income, whereas the standard is typically at 5 months, which is considered to be a very good position.

**Revenue:** The Consolidated Planning Grant provides the largest portion of income for the APO followed by Member Assessments and MnDOT. Operating revenues decreased \$108,100 (14.9%) in 2018 compared to 2017, due to a decrease in federal and local funding for consultant planning projects.

**Expenses:** Expenses increased by nearly \$32,000 over 2017, with salary and benefits responsible for \$25,000 of the increase.

In 2018, the APO was not allowed to spend past unused project funds because the funds were under audit. As a result, the APO paid for some projects with APO funds (projects in Saint Cloud and Benton County). **Next year's UPWP will include those previously unused funds.** Mr. Gibson said he is budgeting very closely as he does not wish to take more money from jurisdictions than we need.

**Compliance:** MN Legal Compliance and Government Auditing Standards were used. One item was noted, which is the same as last year, in which one financial institution refused to sign a Broker Acknowledgement Certification Form. As a result of this, the APO has been removing CD's upon their maturity from that financial institution. One deficiency was noted—Auditor Prepared Financial Statements. Due to small number of office employees and resources available to allow for the adequate preparation of the financial statements and related notes by the Organization, the auditing firm was requested to prepare them.

**Required Communications:**

- Qualitative Aspects of Accounting Practices: Estimates of depreciation, pensions, and indirect costs were provided. Financial statement disclosures were neutral, consistent, and clear.
- Difficulties Encountered in Performing the Audit: None
- Corrected and Uncorrected Misstatements: All adjustments or recommendations were made.
- Disagreements with Management: None
- Management Representations: APO will send letter to Auditor
- Management Consultations with Other Independent Accountants: No such consultations.

**Commissioner Perske motioned to accept and approve the 2018 Audit Results, and Council Member Seamans seconded the motion. Motion carried.**

**REPORT ON 2045 REGIONAL TRAFFIC MODEL RESULTS AND PRELIMINARY PROJECT LIST:**

Mr. Gibson said we are on the home stretch of working on the MTP and are working closely with the TAC to develop a list of roadway expansion projects for the region. SRF Consulting Group has been modeling the network impacts of regional growth with and without the projects. The APO developed and maintains the computer model used to forecast traffic. The next steps in this process are to compare estimated project costs against expected future revenues for each jurisdiction to ensure the project list meets fiscal constraint requirements. The current project list does not include reconstruction projects if capacity will not be added to the roadway. However, we are working with TAC to also develop a list of non-capacity-expanding reconstruction projects to be included in the MTP.

Executive Director Gibson did a PowerPoint presentation covering several aspects of the preliminary modeling and project list:

- Existing Congestion: The 2015 network shows 55 lane miles as Over Capacity.
- Residential Growth—Existing to 2045: Residential development growing by 18% from 2015 to 2045.



- Commercial Growth-Existing to 2045: Commercial development growing by 68% and growth exceeds residential levels which results in trip patterns shifting away from existing markets due to high growth in other areas.
- Year 2045 with No Build Congestion: 2015 Network shows Lane Miles of 55 Over Capacity, and 2045 with Existing and Committed Improvements shows 328 Lane Miles Over Capacity.
- The APO worked with TAC to develop 24 capacity projects which were included in the model run and shown as the preliminary 2045 MTP scenario.
- Year 2045 Ring Road Scenario with and without No Build, and with and without the Ring Road showed the following Over Capacity Lane Miles: Existing: 55; 2045 with No Build: 328 Over Capacity; Year 2045 MTP with Ring Road: 235 Over Capacity Lane Miles.
- A separate scenario including a ring road showed that a ring road would help with congestion, but would still have an increase in Over Capacity Lane Miles. Most of the Ring Road segments do NOT fit within fiscal constraint, and we don't know where the money would come for that.
- Next Steps include: developing more detailed project cost estimates, determining final fiscal constraint, finalizing the project list, and doing a final model run to show the impacts of the final projects.

Discussion also included the Sartell projects, Benton County 29, 40<sup>th</sup> Street South in Saint Cloud, future growth with the Airport, and whether the model takes into account traffic coming from Cold Spring, Albany area into Sartell and Saint Cloud.

#### **CONSIDER EXTENSION OF RTCC PHASE 1 MNDOT GRANT AGREEMENT AND CONSULTANT CONTRACT:**

Mr. Gibson reported that the \$65,000 grant the APO received from MnDOT Office of Transit to conduct the Phase 1 planning for a Regional Transportation Coordination Council had a deadline of June 30, 2019. However, the APO staff and WSB & Associates are still working to complete all the required tasks of the planning phase. As a result of this, it has been recommended that the deadline for completion of Phase 1 be extended to August 30, 2019, with no increase in the budget. At the present time, we have commitments from Sherburne and Benton Counties, which leaves Stearns and Mille Lacs uncommitted. ***Mayor Kleis motioned to extend the RTCC Phase 1 deadline to August 30, 2019, and Metro Bus Executive Director Ryan Daniel seconded the motion. Motion carried.***

#### **OTHER BUSINESS:**

Commissioner Perske commented that he read in the paper that the APO approved the River Crossing. Mr. Gibson responded that he is including in next year's Budget/UPWP \$300,000 to study this. Mr. Glaesman said that we need to update the plans for the proposed bridge, and that the Saint Cloud City Council will be doing a resolution for this.

APO Vacant Staff Position: In response to a question from a Board member, Mr. Gibson proposed that for the time being we leave the position unfilled.

#### **ADJOURNMENT:**

Mayor Kleis motioned and Commissioner Bauerly seconded to adjourn the meeting. Motion carried. The meeting was adjourned at 6:02 p.m.

# ST. CLOUD AREA PLANNING ORGANIZATION

## Transaction List by Vendor

July 1 - 30, 2019

1:38 PM

07/30/2019

Type	Date	Memo	Accounting	Amount
		Net Payroll (including insurance reimbursement)	07/12/2019 Payroll Paid	
Direct Dep.	7/12/2019			8,619.93
Electronic	7/12/2019	Social Security, Medicare & F	07/12/2019 Payroll Paid	2,147.26
Electronic	7/12/2019	MN Department of Revenue-\	07/12/2019 Payroll Paid	585.38
Electronic	7/12/2019	PERA	07/12/2019 Payroll Paid	1,559.06
Electronic	7/12/2019	Great West Annuity	07/12/2019 Payroll Paid	20.00
Electronic	7/12/2019	Minnesota State Retirement S	07/12/2019 Payroll Paid	104.05
Electronic	7/12/2019	Select Account (H.S.A.)	07/12/2019 Payroll Paid	151.42
		Net Payroll (including insurance reimbursement)	07/26/2019 Payroll Paid	
Direct Dep.	7/26/2019			7,769.21
Electronic	7/26/2019	Social Security, Medicare & F	07/26/2019 Payroll Paid	2,278.75
Electronic	7/26/2019	MN Department of Revenue-\	07/26/2019 Payroll Paid	626.06
Electronic	7/26/2019	PERA	07/26/2019 Payroll Paid	1,652.73
Electronic	7/26/2019	Great West Annuity	07/26/2019 Payroll Paid	20.00
Electronic	7/26/2019	Minnesota State Retirement S	07/26/2019 Payroll Paid	104.05
Electronic	7/26/2019	Select Account (H.S.A.)	07/26/2019 Payroll Paid	151.42
<b>BCBS of MN</b>				
Check	07/20/2019		6600.5 · Health/Dental/Life Insurance	1,260.18
<b>CDW - G</b>				
Credit Card Charge	07/15/2019		6609 · IT Support & Software	646.47
<b>City of St. Cloud - Water/Sewer</b>				
Bill Pmt -Check	07/22/2019		6606.1 · Utilities	78.52
<b>Cloudnet</b>				
Bill Pmt -Check	07/16/2019		6603.1 · Telephone	25.00
<b>David Turch &amp; Associates</b>				
Bill Pmt -Check	07/24/2019		902.10 - Washington Lobbyist	8,000.00
<b>Delta Dental</b>				
Check	07/01/2019		6600.5 · Health/Dental/Life Insurance	168.00
<b>FreeLogoServices.com</b>				
Credit Card Charge	07/09/2019		6611 · Miscellaneous Expenses	39.95
<b>Gaslight Creative LLC</b>				
Bill Pmt -Check	07/23/2019		6622.14 · APO Website Update	2,500.00
<b>Liberty Savings Bank</b>				
Check	07/11/2019		VISA 2733	165.98
<b>Loffler Companies</b>				
Bill Pmt -Check	07/08/2019		6608 · Multifunction Copier	233.03
<b>Premium Waters, Inc.</b>				
Bill Pmt -Check	07/25/2019		6601 · Office Supplies	35.65
<b>Principal Mutual Life Insurance</b>				
Bill Pmt -Check	07/11/2019		6600.5 · Dental/Life Insurance	252.03
<b>Quill.com</b>				
Credit Card Charge	07/24/2019		6601 · Office Supplies	64.76

**ST. CLOUD AREA PLANNING ORGANIZATION**  
**Transaction List by Vendor**  
**July 1 - 30, 2019**

1:38 PM  
07/30/2019

Type	Date	Memo	Accounting	Amount
<b>SC Times</b>				
Bill Pmt -Check	07/23/2019		6605 · Printing & Publishing	366.59
<b>Secura Insurance Companies</b>				
Bill Pmt -Check	07/02/2019		6615 · Insurance - Office	250.00
<b>Spectrum Business (Charter)</b>				
Bill Pmt -Check	07/15/2019		Telephone and internet	271.36
<b>SRF Consulting Group, Inc.</b>				
Bill Pmt -Check	07/23/2019		6622.20 · MTP Support & Assistance	14,482.04
<b>Stearns Electric Association</b>				
Bill Pmt -Check	07/25/2019		6606.1 · Utilities	192.33
<b>Sunset Mowing, LLC</b>				
Bill Pmt -CCard	07/08/2019		6606.2 · Maintenance	175.00
<b>WACOSA</b>				
Bill Pmt -Check	07/23/2019		6606.2 · Maintenance	125.84
<b>West Central Sanitation, Inc</b>				
Bill Pmt -Check	07/19/2019		6606.1 · Utilities	30.73
<b>WSB &amp; Associates, Inc.</b>				
Bill Pmt -Check	07/23/2019		RTCC Phase 1 Planning	569.45
<b>Xcel Energy</b>				
Bill Pmt -Check	07/03/2019		6606.1 · Utilities	83.66
<b>Your CFO Inc</b>				
Bill Pmt -Check	07/01/2019		6602.2 · Accounting Services	1,460.00
				<u>57,265.89</u>

**LIBERTY BANK DEPOSITS**

Deposit Date	Amount
7/3/2019 MN State-MMB-Apr/May Billings	95,444.54
7/5/2019 BENTON CO AUDITO PA	3,399.00
7/8/2019 Township of LeSauk	614.00
7/8/2019 City of St Joseph	3,022.00
7/8/2019 City of Waite Park	3,811.00
7/8/2019 Metro Bus	4,150.00
7/8/2019 City of Saint Cloud	30,923.50
7/11/2019 MN State-MMB RTCC thru 4/30/19	21,705.19
7/19/2019 MN State-MMB-PERA AID	906.50
7/24/2019 City of Sauk Rapids	6,152.50
	170,128.23

**PROPOSED August and September 2019 DISBURSEMENTS**  
**prepared 07/30/2019**

**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)	08/09/2019 Payroll Paid	Payroll	\$ 7,769.21
Electronic	Social Security, Medicare & Federal Tax PAID	08/09/2019 Payroll Paid	Payroll	\$ 2,278.75
Electronic	MN Department of Revenue-Withholding PAID	08/09/2019 Payroll Paid	Payroll	\$ 626.06
Electronic	PERA	08/09/2019 Payroll Paid	Payroll	\$ 1,652.73
Electronic	Great West Annuity	08/09/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	08/09/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	08/09/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	08/23/2019 Payroll Paid	Payroll	\$ 7,769.21
Electronic	Social Security, Medicare & Federal Tax PAID	08/23/2019 Payroll Paid	Payroll	\$ 2,278.75
Electronic	MN Department of Revenue-Withholding PAID	08/23/2019 Payroll Paid	Payroll	\$ 626.06
Electronic	PERA	08/23/2019 Payroll Paid	Payroll	\$ 1,652.73
Electronic	Great West Annuity	08/23/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	08/23/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	08/23/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	09/06/2019 Payroll Paid	Payroll	\$ 7,769.21
Electronic	Social Security, Medicare & Federal Tax PAID	09/06/2019 Payroll Paid	Payroll	\$ 2,278.75
Electronic	MN Department of Revenue-Withholding PAID	09/06/2019 Payroll Paid	Payroll	\$ 626.06
Electronic	PERA	09/06/2019 Payroll Paid	Payroll	\$ 1,652.73
Electronic	Great West Annuity	09/06/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	09/06/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	09/06/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	09/20/2019 Payroll Paid	Payroll	\$ 7,769.21
Electronic	Social Security, Medicare & Federal Tax PAID	09/20/2019 Payroll Paid	Payroll	\$ 2,278.75
Electronic	MN Department of Revenue-Withholding PAID	09/20/2019 Payroll Paid	Payroll	\$ 626.06
Electronic	PERA	09/20/2019 Payroll Paid	Payroll	\$ 1,652.73
Electronic	Great West Annuity	09/20/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	09/20/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	09/20/2019 Payroll Paid	Payroll	\$ 151.42
Electronic	BCBS of MN - August	Employee Health Insurance	Payroll	\$ 2,208.02
Electronic	BCBS of MN - September	Employee Health Insurance	Payroll	\$ 2,208.02
Credit Card	CDW - G	Sophos Endpoint Protection Advanced Subscription Re	IT Support	\$ 646.47
Check	City of St Cloud - Water/Sewer - estimate - August	Utilities - water / sewer	Utilities	\$ 80.00
Check	City of St Cloud - Water/Sewer - estimate - September	Utilities - water / sewer	Utilities	\$ 70.00
Check	Cloudnet - August	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - September	Internet Service	Utilities	\$ 25.00
Check	David Turch & Associates - estimate - August	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - September	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - August	Employee dental insurance	Payroll	\$ 168.00
Check	Delta Dental - estimate - September	Employee dental insurance	Payroll	\$ 75.00
Check	Goodpoint Technology Inc	Payment Condition Data Update	1 5/17/19 to 7/15/19 Project Pavemt Condition Data U	\$ 8,539.44
Credit Card	Google Inc - August	G Suite Basic - Commitment	Utilities	\$ 36.00
Credit Card	Google Inc - September	G Suite Basic - Commitment	Utilities	\$ 36.00
Electronic	Liberty Bank Credit Card	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 1,906.21
Check	Loffler Companies - August	Copier Supplies	Copy Machine	\$ 163.33
Check	Loffler Companies - estimate - September	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
Check	Premium Water Inc - estimate - August	office drinking water	Utilities	\$ 44.20
Check	Premium Water Inc - estimate - September	office drinking water	Utilities	\$ 44.20
Check	Principal Financial - August	Employee disability insurance	Payroll	\$ 252.03
Check	Principal Financial - September	Employee disability insurance	Payroll	\$ 252.03
Credit Card	Saint Cloud APO Policy Board Meeting	Office Supplies	Office Supplies	\$ 14.76

August 8, 2019

**PROPOSED August and September 2019 DISBURSEMENTS**  
**prepared 07/30/2019**

Attachment B-2  
 Agenda Item #5 b.

<b>Method Of Payment</b>	<b>To Whom Paid</b>	<b>What Check is for</b>	<b>Account</b>	<b>Amount Paid</b>
Check	Secura Insurance Companies	Commercial Protection Plan	Insurance - Office	\$ 250.00
Check	Spectrum Business (Charter) - estimate - August	Internet Service	Utilities	\$ 271.36
Check	Spectrum Business (Charter) - estimate - September	Internet Service	Utilities	\$ 271.36
Electronic	Stearns Electric Association - estimate - August	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - September	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - July	Public Postings	Printing/Publishing	\$ 135.92
Check	SC Times - estimate - August	Public Postings	Printing/Publishing	\$ 250.00
Check	SC Times - estimate - September	Public Postings	Printing/Publishing	\$ 250.00
Check	SRF Consulting Group Inc	MTP Support and Assistance	Period through June 30 2019 - MTP Support and Ass	\$ 7,868.62
Check	St. Cloud Area Chamber of Commerce	Membership	Dues & Subscriptions	\$ 540.00
Credit Card	Sunset Mowing LLC	lawn care - July grass cutting - estimates	Maintenance	\$ 175.00
Credit Card	Sunset Mowing LLC	lawn care - August grass cutting - estimates	Maintenance	\$ 175.00
Credit Card	Sunset Mowing LLC	lawn care - September grass cutting - estimates	Maintenance	\$ 100.00
Check	TriMark - estimate - August - estimates	Office Supplies	Office Supplies	\$ 50.00
Check	WACOSA - estimate - August	Office Cleaning Services	Maintenance	\$ 125.84
Check	WACOSA - estimate - September	Office Cleaning Services	Maintenance	\$ 125.84
Check	West Central Sanitation Inc - estimate - August	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - September	Utility - garbage	Utilities	\$ 31.00
Check	WSB & Associates Inc	RTCC Phase 1 Planning	Services thru 06/30/2019 - Project RTCC Phase 1 Pl	\$ 1,221.35
Electronic	Xce;l Energy - estimate - August	Utilities - gas	Utilities	\$ 100.00
Electronic	Xce;l Energy - estimate - September	Utilities - gas	Utilities	\$ 100.00
Check	Your CFO Inc	2019 accounting services - August	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2019 accounting services - September	Accounting Services	\$ 1,460.00
<b>TOTAL</b>				<b>\$ 91,214.13</b>



# *Saint Cloud* Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643  
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: [admin@stcloudapo.org](mailto:admin@stcloudapo.org) • [www.stcloudapo.org](http://www.stcloudapo.org)

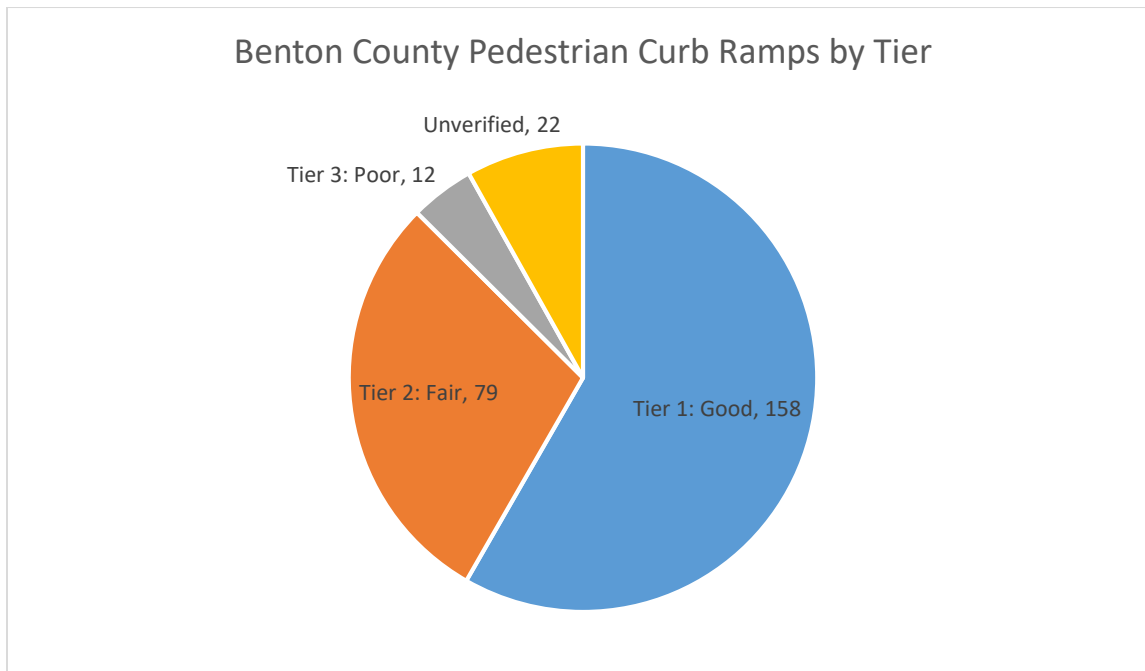
**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Brian Gibson, Executive Director  
**RE:** Benton County ADA Transition Plan  
**DATE:** June 21, 2019

In 2018, the APO Board agreed to help fund Benton County's Americans-with-Disabilities-Act (ADA) Transition Plan.

During the study, Benton County Public Works inventoried pedestrian facilities within their public right-of-way, assessed the facilities, and categorized them into three condition ratings:

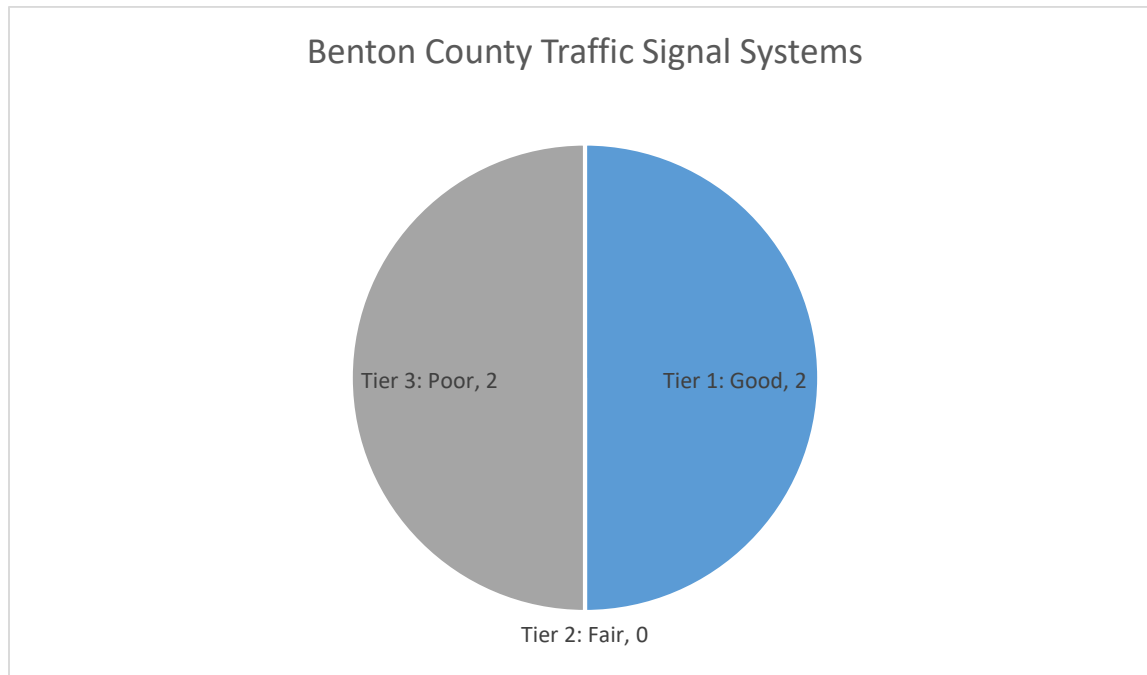
1. Tier 1: fully or largely compliant
2. Tier 2: substantially compliant; no immediate action is necessary
3. Tier 3: several elements not compliant

Two-hundred seventy-one pedestrian ramps were inventoried and categorized as follows:

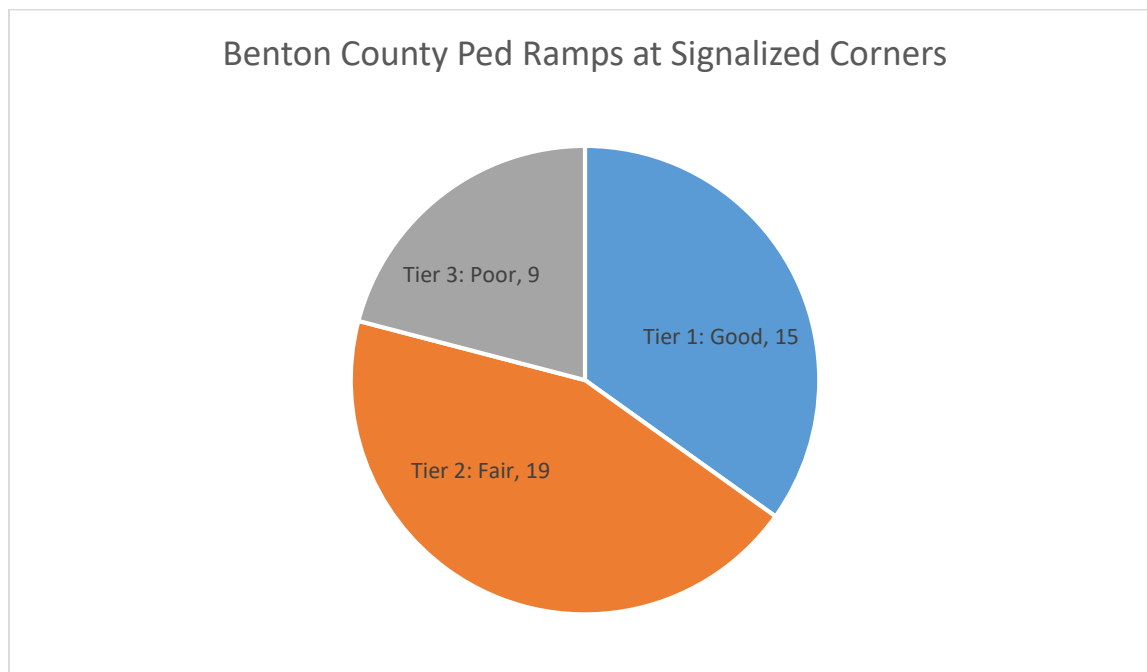




Four traffic signal systems were inventoried and classified as follows:



Forty-three pedestrian ramps at signalized intersection corners were inventoried and categorized as follows:

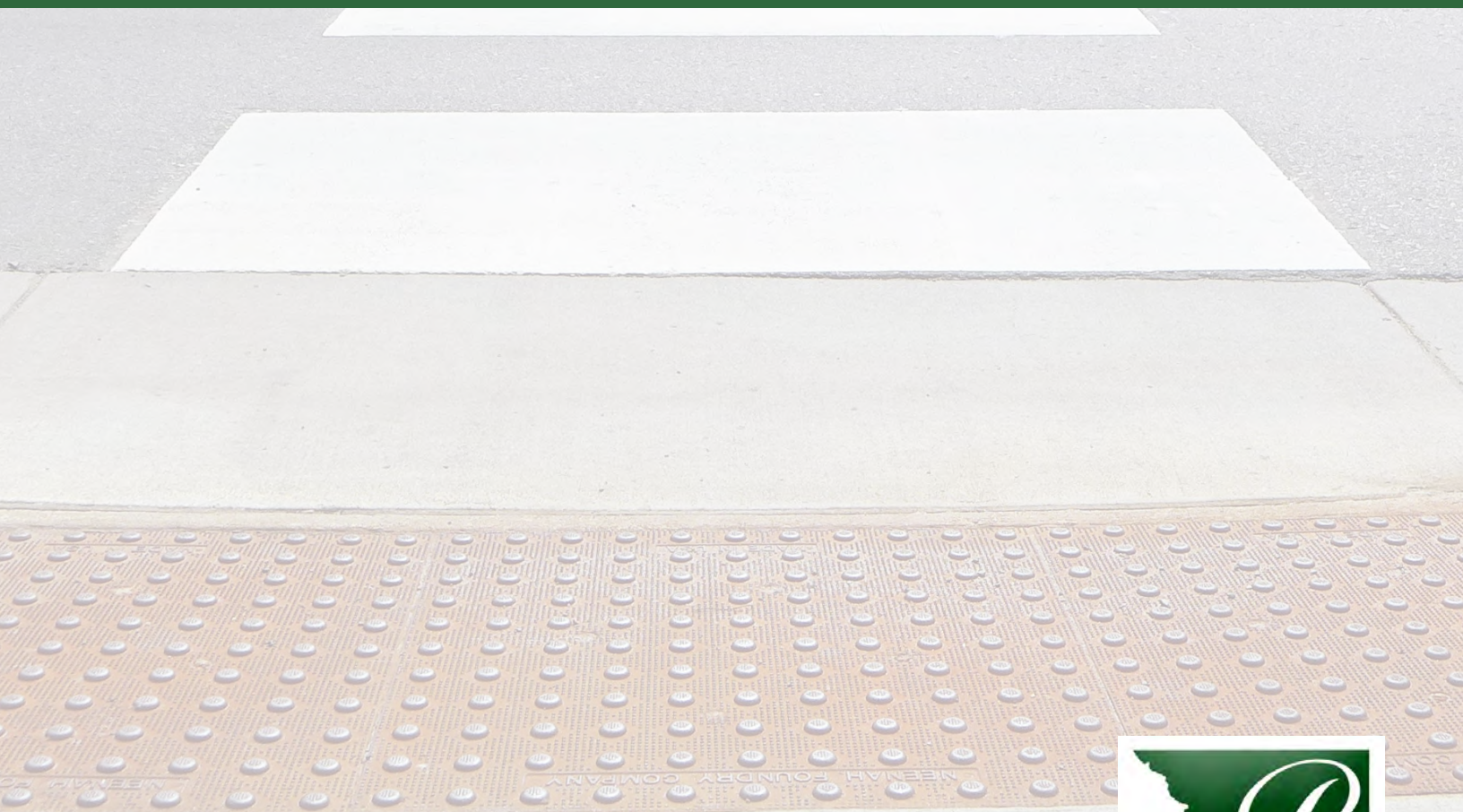


The full document is attached for your reference. Your acceptance of the plan will signal the completion of the process.

**Requested action:** Acceptance of Benton County ADA Transition Plan.



## Benton County Public Works ADA Transition Plan



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# INTRODUCTION

## Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Appendix A of this document includes a glossary of ADA terms that may be used in this document. Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, the Benton County Public Works (BCPW) must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105](#) and [Sec. 35.150](#), the BCPW has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan for public rights of way detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document has been created to specifically cover accessibility within the public rights of way and does not include information on other County programs, practices, or building facilities not related to public rights of way.

## ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## Agency Requirements

Under Title II, Benton County must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and usable by individuals with disabilities ([28 CFR Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 CFR Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 CFR Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 CFR Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([28 CFR Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

# SELF-EVALUATION CONDITION ASSESSMENT

## Overview

Benton County Public Works is required, under Title II of the Americans with Disabilities Act (ADA) and [28 CFR 35.105](#), to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the County implements these policies.

The goal of the self-evaluation is to verify that, in implementing the County's policies and practices, Benton County Public Works (BCPW) is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation includes consideration of the curb ramps and traffic control signals that are located within the County rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

## Summary

In 2018, Benton County Public Works conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- Pedestrian ramps at street crossings that include trail or sidewalk facilities
- Traffic Control Signal Systems

Pedestrian ramps in the public highway right of way were assessed and categorized into three condition rating tiers:

Tier 1: largely or fully compliant

Tier 2: substantially compliant and working well

Tier 3: several elements are not compliant

Traffic Control Signal Systems were assessed and categorized into three condition rating tiers for the overall intersection.

- Tier 1: all quadrants of the signalized intersection are largely or fully compliant
- Tier 2: one quadrant of the signalized intersection is non-compliant
- Tier 3: two or more quadrants of the signalized intersection is non-compliant



Additionally, Traffic Control Signal Systems were assessed and categorized into three condition rating tiers by ramp corners.

Condition Rating for Traffic Signal System Elements by Ramps at Intersection Corners:

- Tier 1: all signal elements are largely or fully compliant
- Tier 2: no more than two signal elements related to ramp are non-compliant
- Tier 3: more than two signal elements related to ramp are non-compliant

Maps showing the locations of facilities assessed and how these facilities relate to ADA standards can be found on the County's website <https://www.co.benton.mn.us/> and detailed in **Appendix B** and will be updated periodically.

## POLICIES AND PRACTICES

### Previous Practices

Since the adoption of the ADA, Benton County Public Works has striven to provide accessible pedestrian features as part of its highway improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, BCPW has updated their procedures to accommodate these methods. Recently, more standardized design and construction methods have evolved. This has resulted in the ability of local agencies to receive additional exposure and training on accessible features. This has improved BCPW's ability to understand available options and to explore the feasibility of implementing accessibility improvements. This information also assists in providing guidance for developing transition plans.

### Policy

BCPW will inspect, inventory and plan for any required improvements to facilities located in the public right-of-way, to ensure compliance with the ADA. The County's goal is to continue to provide accessible pedestrian design features as part of the County Highway Capital Improvement Plan (CIP) projects. BCPW has established ADA design standards and procedures as detailed in **Appendix C**. These standards and procedures will be kept up to date with nationwide and local best management practices.

BCPW will consider and respond to all accessibility improvement requests. Requests should be sent to the ADA Coordinator as specified in **Appendix D**. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. BCPW will coordinate with external agencies as necessary to ensure that all new or altered pedestrian facilities within BCPW jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the County. In general, the cities are responsible for snow removal operations for pedestrian facilities on county highways within each city.

BCPW will maintain and update the facility database to reflect improvements to inventoried facilities.

## ADA COORDINATOR

In accordance with [28 CFR 35.107\(a\)](#), the BCPW has identified an ADA Title II Coordinator to oversee the BCPW policies and procedures. It is the responsibility of the ADA Coordinator to implement this policy. Contact information for this individual is listed in **Appendix D**.

# IMPROVEMENT SCHEDULE

## Priority Areas

A tier system which categorizes the level of compliance for pedestrian ramps and signal systems was developed to assist BCPW with prioritizing limited funds for improvements of its pedestrian facilities.

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

## External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of Benton County, including the Minnesota Department of Transportation (MNDOT), Cities and townships. Metro Bus, the local transit provider has facilities in the County right of way. BCPW will coordinate with those agencies to assist in the facilitation of the elimination of accessibility barriers along their routes and/or associated with their services located in County highway rights of way.

## Schedule Goals

BCPW has set the following schedule goals for improving the accessibility of its facilities within the County right of way:

### Pedestrian Ramps

- **Facilities with condition ratings in Tier 1.** These ramps are considered largely or fully compliant and work on these facilities is not necessary at this time
- **Facilities with condition ratings in Tier 2.** These facilities are considered serviceable and are not in need of immediate action. Improvements for these facilities will be addressed in conjunction with adjacent highway improvement projects. BCPW staff will use the CIP to coordinate these improvements.
- **Facilities with condition ratings in Tier 3.** Any of these facilities identified as an existing hazard or compliance issue that BCPW staff believes needs to be addressed by a set date shall have a work order initiated or be incorporated into a current project in the CIP.

## Traffic Control Signal Systems

- **Traffic Signal Systems with Ramps with condition ratings in Tier 1.** These signal systems and ramps are considered largely or fully compliant and work on these facilities is not necessary at this time.
- **Traffic Signal Systems with Ramps with condition ratings in Tier 2.** These signal systems and ramps are considered serviceable and are not in need of immediate action. Improvements for these facilities will be addressed in conjunction with adjacent capital improvement projects. Staff will use the CIP and long-range street improvement plans to coordinate these improvements.
- **Traffic Signal Systems with Ramps with condition ratings in Tier 3.** Any of these signal systems and ramps identified as an existing hazard or compliance issue that staff believes needs to be addressed by a set date shall have a work order initiated or be incorporated into a project in the Capital Improvement Plan (CIP).

After 20 years, Benton County has a goal for 80% of pedestrian features under County jurisdiction to be ADA compliant. The remaining 20% would include the Tier 2 locations that have not had an adjacent road project within the twenty-year period.

## IMPLEMENTATION SCHEDULE

### Methodology

BCPW will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled Highway Capital Improvement Plan projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method includes standalone sidewalk and ADA accessibility improvement projects. These projects will be incorporated into the Highway Improvement Capital Plan on a case by case basis as determined by BCPW staff or may be completed by internal County forces or cities who maintain the facilities. The CIP includes a schedule and budget for specific improvements.

## PUBLIC OUTREACH

BCPW recognizes that public participation is an important component in the development of this plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of Benton County. Materials from public outreach activities are included in **Appendix E**.

Public outreach for the creation of this document consisted of the following activities:

- ADA Transition Plan Open House – April 25, 2019
- One written comment was submitted after the public open house expressing appreciation for the County hosting the Open House.
- The County's ADA Title II Coordinator will continue to be available for questions or discussion.

## GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regard to the ADA. This public notice is provided in **Appendix F**. If users of Benton County Public Works facilities and services believe the County has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with [28 CFR 35.107\(b\)](#), BCPW has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in **Appendix G**, with a Complaint Form in **Appendix H**. The complaint form can also be found on the County's website <https://www.co.benton.mn.us/>.

## MONITOR THE PROGRESS

This Transition Plan, including the Appendices, will be updated as conditions within the County evolve. For plan updates, a public comment period will be established to continue the public outreach regarding the ADA accessibility of highway department facilities.

## APPENDICES

- A. Glossary of Terms
- B. Self-Evaluation
- C. Agency ADA Design Standards and Procedures
- D. ADA Coordinator
- E. Public Outreach Materials
- F. ADA Public Notice
- G. Grievance Procedure
- H. Complaint Form



## Appendix A – Glossary of Terms

**ABA:** See Architectural Barriers Act.

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** Benton County Public Work's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Highway Capital Improvement Plan, and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

**ADAAG:** See Americans with Disabilities Act Accessibility Guidelines.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Accessible Pedestrian Signal (APS):** A device that communicates information about the WALK phase in audible and vibro-tactile formats.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Americans with Disabilities Act Accessibility Guidelines (ADAAG):** contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

**APS:** See Accessible Pedestrian Signal.

**Architectural Barriers Act (ABA):** Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

**Condition Rating for Pedestrian Curb Ramps**

Tier 1: largely or fully compliant – Good

Tier 2: substantially compliant and working well – Fair

Tier 3: several elements are non-compliant – Poor

**Condition Rating for Traffic Control Signal Systems**

Tier 1: all quadrants of the signalized intersection are largely or fully compliant - Good

Tier 2: one quadrant of the signalized intersection is non-compliant - Fair

Tier 3: two or more quadrants of the signalized intersection is non-compliant - Poor

**Detectable Warning:** A surface feature of truncated domes built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

**DOJ:** See United States Department of Justice

**Federal Highway Administration (FHWA):** A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**FHWA:** See Federal Highway Administration

**Highway Capital Improvement Plan (CIP):** The CIP includes an annual capital budget and a five-year plan for funding construction projects on the County's transportation system.

**Minnesota Accessibility Code 2015:** The Minnesota building code which addresses accessibility code requirements for sites and building elements.

**BCPW:** Benton County Public Works

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Public Rights-of-Way Accessible Guidelines* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

**Right of Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**Uniform Accessibility Standards (UFAS):** Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

**United States Access Board:** An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

**United States Department of Justice (DOJ):** The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

## Appendix B – Self-Evaluation

Details of the condition assessment of the pedestrian facilities adjacent to roadway corridors can be found on the County's website <https://www.co.benton.mn.us/>.

A summary of the condition assessment is also included on the following pages.

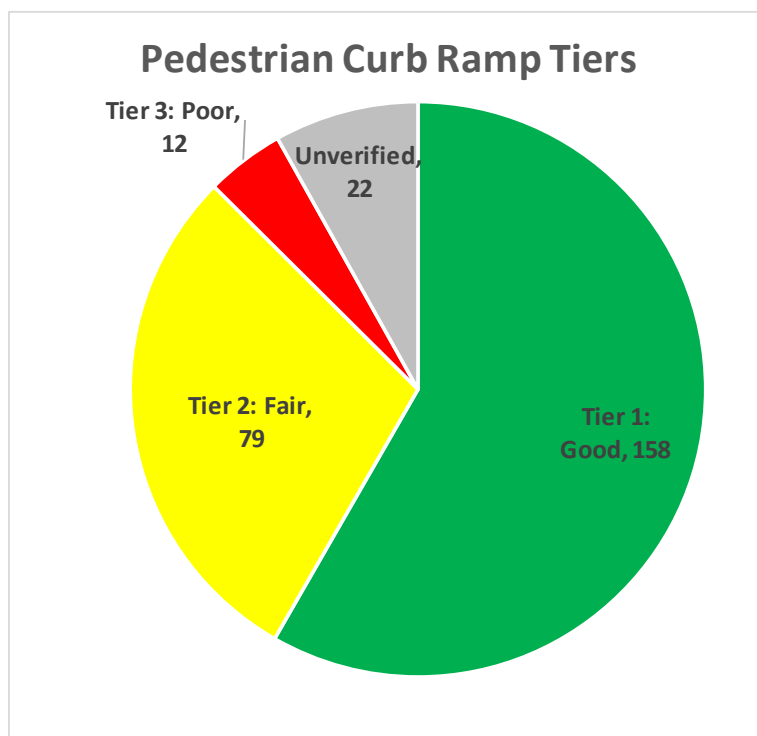
### Priority Areas

BCPW is committed to making accessibility improvements to its highway infrastructure. A systematic approach to providing accessibility will be taken to absorb the cost into Benton County's budget for improvements to the public right of way.

### Pedestrian Ramps

A total of 271 pedestrian ramps were inventoried and classified as follows.

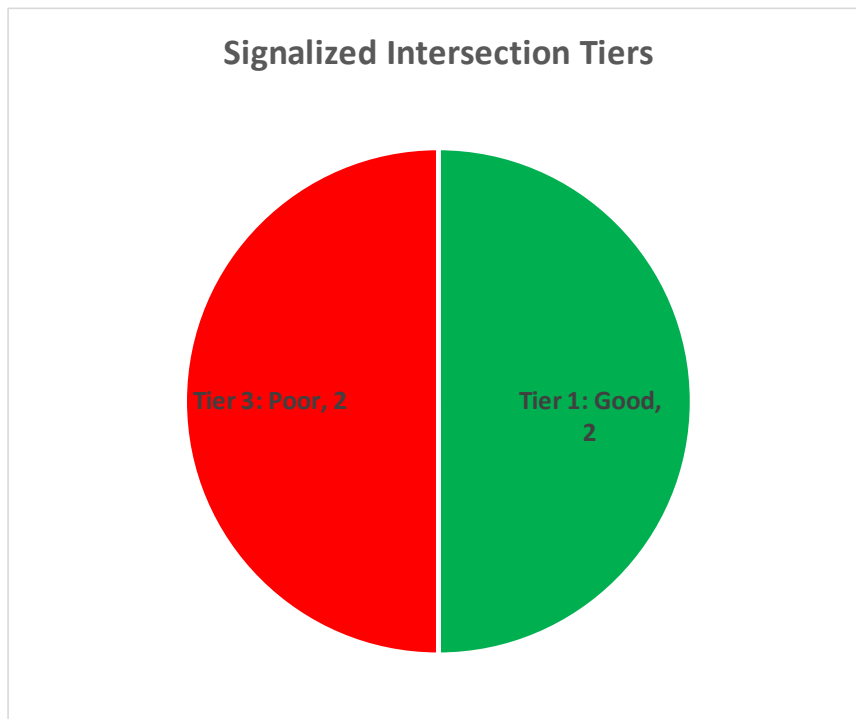
- Tier 1: largely or fully compliant = 158 (58%)
- Tier 2: substantially compliant and working well = 79 (28%)
- Tier 3: several elements are not compliant = 12 (4%)
- Unverified: under construction = 22 (8%)



## Traffic Signal Systems

A total of four traffic signal systems were inventoried and classified as follows.

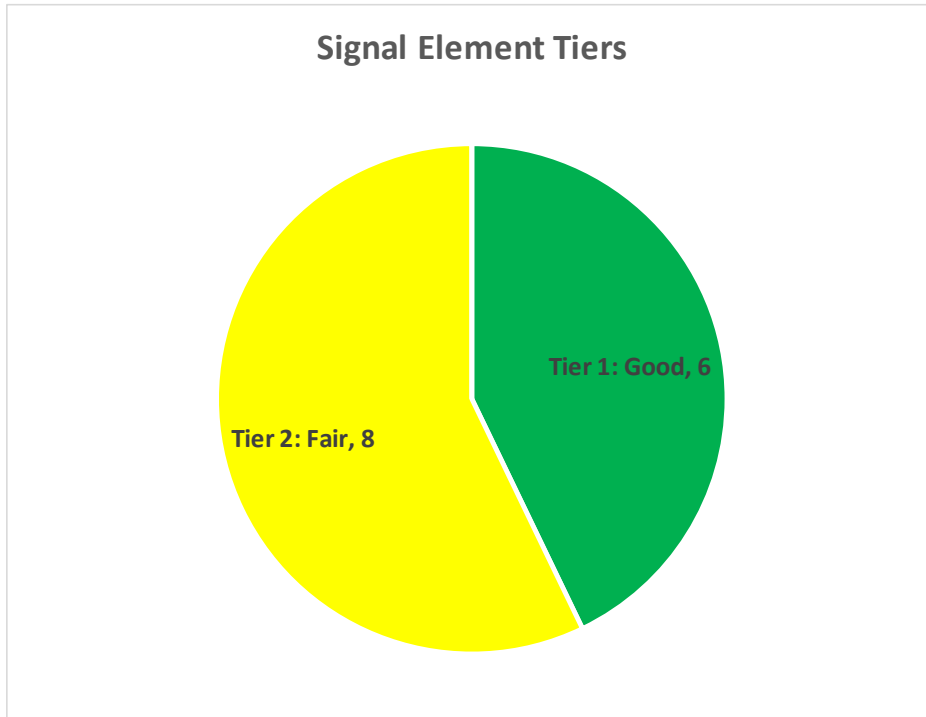
- Tier 1: all quadrants of the signalized intersection are largely or fully compliant = 2 (50%)
- Tier 2: one quadrant of the signalized intersection is non-compliant = 0
- Tier 3: two or more quadrants of the signalized intersection is non-compliant = 2 (50%)



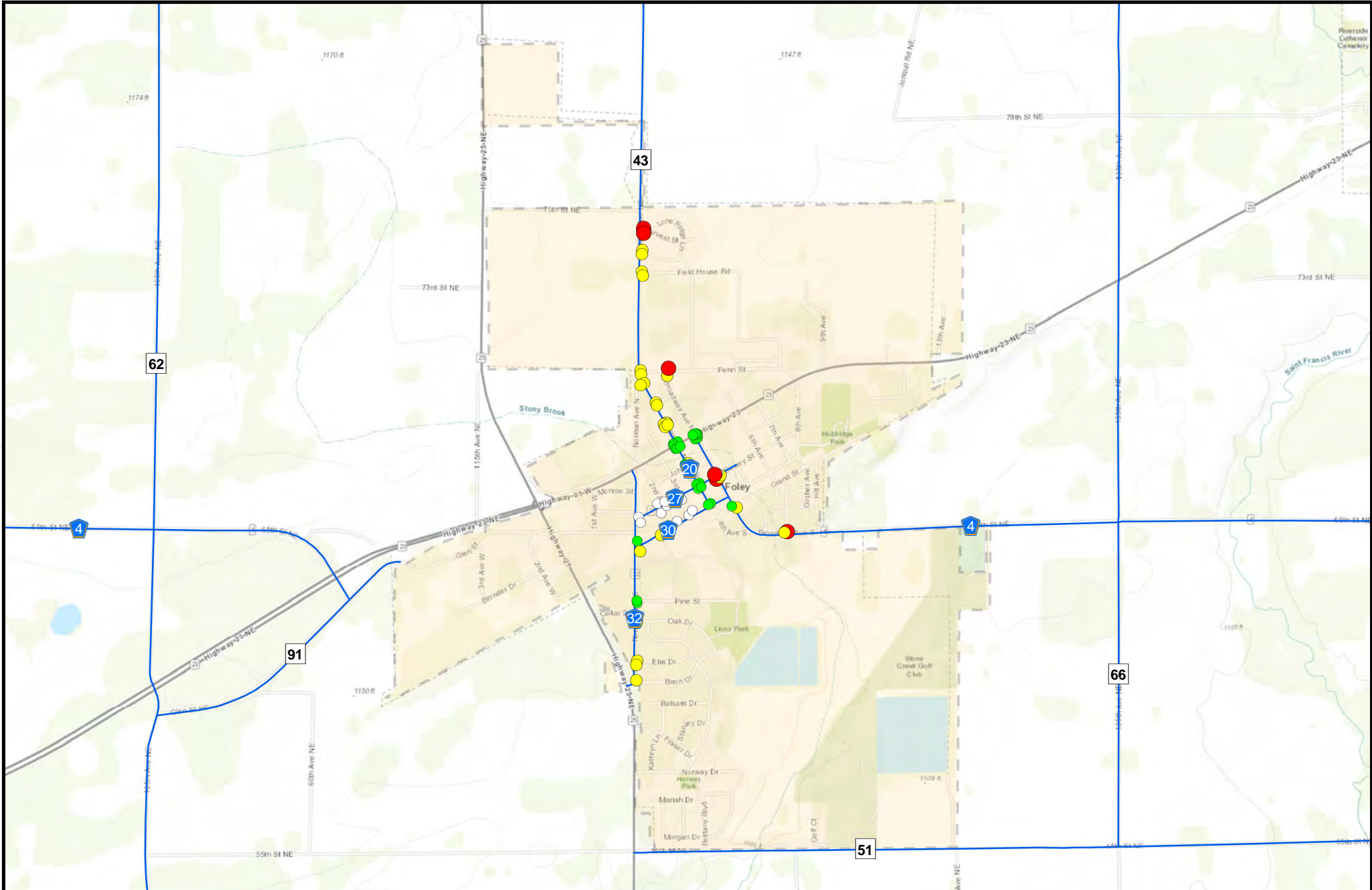
## Pedestrian Ramps at Signalized Intersection Corners

A total of 43 pedestrian ramps at signalized intersection corners were inventoried and classified as follows.

- Tier 1: largely or fully compliant = 15 (35%)
- Tier 2: substantially compliant and working well = 19 (44%)
- Tier 3: several elements are not compliant = 9 (21%)







0 0.2 0.4 Miles



### Legend

- Tier 1: Good (27)
- Tier 2: Fair (28)
- Tier 3: Poor (6)
- Unverified (12)
- County Roads
- City of Foley

## Benton County

### ADA Transition Plan

## City of Foley

Figure 1  
Sep, 2018

Source: Benton County, MnDOT, ESRI



0 0.06 0.12 Miles



#### Legend

- Tier 1: Good (0)
- Tier 2: Fair (5)
- Tier 3: Poor (3)
- Unverified (0)
- County Roads
- City of Gilman

## Benton County

ADA Transition Plan

## City of Gilman

Figure 2  
Sep, 2018

Source: Benton County, MnDOT, ESRI



0 0.2 0.4 Miles



### Legend

- Tier 1: Good (2)
- Tier 2: Fair (15)
- Tier 3: Poor (1)
- Unverified (0)
- County Roads
- City of Rice

## Benton County

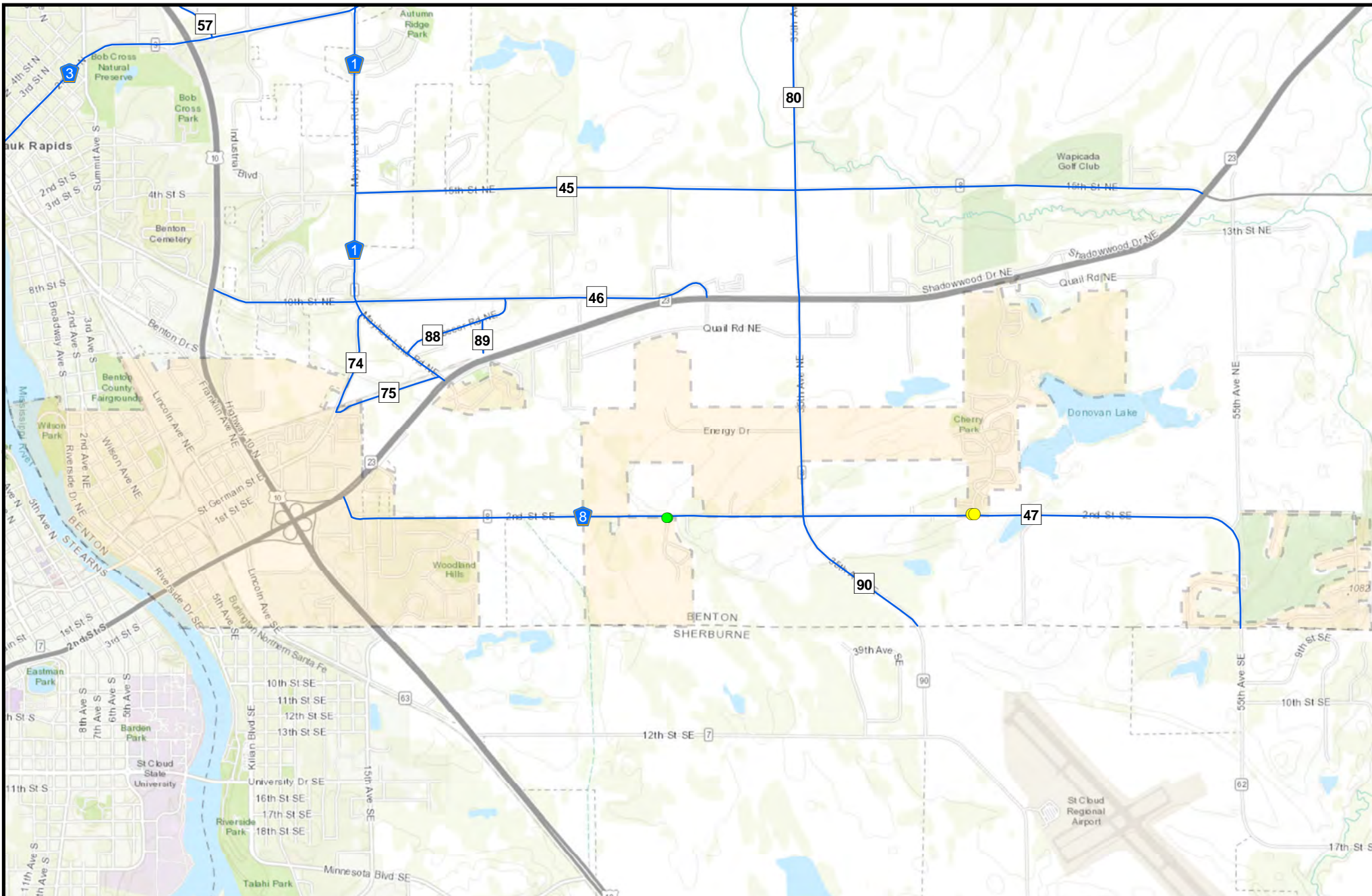
### ADA Transition Plan

## City of Rice

Figure 3  
Sep, 2018

Source: Benton County, MnDOT, ESRI





0 0.3 0.6 Miles



**Stonebrooke**  
Engineering Responsible Solutions®



#### Legend

- Tier 1: Good (2)
- Tier 2: Fair (2)
- Tier 3: Poor (0)
- Unverified (0)
- County Roads
- City of Saint Cloud

## Benton County

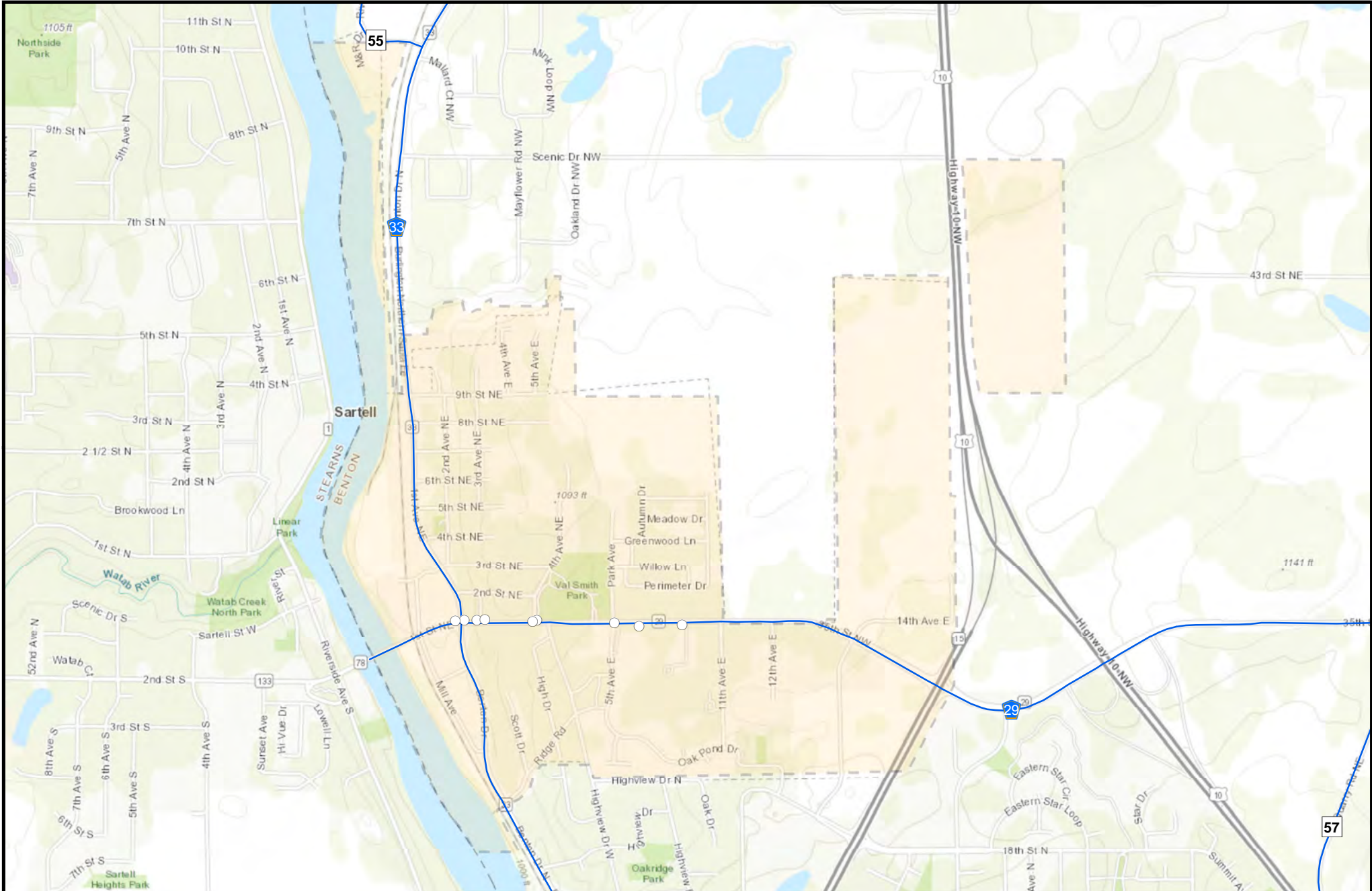
### ADA Transition Plan

## City of Saint Cloud

Figure 4  
Sep, 2018

Source: Benton County, MnDOT, ESRI





0 0.3 0.6 Miles



### Legend

- Tier 1: Good (0)
- Tier 3: Poor (0)
- County Roads
- Tier 2: Fair (0)
- Unverified (9)
- City of Sartell

## Benton County

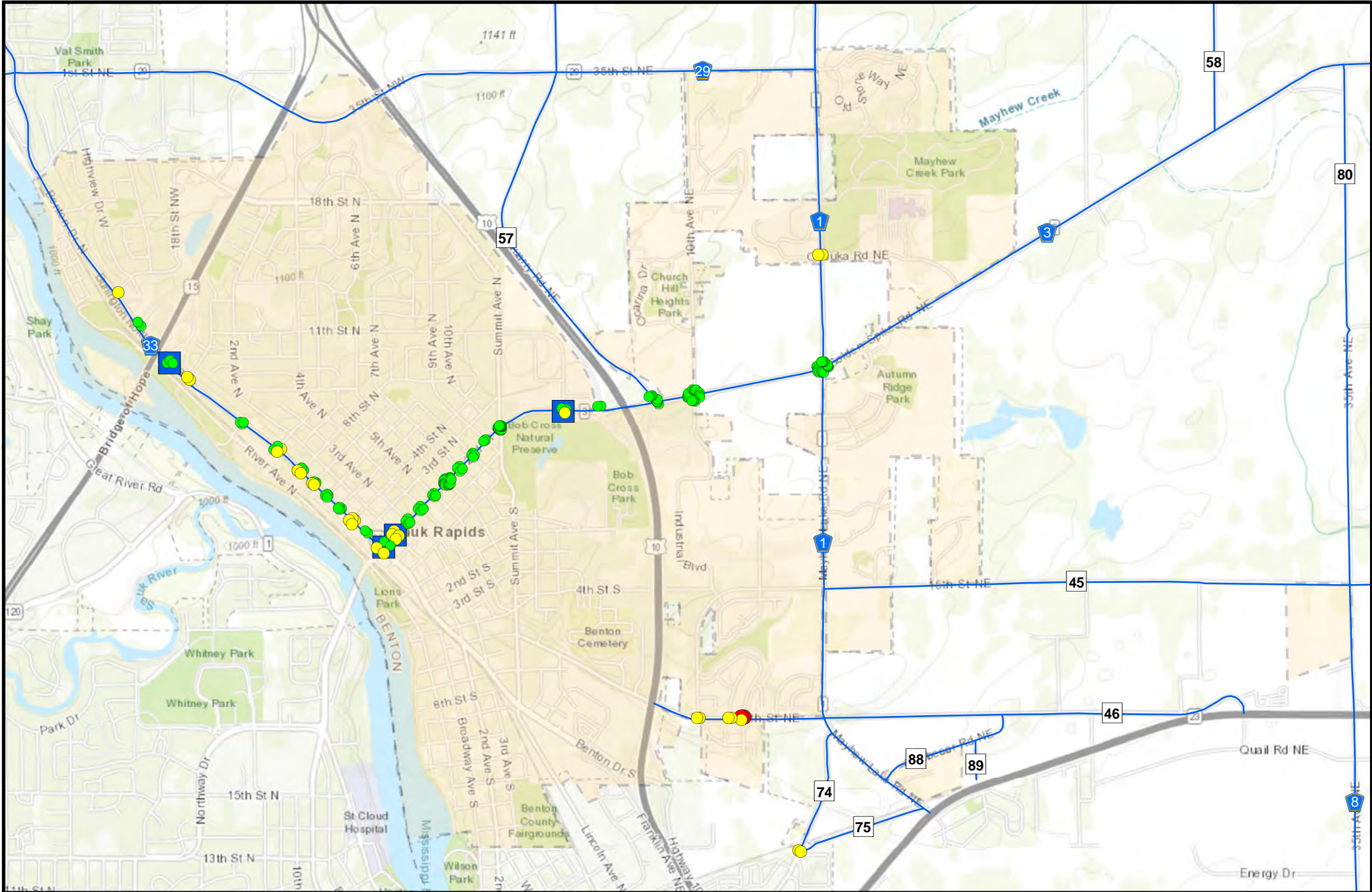
### ADA Transition Plan

## City of Sartell

Figure 5  
Sep, 2018

Source: Benton County, MnDOT, ESRI





0 0.3 0.6 Miles



### Legend

- Tier 1: Good (127)
- Tier 2: Fair (29)
- Tier 3: Poor (2)
- Unverified (0)
- County Roads
- Signalized Intersection (4)
- City of Sauk Rapids

## Benton County

ADA Transition Plan

## City of Sauk Rapids

Figure 6  
Sep, 2018

Source: Benton County, MnDOT, ESRI

## Appendix C – Agency ADA Design Standards and Procedures

### Design Procedures

#### Intersection Corners

BCPW intends to construct or upgrade curb ramps to achieve compliance as part of its Highway Capital Improvement Plan projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted, and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of County staff.

#### Sidewalks / Trails

BCPW will coordinate with cities; who are generally responsible for sidewalks and trails located within in county right of way, to evaluate and attempt to construct or upgrade sidewalks and trails to achieve compliance as part of Highway Capital Improvement Plan projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted, and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of County staff.

#### Traffic Control Signals

BCPW will attempt to construct or upgrade traffic control signals to achieve compliance as part of Highway Capital Improvement Plan projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted, and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of County staff.

### **Bus Stops**

BCPW staff coordinate with Metro Bus upon request for new bus stops that will be made ADA compliant to the extent practical and feasible.

### **Other policies, practices and programs**

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

### **Design Standards**

BCPW generally follows the guidelines identified in the *Guidelines for Accessible Public Rights-of-Way (PROWAG)* most recent version, when practical and feasible.



## Appendix D – Contact Information

### Benton County Public Works

#### ADA Title II Coordinator & Implementation Coordinator

Name: Chris Byrd, P.E.  
Or Current County Engineer

Address: 7752 Highway 25 NE  
Foley, MN 56329-0129

Phone: 320.968.5054

Fax: 320.968.5333

E-mail: cbyrd@co.benton.mn.us

## Appendix E – Public Outreach Material

The following pages include poster boards that were used at the Public Open House.



# What is an ADA Transition Plan?

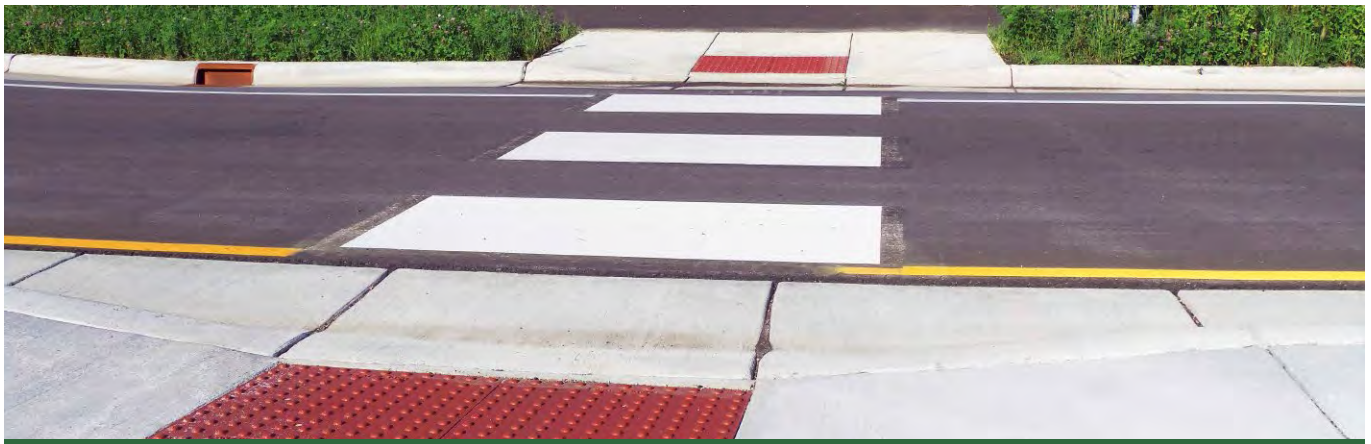
The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability.

As a provider of public transportation services and programs, Benton County **Public Works** must comply with this Act, and has developed a Transition Plan detailing how the County will ensure that all facilities are accessible to all individuals.

**Benton County Public Works** must meet these general requirements for individuals with disabilities:

- Access to all public programs and places
- **Modification of policies that deny equal access**
- **Effective communication procedures**
- An ADA Coordinator that coordinates ADA compliance
- Public notice of ADA requirements
- Grievance procedure for resolution of complaints

**Benton County Public Work's** goal is to provide ADA-accessible pedestrian design features as part of the County's capital improvement projects (CIP). These standards and procedures will be kept up to date with nationwide and local best management practices.



# ADA Improvement Plan

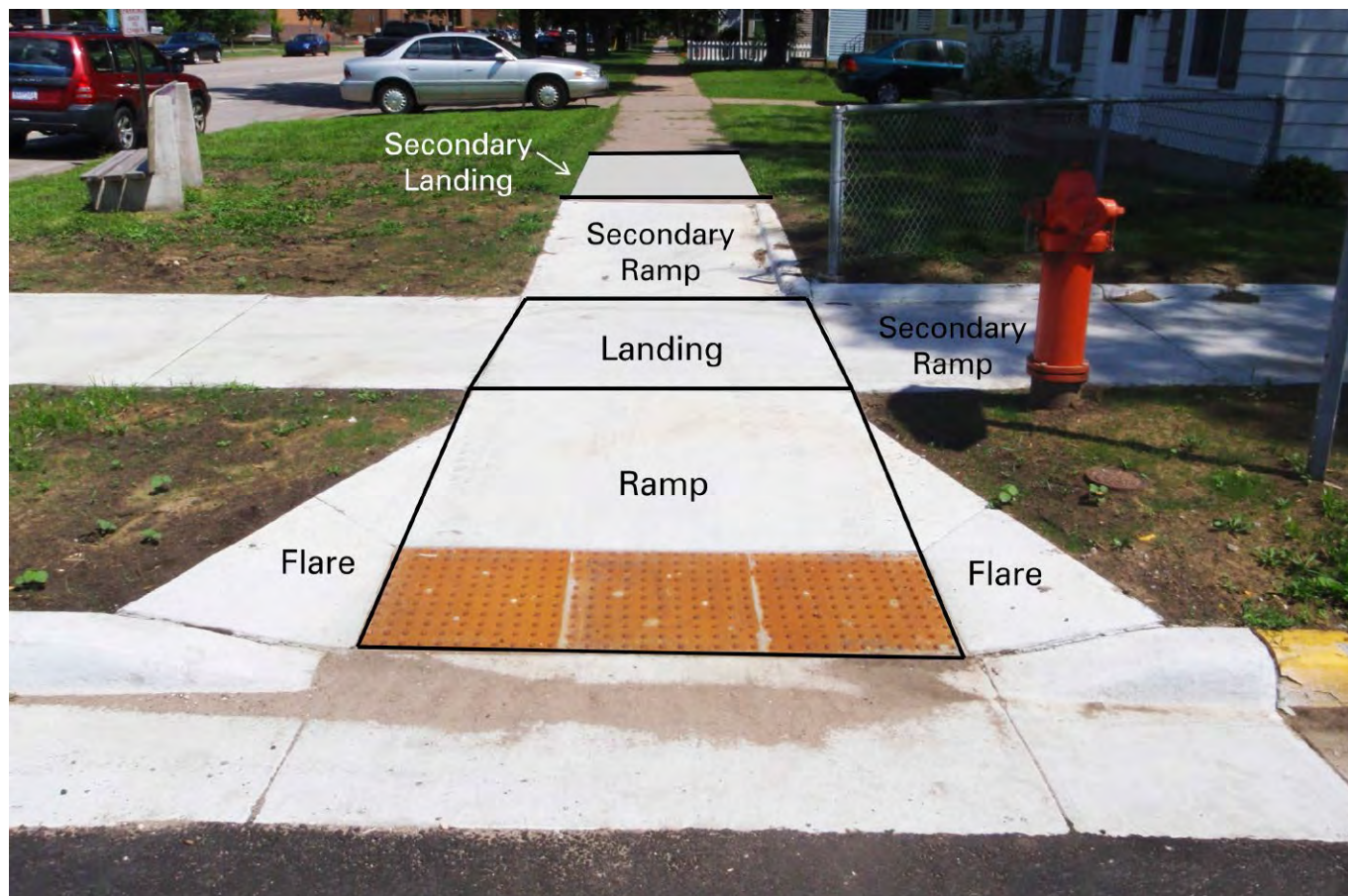
Benton County Public Work's ADA improvements are based on projects identified in the County capital improvement projects (CIP) listing and will be addressed using the following criteria:

- All new construction projects and County reconstruction projects with pedestrian facilities will be designed and constructed to conform with the most current ADA design practices to the extent feasible.
- ADA improvements on county rehabilitation or resurfacing projects will be addressed on a case-by-case basis.
- ADA improvements requested by the public will be evaluated by Benton County Public Works staff. Evaluation criteria will include pedestrian volumes, traffic volumes, condition of existing infrastructure and public safety.

## **Benton County Goals:**

- After 5 years, items identified in the County Improvement Plan will be ADA-Compliant.
- After 20 years, 80 percent of accessibility features within the jurisdiction of the County will be ADA compliant.





## Curb Ramp Elements

Without these basic ramp elements, sidewalk travel can be dangerous, difficult, and in some cases impossible for people who use wheelchairs, scooters and other mobility aids.

Curb ramps allow people with mobility impairments to gain access to the sidewalks and to pass through center islands in streets. Without accessible ramps, these individuals are forced to travel in streets and roadways, are put in danger, and/or are prevented from reaching their destination.



# ADA Coordinator

Benton County has identified an ADA Title II Coordinator to oversee County Public Works policies and procedures:

**Chris Byrd, P.E.**

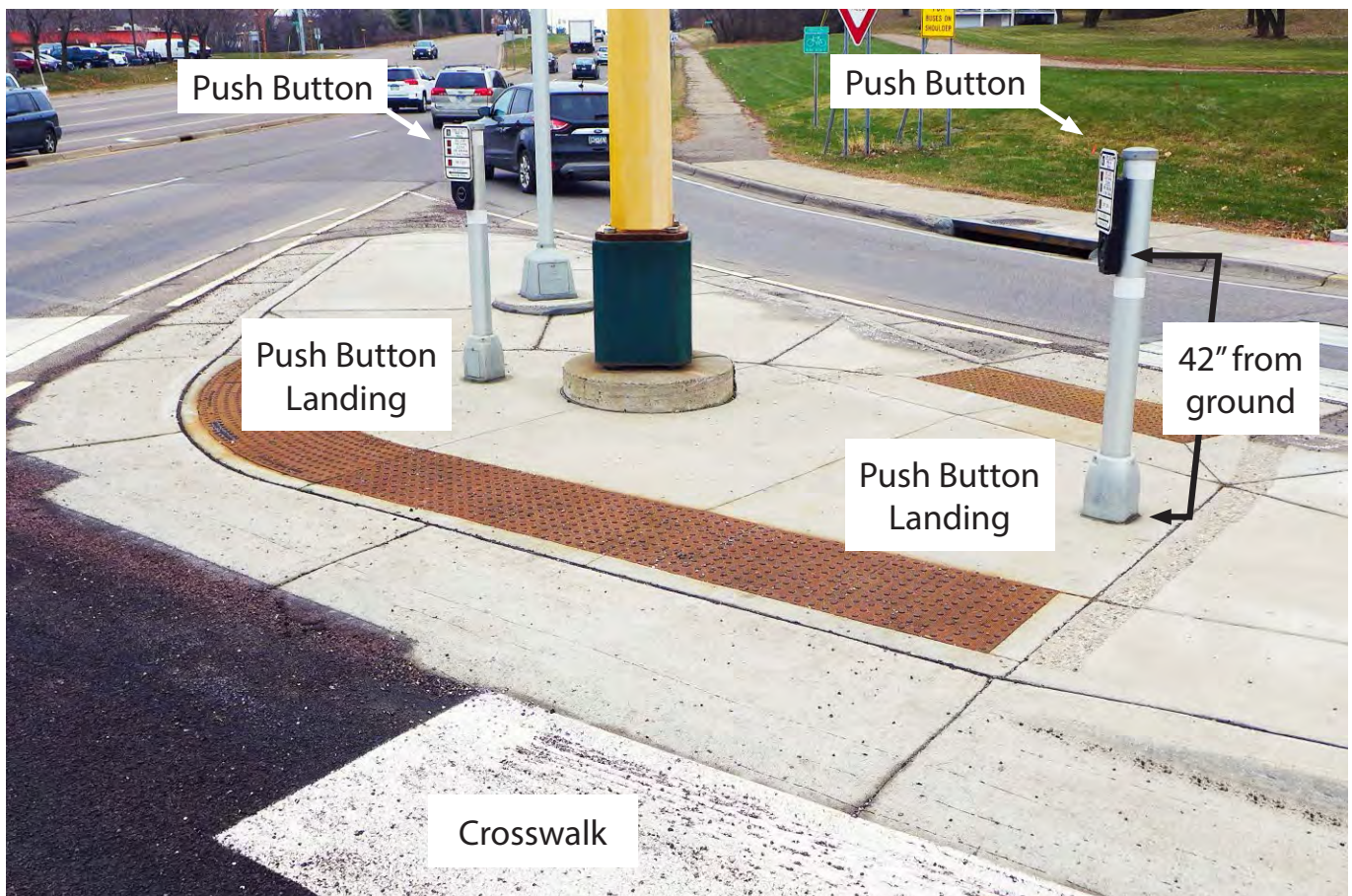
Benton County  
7752 Highway 25 NE  
Foley, MN 56329-0129

Phone: 320.968.5054  
Fax: 320.968.5333  
E-mail: [cbyrd@co.benton.mn.us](mailto:cbyrd@co.benton.mn.us)

More information is available at:  
[www.co.benton.mn.us](http://www.co.benton.mn.us)







# Accessible Pedestrian Signals

An accessible pedestrian signal and pedestrian push button is an integrated device that communicates information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats such as audible tones and vibrotactile surfaces to pedestrians who are blind or have low vision. The push button has a locator tone for detecting the device and a tactile arrow to indicate which pedestrian street crossing is served by the device.

ADA guidelines require accessible pedestrian signals and pedestrian push buttons to be provided whenever new pedestrian signals are installed.



# NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Benton County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Effective Communication:** Benton County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Benton County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Benton County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Benton County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Benton County Public Works, should contact the office of Chris Byrd, Benton County Public Works, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Benton County Public Works to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Benton County Public Works is not accessible to persons with disabilities should be directed to Chris Byrd, Benton County Public Works.

Benton County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## Appendix F – ADA Public Notice

As part of the ADA requirements the County has posted the following notice outlining its ADA requirements:

### Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, Benton County will not discriminate against qualified individuals with disabilities on the basis of disability in County services, programs, or activities.

**Employment:** The County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

**Effective Communication:** The County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities. For example, individuals with service animals are welcomed in County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a County Public Works program, service, or activity, should contact the office of the ADA Coordinator (see **Appendix D**) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## Appendix G – Grievance Procedure

Prior to filing a grievance, the public is strongly encouraged to contact the BCPW ADA Coordinator to discuss any concerns regarding County Highway Department facilities. The BCPW ADA Coordinator role is designed to provide a point of contact for the public to address concerns. It is anticipated that most concerns identified will be able to be resolved by the ADA coordinator. Contact information for the BCPW ADA coordinator can be found in Appendix D of this document.

### Benton County Public Rights of Way

#### Grievance Procedure under The Americans With Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Benton County Public Works. County rules and regulations govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator. Contact information can be found in **Appendix D** of this document.

Within fifteen working days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen working days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, or audio tape. The response will explain the position of the County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 30 calendar days after receipt of the response to the County Administrator or his/her designee.

Within thirty calendar days after receipt of the appeal, the County Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions.

Within thirty calendar days after the meeting, the County Administrator or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or their designee, appeals to the County Administrator or his/her designee, and responses from these two offices will be retained by the County in accordance with state and federal law.

### **Benton County Public Rights of Way Grievance Procedure**

Those wishing to file a formal written grievance with Benton County Public Works may do so by one of the following methods:

- Internet  
Visit the Benton County website at <https://www.co.benton.mn.us/> for the ADA Complaint Form. A copy of The ADA Complaint Form is included with this document in **Appendix H**.
- Telephone  
Contact the ADA Coordinator as specified in **Appendix D** to submit an oral complaint. The ADA Coordinator will prepare and submit the complaint form on behalf of the person filing the grievance.
- Paper Submittal  
Contact the ADA Coordinator as specified in **Appendix D** to request a paper copy of the complaint form, complete the form, and submit it to the ADA Coordinator.

The ADA Complaint Form will ask for the following information:

- The name, address, telephone number, and email address for the person filing the grievance
- The name, address, telephone number, and email address for the person alleging an ADA violation (if different than the person filing the grievance)
- A description and location of the alleged violation and the nature of a remedy sought, if known by the complainant.
- If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the name of the agency or court where the complainant filed it and the filing date.

If the grievance filed does not concern a Benton County Public Works facility, BCPW staff will work with the complainant to contact the agency that has jurisdiction.

A BCPW staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person may conduct an engineering study to help determine the response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. BCPW will document each resolution of a filed complaint and retain such documentation in the department's ADA Complaint file in accordance with state and federal law.

BCPW will consider all specific complaints within its particular context or setting. Furthermore, the County will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to Benton County.

Accordingly, the resolution by BCPW of any one complaint does not constitute a precedent upon which the County is bound or upon which other complaining parties may rely.

#### File Maintenance

BCPW shall maintain ADA Complaint files in accordance with state and federal law.

Complaints on Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice Civil Rights Division  
950 Pennsylvania Avenue, N.W. Disability Rights Section - NYAV Washington, D.C. 20530  
[www.ada.gov](http://www.ada.gov)  
(800) 514-0301 (voice – toll free)  
(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

## Appendix H – Complaint Form

See the following two pages for the complaint form.

## **Benton County Public Rights of Way Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 Discrimination Complaint Form**

The public is strongly encouraged to contact the ADA Coordinator to discuss any concerns regarding County transportation facilities prior to starting the grievance process. It is anticipated most accessibility issues, once identified, will be satisfactorily resolved by the ADA Coordinator without the need for completion of the formal complaint form.

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the ADA Coordinator as specified in **Appendix D**. Attach additional sheets if necessary.

Complainant Name:

Street Address:

City, State and Zip Code:

Telephone (Home):

Telephone (Business):

Person Discriminated Against: (if other than the complainant)

Address:

City, State, and Zip Code:

Telephone (Home/Business or Both):

### **Government, or organization, or institution which you believe has discriminated:**

Name:

Street Address:

City:

County:

State and Zip Code:

Telephone Number:

When was the issue discovered/when did the problem occur? (Date):

Describe the issue in detail, providing the name(s) where possible of the individuals who have been contacted. (Add additional pages if necessary):

Have prior efforts been made to resolve this complaint through the grievance procedure?

Yes ☐ No ☐

If Yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes ☐ No ☐

If Yes: Agency or Court:

Contact Person:

Street Address:

City, State, and Zip Code:

Telephone Number:

Date Filed:

Do you intend to file with another agency or court?

Yes ☐ No ☐

If Yes: Agency or Court:

Address:

Telephone Number:

Signature: -----

Date:-----

**Return to:** ADA Coordinator as specified in **Appendix D.**



## NOTICE OF RIGHTS

In accordance with the Minnesota Government Data Practices Act, Benton County Public Works is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorizes its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

### **The purpose and intended use of the requested information is:**

To assist Benton County staff and designees to evaluate and respond to accessibility concerns within the public right of way.

### **Authorized persons or agencies with whom this information may be shared include:**

Benton County officials, staff or designee(s)

### **Furnishing the above information is voluntary, but refusal to supply the requested information will mean:**

Benton County staff may be unable to respond to or evaluate your request.

MINN. STAT. §13.04(2)



# *Saint Cloud* Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: [admin@stcloudapo.org](mailto:admin@stcloudapo.org) • [www.stcloudapo.org](http://www.stcloudapo.org)

**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Brian Gibson, Executive Director  
**RE:** 2045 Draft Metropolitan Transportation Plan  
**DATE:** July 29, 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>.

## **Existing Conditions**

In 2017, APO staff presented the results of our data collection to the Board. To briefly summarize the data:

- Two-thirds of residents travel 10 miles or less to work, but over 10,000 workers (16%) travel 50 miles or more – a majority of them travel to the Twin Cities;
- There are more jobs in the region than there are workers to fill those jobs; thus, over 36,000 workers live elsewhere, but travel into the region for work;
- Between 2008 and 2014, average annual vehicle-miles-traveled was flat, which in a historical context, is highly unusual;
- The least reliable roadways in terms of expected travel time vs. actual travel time are:
  - MN 23 from 10<sup>th</sup> Ave in Waite Park to MN 15;
  - MN 15 from MN 23/CSAH 75 to MN 23/Division Street; and
  - US 10 for 650 feet on either side of the East Saint Germain Street intersection;
- In 2015, 42% of pavement was in Good condition, but 42% was in Fair Condition, and 16% was in Poor condition;

- 74% of bridges are in Good condition, 25% are in Fair Condition, and only 1% are in Poor condition;
- Motorized vehicle fatality and serious injury rates within the region are lower than the Statewide average, and, in particular, the rate of serious injuries has been cut in half since 2006;
- The most common types of fatal crashes are:
  - Right-angle (28.4% of all fatal crashes);
  - Running off the Road on the Right Side (20.3%); and
  - Head-On (16.2%)
- **Only 3.8% of all crashes involve drinking (in another 3%, the driver's condition was "unknown").**
- Fixed-Route transit annual ridership decreased 25% from 2009-2018 while Dial-a-Ride ridership increased 2%, and Northstar Link Ridership between 2012 and 2018 has been fairly stable between 47,000 and 59,000 riders per year.
- Walking or bicycling was the mode of choice for about 4.5% of work trips.

### **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.
  - 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.

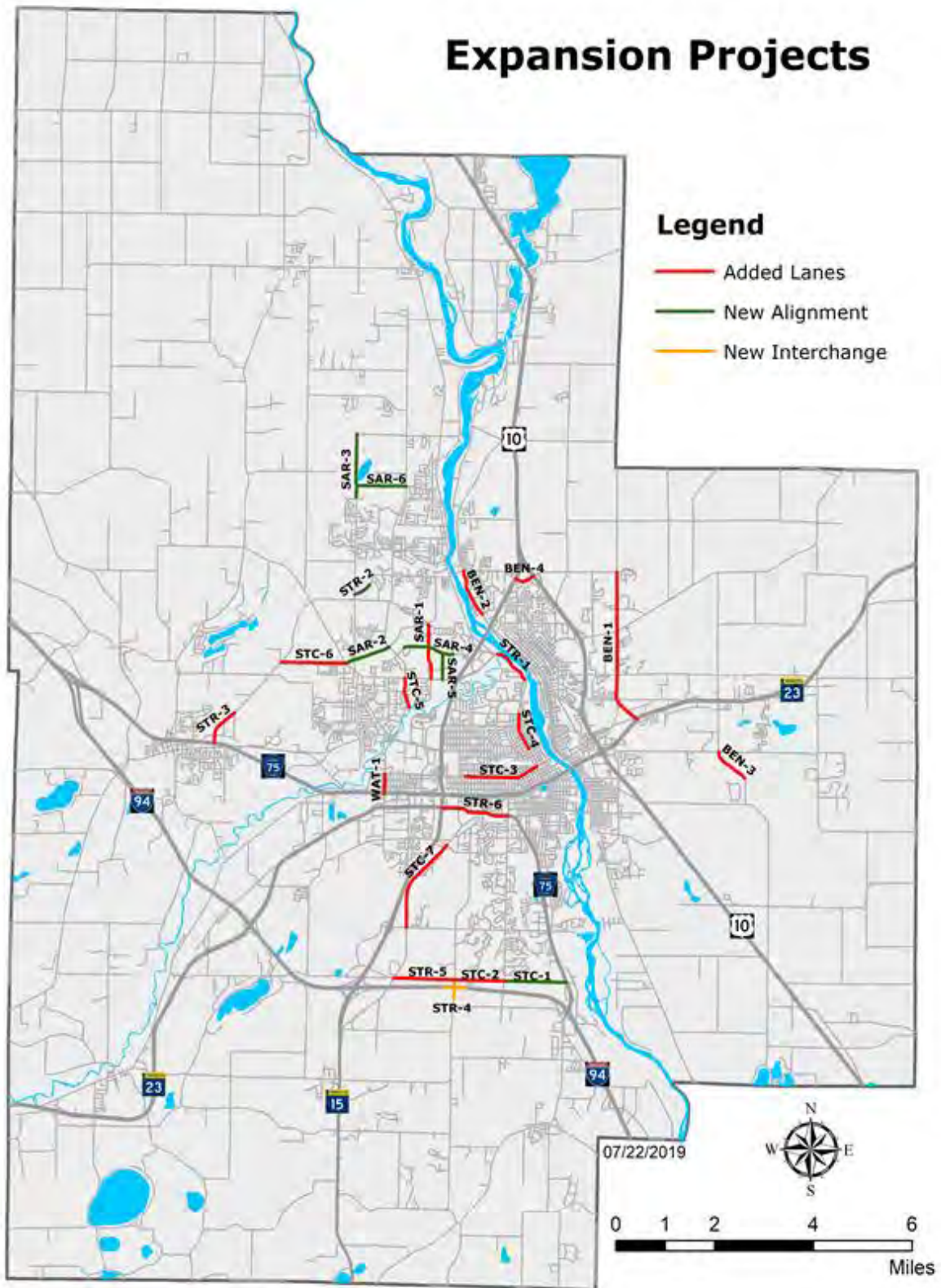
### **Traffic Modeling and Projects**

The regional travel demand model assists us in determining what impact future growth is likely to have on congestion. I will explain the modeling results in more detail at the meeting, but here is a brief summary:

Lane Miles	Under Capacity	Approaching Capacity	Over Capacity	Total
Existing (2015)	1,088	65	55	1,208
Year 2045 No Build	775	124	319	1,218
Year 2045 with MTP Projects	836	138	294	1,268
Year 2045 with MTP Projects and Ring Road	956	145	244	1,345

The MTP 2045 list of roadway capacity-adding projects was developed in cooperation with the planning and engineering staff from each jurisdiction. The project list must be fiscally constrained, meaning that revenues must be reasonably assured and project costs must be estimated based on the year of expenditure.

Projects that appear in the MTP are eligible for Federal transportation funding.

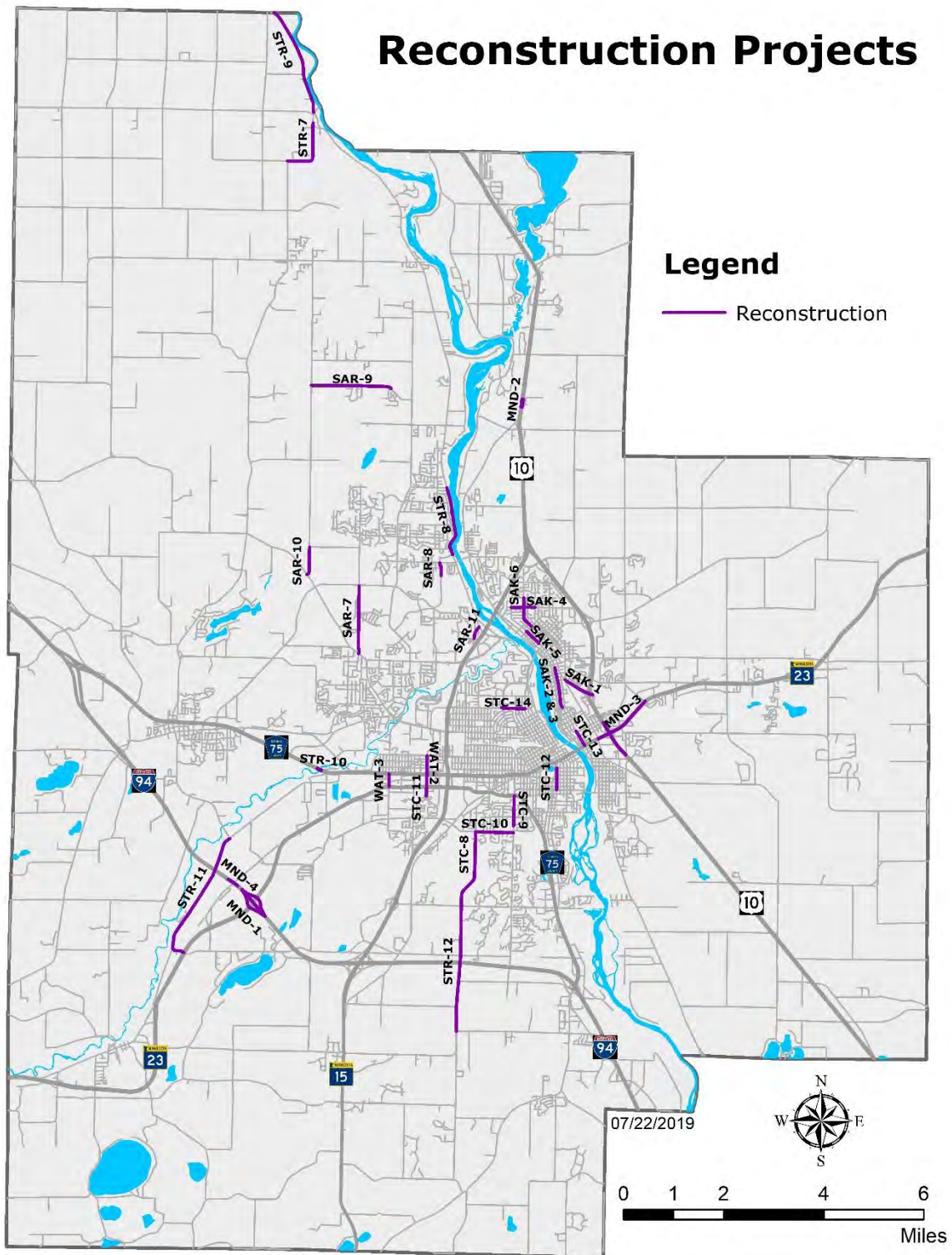


Project ID	Project Location	Beginning and Ending Termini	Post-Construction Facility Type
<b>BEN-1</b>	CSAH 1 (Mayhew Lake Road NE) in Sauk Rapids	CSAH 29 (35 <sup>th</sup> Street NE) to MN 23	Four-Lane Undivided Arterial
<b>BEN-2</b>	CSAH 33 (Benton Drive) in Sauk Rapids	CSAH 29 (First Street NE) to 18 <sup>th</sup> Street NW	Four-Lane Undivided Arterial
<b>BEN-3</b>	CSAH 8 (35 <sup>th</sup> Avenue NE) in Minden Township	Second Street SE to Stearns County Road 7 (12 <sup>th</sup> Street SE)	Four-Lane Divided Arterial
<b>BEN-4</b>	CSAH 29 (35 <sup>th</sup> Street NE) in Sauk Rapids	MN 15 to US 10	Four-Lane Divided Arterial
<b>STR-1</b>	CSAH 1 (River Avenue N) in Sartell	MSAS 145 (Ninth Avenue N) to County Road 120	Four-Lane Undivided Arterial
<b>STR-2</b>	CSAH 133 (Second Street S) in Sartell	Theisen Road to CSAH 133 (Sixth Street S/19 <sup>th</sup> Avenue N)	Four-Lane Undivided Arterial
<b>STR-3</b>	CSAH 133 in Saint Joseph	CSAH 75 to 19 <sup>th</sup> Avenue NE	Four-Lane Undivided Arterial
<b>STR-4</b>	I-94 at CSAH 136 in Saint Cloud	I-94 to CSAH 136 (Oak Grove Road SW)	Interchange
<b>STR-5</b>	County Road 122 (40 <sup>th</sup> Street S) in Saint Cloud	CSAH 74 to CSAH 136 (Oak Grove Road SW)	Four-Lane Collector
<b>STR-6</b>	CSAH 75 (Second Street S) in Saint Cloud	MN 15 to MSAS 141 (Cooper Avenue S)	Six-Lane Divided Arterial
<b>STC-1</b>	MSAS 156 (40 <sup>th</sup> Street S) in Saint Cloud	MSAS 141 (Cooper Avenue) to CSAH 75 (Roosevelt Road)	Four-Lane Collector
<b>STC-2</b>	MSAS 156 (40 <sup>th</sup> Street S) in Saint Cloud	CSAH 136 (Oak Grove Road SW) to MSAS 141 (Cooper Avenue)	Four-Lane Collector
<b>STC-3</b>	MSAS 114 (Third Street N) in Saint Cloud	31 <sup>st</sup> Avenue N to MSAS 145 (Ninth Avenue N)	Four-Lane Divided Arterial
<b>STC-4</b>	MSAS 145 (Ninth Avenue N) in Saint Cloud	MSAS 148 (15 <sup>th</sup> Street N) to Stearns CSAH 4 (Eighth Street N/Veterans Drive)	Four-Lane Divided Arterial
<b>STC-5</b>	Pinecone Road S in Saint Cloud	Stearns County Road 134 to Stearns CSAH 120	Four-Lane Divided Arterial
<b>STC-6</b>	322 <sup>nd</sup> Street in Saint Cloud	Stearns CSAH 133 to Stearns CSAH 4	Three-Lane Collector
<b>STC-7</b>	CSAH 74 (West Saint Germain Street) in Saint Cloud	Stearns County Road 137 (Seventh Street S/22 <sup>nd</sup> Street S) to 33 <sup>rd</sup> Street S	Three-Lane Minor Arterial
<b>SAR-1</b>	MSAS 117 (Leander Avenue) in Sartell	Stearns CSAH 120 to MSAS 118 (Heritage Drive)	Three-Lane Collector
<b>SAR-2</b>	Roberts Road in Sartell	MSAS 103 (Pinecone Road S) to Stearns CSAH 4 (322 <sup>nd</sup> Street)	Three-Lane Collector
<b>SAR-3</b>	19 <sup>th</sup> Avenue N in Sartell	11 <sup>th</sup> Street N to 27 <sup>th</sup> Street N	Two-Lane Local
<b>SAR-4</b>	Scout Drive in Sartell	Scout Drive to Connecticut Avenue S	Two-Lane Local
<b>SAR-5</b>	Then Avenue in Sartell	Proposed Scout Drive alignment to CSAH 120	Two-Lane Local
<b>SAR-6</b>	15 <sup>th</sup> Street N in Sartell	MSAS 103 (Pinecone Road N) to 19 <sup>th</sup> Avenue N	Four-Lane Collector
<b>WAT-1</b>	MSAS 103 (10 <sup>th</sup> Avenue N) in Waite Park	Stearns CSAH 81 (Third Street N) to CSAH 75 (Division Street)	Four-Lane Divided Arterial

The total estimated cost for these capacity-adding projects is \$288.9 million.



In addition, the MTP includes a list of major roadway reconstruction projects that will not add capacity.





Project ID	Project Location	Beginning and Ending Termini	Post-Construction Facility Type
<b>STR-7</b>	CSAH 2 (Central Avenue N) in Brockway Township	421 <sup>st</sup> Street to CSAH 1	Two-Lane Arterial Reconstruction
<b>STR-8</b>	CSAH 1 (Riverside Avenue N) in Sartell	Sartell Street W to MSAS 104 (12 <sup>th</sup> Street N)	Two-Lane Arterial Reconstruction
<b>STR-9</b>	CSAH 1 in Brockway Township	CSAH 17 to North Stearns County Line	Two-Lane Arterial Reconstruction
<b>STR-10</b>	CSAH 75 in Waite Park	Bridge Number 6819 over the Sauk River	Principal Arterial Bridge Replacement
<b>STR-11</b>	CSAH 138 in Waite Park and Saint Joseph Township	MN 23 to County Road 121	Minor Collector Reconstruction
<b>STR-12</b>	CSAH 136 (Oak Grove Road SW) in Saint Cloud and Saint Augusta	County Road 115 to 33 <sup>rd</sup> Street S	Major Collector Reconstruction
<b>STC-8</b>	MSAS 175 (County Road 136/Oak Grove Road SW) in Saint Cloud	MSAS 153 (22 <sup>nd</sup> Street S) to MSAS 151 (33 <sup>rd</sup> Street S)	Two-Lane Collector Reconstruction
<b>STC-9</b>	MSAS 141 (Cooper Avenue S) in Saint Cloud	MSAS 146 (Traverse Road) to CSAH 75 (Roosevelt Road)	Two-Lane Arterial Reconstruction
<b>STC-10</b>	MSAS 153 (22 <sup>nd</sup> Street S) in Saint Cloud	MSAS 175 (Oak Grove Road SW) to MSAS 141 (Cooper Avenue S)	Two-Lane Minor Arterial Reconstruction
<b>STC-11</b>	MSAS 102 (Waite Avenue S) in Saint Cloud	<b>First Street N to 125' South of Wellington Circle</b>	Four-Lane Arterial/Two-Lane Local Reconstruction
<b>STC-12</b>	MSAS 145 (Ninth Avenue S) in Saint Cloud	Fourth Street S to MSAS 101 (University Drive)	Four-Lane Arterial Reconstruction
<b>STC-13</b>	MSAS 106 (Wilson Avenue NE) in Saint Cloud	MN 23 to First Street NE	Two-Lane Collector Reconstruction
<b>STC-14</b>	MSAS 125 (13 <sup>th</sup> Street N) in Saint Cloud	MSAS 135 (Northway Drive) to MSAS 145 (Ninth Avenue N)	Two-Lane Collector Reconstruction
<b>SAR-7</b>	19 <sup>th</sup> Avenue S in Sartell	Stearns CSAH 4 to Stearns CSAH 133 (Sixth Street S)	Two-Lane Collector Reconstruction
<b>SAR-8</b>	Fourth Avenue S in Sartell	Stearns CSAH 133 (Second Street S) to Fourth Street S	Two-Lane Collector Reconstruction
<b>SAR-9</b>	35 <sup>th</sup> Street N in Sartell	75 <sup>th</sup> Avenue (Townline Road) to 12 <sup>th</sup> Avenue N	Two-Lane Local Reconstruction
<b>SAR-10</b>	75 <sup>th</sup> Avenue (Townline Road) in Sartell	Stearns CSAH 4 to First Street N	Two-lane Collector Reconstruction
<b>SAR-11</b>	MSAS 131 (LeSak Drive) in Sartell	Stearns CSAH 1 (Riverside Avenue S) to Dehler Drive	Two-Lane Local Reconstruction
<b>SAK-1</b>	MSAS 109 (Benton Drive S) in Sauk Rapids	MSAS 103 (Summit Avenue S) to US 10	Four-Lane Divided Arterial Reconstruction
<b>SAK-2</b>	MSAS 104 (Second Avenue S) in Sauk Rapids	MSAS 109 (Benton Drive S) to 10 <sup>th</sup> Street S	Two-Lane Collector Reconstruction
<b>SAK-3</b>	MSAS 104 (Second Avenue S) in Sauk Rapids	10 <sup>th</sup> Street S to Searle Street	Two-Lane Collector Reconstruction
<b>SAK-4</b>	MSAS 101 (11 <sup>th</sup> Street N) in Sauk Rapids	MSAS 104 (Second Avenue N) to MSAS 101 (Sixth Avenue N)	Two-Lane Collector Reconstruction
<b>SAK-5</b>	MSAS 104 (Second Avenue N) in Sauk Rapids	Third Street N to MSAS 108 (Eighth Street N)	Two-Lane Local Reconstruction
<b>SAK-6</b>	MSAS 111 (Fourth Avenue N) in Sauk Rapids	MSAS 108 (Eighth Street N) to 13 <sup>th</sup> Street N	Two-Lane Collector Reconstruction
<b>WAT-2</b>	MSAS 101 (Waite Avenue)	Stearns CSAH 81 (Third Street N) to MN 23 (Second Street S)	Four-Lane Arterial Reconstruction
<b>WAT-3</b>	MSAS 103 (10 <sup>th</sup> Avenue S)	Stearns CSAH 75 (Division Street) to MN 23 (Second Street S)	Four-Lane Arterial Reconstruction
<b>MND-1</b>	I-94 in Saint Joseph Township	I-94 at MN 23	Interchange Reconstruction
<b>MND-2</b>	US 10 in Watab Township	Bridge Number 3666	Bridge Replacement
<b>MND-3</b>	MN 23 in Saint Cloud	MN 23 (from Lincoln Avenue to Benton CSAH 1) to US 10 (from East Saint Germain Street to 15 <sup>th</sup> Avenue SE)	Interchange Reconstruction
<b>MND-4</b>	I-94 in Saint Joseph Township	Bridge Numbers 73875 and 73876	Bridge Replacement

These non-capacity-adding reconstruction projects are estimated to cost \$145.7 million. Note that this list does not include mill-and-overlay projects, slurry sealing, and other smaller maintenance and system preservation projects.

In addition, the MTP includes a list of planning studies and other non-project efforts to help achieve the goals and objectives of the plan, including:

1. Conduct a regional travel survey
2. Develop a plan for more affordable transportation options
3. Measure the impact of ride-hailing services
4. Understand the transportation needs of immigrants and refugees
5. Monitor and understand the transportation needs of older residents
6. Understand the transportation needs of students
7. Study critical crash rate intersections
8. Explore ways to better understand active transportation behavior
9. Identify and prioritize gaps in the active transportation network
10. Better understand the interactions between the natural environment and transportation in the region
11. Enhance and fully-implement freight performance measures
12. Better define and understand the relationship between transportation and economic development
13. **Define "Transportation Security"** locally
14. Evaluate potential for APO programs to support attainment of specific goals
15. Improve connections between the APO region and the Twin Cities metro
16. Explore opportunities to improve the worst performing regional roadway corridors
17. Continue monitoring and adjusting to the development of CAVs
18. Estimate the transportation impacts of long-distance commuters & understanding the economics of their choice
19. Estimate the net environmental impacts of transportation options
20. Coordinate development of the urban area ring-road

The final MTP must be approved no later than October 2019. By policy, we must provide the public at least 30-days to review and comment on the draft document before it is finalized. APO staff requests your approval of this draft so that we may begin the public input process.

The TAC will consider their recommendation on this document at their July 31<sup>st</sup> meeting and I will announce that recommendation to you.

**Requested action:** Approval to release the Draft 2045 MTP for public review and feedback.



# *Saint Cloud* Area Planning Organization

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**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Vicki Johnson (Ikeogu), Associate Planner  
**RE:** Saint Cloud APO FY 2020-2023 Transportation Improvement Program  
**DATE:** July 30, 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).

This update to the TIP spans a period of four fiscal years – FY 2020 through 2023.

Attached is **the final draft of the APO's FY 2020-2023 Transportation Improvement Program project table.**

Changes to the TIP project table include the addition of the two DEMO funded projects for FY 2020 – **Stearns County's CSAH 133 alignment study and Saint Cloud's 33<sup>rd</sup> Street S bridge study – that were programmed into the APO's Unified Planning Work Program (UPWP).**

This and the full document were released for public comment on June 27, 2019 for the mandated 30 day public comment period. During this timeframe, three comments were received. They can be found in Chapter Five of the full draft TIP. The full document can be accessed in its entirety online at <http://www.stcloudapo.org/transportation-improvement-program.html>.

The Saint Cloud APO's Technical Advisory Committee met on July 31 to discuss the final draft of the APO's TIP. The TAC's decision will be announced at the August 8 Policy Board meeting.

**Requested Action:** Recommend Approval.

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,481,323	\$46,027,468			\$4,963,955			\$11,520,233	\$12,414,400	\$101,277,556			\$7,138,750	\$69,659,194	\$248,037,601
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
BB	TRF-0048-20	2020	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,400,000								1,340,000					8,060,000	9,400,000
BB	TRF-0048-20E	2020	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,200,000								960,000					240,000	1,200,000
BB	TRF-0048-20F	2020	METRO BUS	ST. CLOUD MTC -- PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,500,000													4,500,000	4,500,000
BB	TRF-0048-20G	2020	METRO BUS	ST. CLOUD MTC -- NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,300,000													1,300,000	1,300,000
BB	TRS-0048-20TD	2020	METRO BUS	ST. CLOUD MTC; PURCHASE ITS EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	35,000		28,000	28,000										7,000	35,000
BB	TRS-0048-20TE	2020	METRO BUS	ST. CLOUD MTC; PURCHASE MAINTENANCE TOOLS & EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	15,000		12,000	12,000										3,000	15,000
BB	TRS-0048-20T	2020	METRO BUS	ST. CLOUD MTC; PURCHASE (5) <30 FT. REPLACEMENT CNG DAR BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	1,150,000		920,000	920,000										230,000	1,150,000
BB	TRS-0048-20TA	2020	METRO BUS	ST. CLOUD MTC; PURCHASE (3) STD 35 FT. REPLACEMENT CNG FIXED ROUTE BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	1,800,000		1,440,000	1,440,000										360,000	1,800,000
BB	TRS-0048-20TC	2020	METRO BUS	ST. CLOUD MTC; FARE COLLECTION SYSTEM UPGRADE		TR	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	1,000,000		800,000	800,000										200,000	1,000,000
BB	TRF-0048-20I	2020	METRO BUS	ST. CLOUD MTC; FACILITY IMPROVEMENTS				FTA	21,500								17,200					4,300	21,500
CSAH 8	005-070-007	2020	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RUMBLE STRIPE (TIED TO SP 005-608-009) (PAYBACK IN 2021)	1.6	SH	EDGELINE RUMBLE STRIPS	HSIP	525							4,725						525	5,250
CSAH 8	005-608-009	2020	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RECLAMATION (TIED TO SP 005-070-007) (PAYBACK IN 2021)	1.6	RD	BITUMINOUS RECLAMATION	STBGP 5K-200K	258,848							391,152						258,848	650,000
CSAH 75	073-675-039AC1	2020	STEARNS COUNTY	CSAH 75, FROM 0.1 MILES S OF 33RD ST S TO 0.1 MILES N OF 33RD ST S IN ST. CLOUD, INTERSECTION IMPROVEMENTS (PAYBACK 1 OF 2)	0.3	SC	TURN LANES	STBGP 5K-200K	180,689				180,689		180,689								
CSAH 75	073-675-037AC2	2020	STEARNS COUNTY	STEARNS CSAH 75, FROM OLD COLLEGEVILLE ROAD TO CSAH 81 IN STEARNS COUNTY, RESURFACING (PAYBACK 2 OF 3)	5.7	RS	BITUMINOUS OVERLAY	STBGP 5K-200K	751,047				751,047		751,047								

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,481,323	\$46,027,468			\$4,963,955			\$11,520,233	\$12,414,400	\$101,277,556			\$7,138,750	\$69,659,194	\$248,037,601
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
CSAH 75	073-675-040	2020	STEARNS COUNTY	STEARNS CSAH 75, FROM 15TH AVE IN WAITE PARK TO PARK AVE IN ST CLOUD ALONG DIVISION ST. REHABILITATE CONCRETE PAVEMENT (AC PROJECT PAYBACK 2022)	1.4	RD	CONCRETE PAVEMENT REHAB	STBGP 5K-200K	908,520	449,640		449,640				191,480						458,880	1,100,000
CSAH 133	073-733-005	2020	STEARNS COUNTY	**MN162** EXPLORE OPTIONS FOR ALIGNMENT OF STEARNS CSAH 133 BETWEEN THEISEN ROAD AND 19TH AVENUE N				DEMO	85,000	68,000		68,000										17,000	85,000
MSAS 109	191-109-006	2020	SAUK RAPIDS	SAUK RAPIDS MSAS 109, FROM SUMMIT AVE S TO US 10, IN SAUK RAPIDS, RECONSTRUCTION BENTON DR INCL ROADWAY, SIDEWALK, DRAINAGE AND LIGHTING	0.51	RC	URBAN RECONST.	STBGP 5K-200K	2,528,678	1,624,703		1,624,703										903,975	2,528,678
PED/BIKE	162-090-007	2020	ST. CLOUD	CONSTRUCT BEAVER ISLAND TRAIL PHASE 8 FROM THE EXISTING TRAIL AT ST CLOUD'S WASTE WATER TREATMENT FACILITY TO THE SOUTH ST CLOUD CITY LIMITS	0	EN	NEW TRAIL	STBGTP 5K-200K	600,000	480,000		480,000										120,000	600,000
LOCAL STREETS	162-020-037	2020	ST. CLOUD	**MN162** EXPLORE OPTIONS FOR ALIGNMENT OF SAINT CLOUD 33RD STREET SOUTH MISSISSIPPI RIVER BRIDGE AND CORRIDOR CONNECTING STEARNS CSAH 75 WITH US 10				DEMO	167,000	107,000		107,000										60,000	167,000
MN 23	0503-90	2020	MNDOT	MN 23, FROM 0.1 MI W OF CR 1 TO MN 95, MILL AND OVERLAY, INCLUDE CONSTRUCT REDUCED CONFLICT INTERSECTION AT BENTON CSAH 8 EAST OF ST. CLOUD	3.7	SH	MILL AND OVERLAY	NHPP	3,027,000	2,421,600		2,421,600						605,400		605,400			3,027,000
MN 23	0503-90S	2020	MNDOT	MN 23, FROM 0.1 MI W OF CR 1 TO MN 95, MILL AND OVERLAY, INCLUDE CONSTRUCT REDUCED CONFLICT INTERSECTION AT BENTON CSAH 8 EAST OF ST. CLOUD (HSIP PROJECT)	3.7	SH	TURN LANES	HSIP	500,000	450,000		450,000						50,000		50,000			500,000
I 94	7380-237	2020	MNDOT	I-94, AT MN 23 INTERCHANGE SOUTH OF WAITE PARK, INTERCHANGE SAFETY REVISIONS	0	SC	SAFETY IMPROVEMENT	BF	2,200,000												2,200,000		2,200,000

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									\$241,481,323	\$46,027,468			\$4,963,955			\$11,520,233	\$12,414,400	\$101,277,556			\$7,138,750	\$69,659,194	\$248,037,601
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
RR	73-00139	2020	MNDOT	NLR RR, INSTALL GATES AT CSAH 138, 54TH AVE N, WAITE PARK, STEARNS COUNTY	0	SR	RAILROADS	RRS	240,000		216,000	216,000										24,000	240,000
MN 999	8803-AM-20	2020	MNDOT	DISTRICTWIDE SETASIDE - LOCAL PARTNERSHIP PROGRAM - 2020		AM	COOP. CONST. AGREEMENT	SF	560,000									560,000		560,000			560,000
MN 999	8803-MA-20	2020	MNDOT	DISTRICTWIDE SETASIDE - MISC AGREEMENTS - 2020		MA	MISCELLANEOUS	SF	400,000									400,000		400,000			400,000
MN 999	8803-CA-20	2020	MNDOT	DISTRICTWIDE SETASIDE - EXTERNAL PROJECT DEVELOPMENT - 2020		CA	MISCELLANEOUS	SF	7,920,000									5,650,000		5,650,000	2,270,000		7,920,000
MN 999	8803-PD-20	2020	MNDOT	DISTRICTWIDE SETASIDE - INTERNAL PROJECT DEVELOPMENT - 2020		CA	MISCELLANEOUS	SF	2,000,000									2,000,000		2,000,000			2,000,000
MN 999	8803-PM-20	2020	MNDOT	DISTRICTIWDIE SETASIDE - PREVENTATIVE MAINTENANCE - 2020		PM	PREVENTIVE MAINTENANCE	SF	2,900,000									2,900,000		2,900,000			2,900,000
MN 999	8803-RB-20	2020	MNDOT	DISTRICTWIDE SETASIDE - LANDSCAPING - 2020		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803-RW-20	2020	MNDOT	DISTRICTWIDE SETASIDE - RIGHT OF WAY - 2020		RW	RIGHT OF WAY	SF	5,000,000									5,000,000		5,000,000			5,000,000
MN 999	8803-RX-20	2020	MNDOT	DISTRICTWIDE SETASIDE - MISC ROAD & BRIDGE REPAIR (BARC) - 2020		RX	ROAD REPAIR	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803-SA-20	2020	MNDOT	DISTRICTWIDE SETASIDE - SUPPLEMENTAL AGREEMENTS - 2020		SA	SUPP. AGREE & COST OVERRUNS	SF	4,100,000									4,100,000		4,100,000			4,100,000
MN 999	8803-SC-20	2020	MNDOT	DISTRICTWIDE SETASIDE - SAFETY IMPROVEMENTS - 2020		SC	TRAFFIC MGMT. SYSTEM	SF	300,000									300,000		300,000			300,000
BB	TRF-0048-21	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,400,000								1,340,000					8,060,000	9,400,000
BB	TRF-0048-21E	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,200,000								960,000					240,000	1,200,000
BB	TRF-0048-21J	2021	METRO BUS	ST. CLOUD MTC - PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,500,000													4,500,000	4,500,000
BB	TRF-0048-21K	2021	METRO BUS	ST. CLOUD MTC - NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,300,000													1,300,000	1,300,000
BB	TRF-0048-21B	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; PURCHASE THREE (3) REPLACEMENT OPERATIONS VEHICLES		B9	TRANSIT VEHICLE PURCHASE	FTA	120,000								96,000					24,000	120,000
BB	TRF-0048-21C	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; OFFICE EQUIP, IT & COMMUNICATION PROJECTS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	68,500								54,800					13,700	68,500
BB	TRF-0048-21F	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; PURCHASE MAINTENANCE TOOLS AND EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	135,000								108,000					27,000	135,000

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Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
BB	TRS-0048-21TA	2021	METRO BUS	ST. CLOUD MTC; PURCHASE (3) <30 FT. REPLACEMENT CNG DAR REPLACEMENT BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	690,000		552,000	552,000										138,000	690,000
BB	TRF-0048-21L	2021	METRO BUS	ST. CLOUD MTC; OPERATIONS FACILITY IMPROVEMENTS		TR	TRANSIT GRANT CAP IMP (NON-VEHICLE)	LF	1,250,000													1,250,000	1,250,000
BB	TRF-0048-21M	2021	METRO BUS	ST. CLOUD MTC; WEBSITE UPDATE				FTA	25,000								20,000					5,000	25,000
CSAH 8	005-070-007	2021	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RUMBLE STRIPE (TIED TO SP 005-608-009) (PAYBACK 1 OF 1)	1.6	SH	EDGELINE RUMBLE STRIPS	HSIP	4,725				4,725		4,725								
CSAH 8	005-608-009	2021	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RECLAMATION (TIED TO SP 005-070-007)	1.6	RD	BITUMINOUS RECLAMATION	STBGP 5K-200K	391,152				391,152		391,152								
CSAH 75	073-675-039AC2	2021	STEARNS COUNTY	CSAH 75, FROM 0.1 MILES S OF 33RD ST S TO 0.1 MILES N OF 33RD ST S IN ST CLOUD, INTERSECTION IMPROVEMENTS (AC PAYBACK 2 OF 2)	0.3	SC	TURN LANES	STBGP 5K-200K	148,939				148,939		148,939								
CSAH 75	073-675-037AC3	2021	STEARNS COUNTY	STEARNS CSAH 75, FROM OLD COLLEGEVILLE ROAD TO CSAH 81 IN STEARNS COUNTY, RESURFACING (PAYBACK 3 OF 3)	5.7	RS	BITUMINOUS OVERLAY	STBGP 5K-200K	751,047				751,047		751,047								
PED/BIKE	073-090-011	2021	STEARNS COUNTY	CONSTRUCT PHASE 3 OF THE ROCORI TRAIL ALONG RR CORRIDOR FROM COLD SPRING TO ROCKVILLE	2.3	EN	NEW TRAIL	STBGTAP<5K	1,663,863	812,270		812,270										851,593	1,663,863
MSAS 175	162-175-001	2021	ST. CLOUD	ST. CLOUD MSAS 175 - CR 136 FROM 22ND ST SOUTH TO 33RD ST SOUTH, RECONSTRUCTION	1.6	RD	BITUMINOUS RECLAMATION	STBGP 5K-200K	1,400,000	842,482		842,482										557,518	1,400,000
US 10	0502-116	2021	MNDOT	US 10, INSTALL MEDIAN CABLE BARRIER GUARDRAIL FROM N OF ST. CLOUD TO RICE (HSIP PROJECT)	10	SH	GUARD RAIL(S)	HSIP	1,750,000	1,575,000		1,575,000						175,000		175,000			1,750,000
MN 999	8803-AM-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - LOCAL PARTNERSHIP PROGRAM - 2021		AM	COOP. CONST. AGREEMENT	SF	1,640,000									1,640,000		1,640,000			1,640,000
MN 999	8803-CA-21	2021	MNDOT	DISTRICTWIDE SETASIDES - EXTERNAL PROJECT DEVELOPMENT - 2021		CA	MISCELLANEOUS	SF	6,186,000									4,600,000		4,600,000	1,586,000		6,186,000
MN 999	8803-PD-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - INTERNAL PROJECT DEVELOPMENT - 2021		CA	MISCELLANEOUS	SF	2,000,000									2,000,000		2,000,000			2,000,000

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Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 999	8803-MA-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - MISC AGREEMENTS - 2021		MA	MISC. AGREEMENT	SF	400,000									400,000		400,000			400,000
MN 999	8803-RB-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - LANDSCAPING - 2021		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803-RW-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - RIGHT-OF-WAY - 2021		RW	RIGHT OF WAY PURCHASE	SF	4,500,000									4,500,000		4,500,000			4,500,000
MN 999	8803-PM-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - PREVENTATIVE MAINTENANCE - 2021		PM	PREVENTIVE MAINTENANCE	SF	3,000,000									3,000,000		3,000,000			3,000,000
MN 999	8803-RX-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - MISC ROAD & BRIDGE REPAIR (BARC) - 2021		RX	BARC	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803-SA-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - SUPPLEMENTAL AGREEMENTS/OVERRUNS - 2021		SA	SUPP. AGREE & COST OVERRUNS	SF	7,440,000									7,440,000		7,440,000			7,440,000
MN 999	8803-SC-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - SAFETY IMPROVEMENTS - 2021		SC	SAFETY IMPROVEMENT	SF	300,000									300,000		300,000			300,000
BB	TRF-0048-22	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,500,000								1,340,000					8,160,000	9,500,000
BB	TRF-0048-22C	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTATIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,300,000								1,040,000					260,000	1,300,000
BB	TRF-0048-22A	2022	METRO BUS	ST. CLOUD MTC - PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,600,000													4,600,000	4,600,000
BB	TRF-0048-22B	2022	METRO BUS	ST. CLOUD MTC - NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,300,000													1,300,000	1,300,000
BB	TRS-0048-22T	2022	METRO BUS	ST. CLOUD 4 CNG FIXED ROUTE LARGE BUSES - REPLACEMENT		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	2,400,000		1,920,000	1,920,000										480,000	2,400,000
BB	TRF-0048-22D	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; OFFICE EQUIP, IT & COMMUNICATION PROJECTS		B9	TRANSIT OPERATIONS	FTA	63,000								50,400					12,600	63,000
BB	TRF-0048-22I	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; FACILITY IMPROVEMENTS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	25,000								20,000					5,000	25,000
BB	TRF-0048-22H	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; MAINTENANCE TOOLS & EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	15,000								12,000					3,000	15,000
BB	TRF-0048-22K	2022	METRO BUS	ST. CLOUD MTC; BUS SHELTERS				FTA	25,000								20,000					5,000	25,000
LOCAL 999	073-070-023	2022	STEARNS COUNTY	CHEVRON CURVE SIGNING ALONG VARIOUS STEARNS CO ROADS	0	SH	SIGNING(S)	HSIP	240,000	216,000		216,000										24,000	240,000
LOCAL 999	073-070-024	2022	STEARNS COUNTY	RURAL INTERSECTION LIGHTING AT VARIOUS STEARNS CO ROAD INTERSECTIONS	0	SH	LIGHTING(S)	HSIP	96,000	86,400		86,400										9,600	96,000



Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,481,323	\$46,027,468			\$4,963,955			\$11,520,233	\$12,414,400	\$101,277,556			\$7,138,750	\$69,659,194	\$248,037,601
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
CSAH 75	073-675-040AC	2022	STEARNS COUNTY	STERANS CSAH 75, FROM 15TH AVE IN WAITE PARK TO PARK AVE IN ST. CLOUD ALONG DIVISION ST. REHABILITATE CONCRETE PAVEMENT (AC PAYBACK 1 OF 1)	1.4	RD	CONCRETE PAVEMENT REHAB	STBGP 5K-200K	191,480				191,480		191,480								
CSAH 75	073-675-XXX	2022	STEARNS COUNTY	STEARNS CSAH 75 (PAYBACK IN 2023)		RD	RECONDITIONING	NHPP	922,584	615,056		615,056			615,056							307,528	1,537,640
MSAS 113	220-113-002	2022	SARTELL	SARTELL 19TH AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PROJECT, PAYBACK IN 2023)	1.3	RC	RECONST.	STBGP 5K-200K	2,870,100	160,100		160,100			1,929,820							2,710,000	4,799,920
MSAS 141	162-141-008	2022	ST. CLOUD	ST. CLOUD MSAS 141 (COOPER AVE), FROM TRAVERSE ROAD TO STEARNS CSAH 75, RECONSTRUCTION WITH BICYCLE LANES AND SIDEWALK	0.6	RC	RECONST.	STBGP 5K-200K	2,500,000	1,457,080		1,457,080										1,042,920	2,500,000
US 10	0502-115	2022	MNDOT	US 10, REPLACE BRIDGE #3666 OVER STREAM WITH BOX CULVERT 0.2 MI NW OF BENTON CSAH 33	0	BR	BRIDGE REPLACEMENT	NHPP	621,000	496,800		496,800						124,200		124,200			621,000
MN 999	8803-SHL-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - HIGHWAY SAFETY IMPROVEMENT PROGRAM - 2022		SH	SAFETY IMPROVEMENT	HSIP	2,077,023	1,869,320		1,869,320										207,703	2,077,023
MN 999	8803-AM-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - LOCAL PARTNERSHIP PROGRAM - 2022		AM	COOP CONST AGREEMENT	SF	1,100,000									1,100,000		1,100,000			1,100,000
MN 999	8803-CA-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - EXTERNAL PROJECT DEVELOPMENT - 2022		CA	MISCELLANEOUS	SF	4,830,800									4,169,000		4,169,000	661,800		4,830,800
MN 999	8803-PD-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - INTERNAL PROJECT DEVELOPMENT - 2022		CA	MISCELLANEOUS	SF	2,100,000									2,100,000		2,100,000			2,100,000
MN 999	8803-MA-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - MISC AGREEMENTS - 2022		MA	MISC. AGREEMENT	SF	400,000									400,000		400,000			400,000
MN 999	8803-RB-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - LANDSCAPING - 2022		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803-RW-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - RIGHT-OF-WAY - 2022		RW	RIGHT OF WAY PURCHASE	SF	4,000,000									4,000,000		4,000,000			4,000,000
MN 999	8803-PM-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - PREVENTATIVE MAINTENANCE - 2022		PM	PREVENTIVE MAINTENANCE	SF	2,050,000									2,050,000		2,050,000			2,050,000
MN 999	8803-RX-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - MISC ROAD & BRIDGE REPAIR (BARC) - 2022		RX	BARC	SF	2,500,000									2,500,000		2,500,000			2,500,000

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,481,323	\$46,027,468			\$4,963,955			\$11,520,233	\$12,414,400	\$101,277,556			\$7,138,750	\$69,659,194	\$248,037,601
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 999	8803-SA-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - SUPPLEMENTAL AGREEMENTS/OVERRUNS - 2022		SA	SUPP. AGREE & COST OVERRUNS	SF	7,100,000									7,100,000		7,100,000			7,100,000
MN 999	8803-SC-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - SAFETY IMPROVEMENTS - 2022		SC	SAFETY IMPROVEMENT	SF	300,000									300,000		300,000			300,000
BB	TRF-0048-23H	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,600,000								1,500,000					8,100,000	9,600,000
BB	TRF-0048-23C	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTATIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,400,000								1,120,000					280,000	1,400,000
BB	TRF-0048-23A	2023	METRO BUS	ST. CLOUD MTC - PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,700,000													4,700,000	4,700,000
BB	TRF-0048-23B	2023	METRO BUS	ST. CLOUD MTC - NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,400,000													1,400,000	1,400,000
BB	TRF-0048-23D	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; OFFICE EQUIP, IT & COMMUNICATION PROJECTS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	115,000								92,000					23,000	115,000
BB	TRS-0048-23T	2023	METRO BUS	ST. CLOUD MTC; FACILITY IMPROVEMENTS AND ADDITIONS		TR	TRANSIT VEHICLE PURCHASE	FTA	1,450,000								1,160,000					290,000	1,450,000
BB	TRF-0048-23G	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; MAINTENANCE TOOLS & EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	15,000								12,000					3,000	15,000
BB	TRF-0048-23E	2023	METRO BUS	ST. CLOUD MTC; PURCHASE SIX (6) <30 FT. CNG DAR REPLACEMENT BUSES		BB	TRANSIT VEHICLE PURCHASE	FTA	1,410,000								1,128,000					282,000	1,410,000
BB	TRF-0048-23I	2023	METRO BUS	ST. CLOUD MTC; TRANSIT SIGNAL PRIORITY (TSP) PROJECTS				FTA	30,000								24,000					6,000	30,000
PED/BIKE	073-090-012	2023	STEARNS COUNTY	BEAVER ISLAND TRAIL EXTENSION	0	RT	NEW TRAIL	STBG TAP 5K-200K	1,740,000	400,000		400,000										1,340,000	1,740,000
CSAH 75	073-675-XXXAC	2023	STEARNS COUNTY	STEARNS CSAH 75 (PAYBACK 1 OF 1)		RD	RECONDITIONING	NHPP	615,056				615,056		615,056								
PED/BIKE	220-090-002	2023	SARTELL	HERITAGE DRIVE CONNECTIVITY AND ENHANCEMENTS	0	RT	NEW TRAIL	STBG TAP 5K-200K	459,121	367,297		367,297										91,824	459,121
MSAS 113	220-113-002AC	2023	SARTELL	SARTELL 19TH AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PAYBACK 1 OF 1)	1.3	RC	RECONST.	STBGP 5K-200K	1,929,820				1,929,820		1,929,820								

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,481,323	\$46,027,468			\$4,963,955			\$11,520,233	\$12,414,400	\$101,277,556			\$7,138,750	\$69,659,194	\$248,037,601
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 23	0503-91	2023	MNDOT	MN 23, AT US 10 INTERCHANGE IN ST. CLOUD, RECONSTRUCT MN 23 FROM 0.1 MI W OF LINCOLN AVE TO 0.1 MI W OF CR 1; RECONSTRUCT US 10 FROM 0.2 MI W OF ST. GERMAIN TO 0.1 MI N OF 15TH AVE SE; REPLACE BRIDGES OVER US 10, BR# 9021 WITH BR# 05019 AND BR# 9022 WITH BR# 05018; INCLUDES MULTIMODAL IMPROVEMENTS (AC PROJECT, PAYBACK IN 2024)	2.1	MC	RECONST.	NHPP	21,912,000	15,852,000		15,852,000				8,388,000		6,060,000		6,060,000			30,300,000
I 94	7380-259	2023	MNDOT	I-94, REPLACE BRIDGE NOS. 73875 AND 73876 OVER BNSF RR 0.6 MI W ON MN 23 INTERCHANGE	0.2	BR	BRIDGE REPLACEMENT	NHPP	6,054,000	5,448,600		5,448,600						605,400		605,400			6,054,000
MN 999	8803-SHL-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - HIGHWAY SAFETY IMPROVEMENT PROGRAM - 2023		SH	OTHER	HSIP	3,016,800	2,715,120		2,715,120										301,680	3,016,800
MN 999	8803-SHS-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - DISTRICT 3 HSIP SHARE - 2023				HSIP	1,805,556	1,625,000		1,625,000						180,556		180,556			1,805,556
MN 999	8803-AM-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - LOCAL PARTNERHSIP PROGRAM - 2023		AM	COOP CONST AGREEMENT	SF	1,100,000									1,100,000		1,100,000			1,100,000
MN 999	8803-CA-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - EXTERNAL PROJECT DEVELOPMENT - 2023		CA	MISCELLANEOUS	SF	3,968,950									3,548,000		3,548,000	420,950		3,968,950
MN 999	8803-PD-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - INTERNAL PROJECT DEVELOPMENT - 2023		CA	MISCELLANEOUS	SF	2,100,000									2,100,000		2,100,000			2,100,000
MN 999	8803-MA-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - MISC AGREEMENTS - 2023		MA	MISC. AGREEMENT	SF	400,000									400,000		400,000			400,000
MN 999	8803-RB-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - LANDSCAPING - 2023		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803-RW-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - RIGHT-OF-WAY - 2023		RW	RIGHT OF WAY PURCHASE	SF	2,000,000									2,000,000		2,000,000			2,000,000
MN 999	8803-PM-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - PREVENTATIVE MAINTENANCE - 2023		PM	PREVENTIVE MAINTENANCE	SF	3,500,000									3,500,000		3,500,000			3,500,000
MN 999	8803-RX-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - MISC ROAD & BRIDGE REPAIR (BARC) - 2023		RX	BARC	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803-SA-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - SUPPLEMENTAL AGREEMENTS/OVERRUNS		SA	SUPP. AGREE & COST OVERRUNS	SF	4,400,000									4,400,000		4,400,000			4,400,000
MN 999	8803-SC-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - SAFETY IMPROVEMENTS - 2023		SC	SAFETY IMPROVEMENT	SF	300,000									300,000		300,000			300,000





# *Saint Cloud* Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643  
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## **RESOLUTION #2019-12**

### **Approving the 2020-2023 Saint Cloud Area Planning Organization Transportation Improvement Program**

**WHEREAS**, the Saint Cloud Area Planning Organization is the body responsible for making transportation policy decisions and for directing the transportation planning and funding programming within the Saint Cloud urbanized area; and

**WHEREAS**, the Saint Cloud Area Planning Organization has established a comprehensive, cooperative, and continuing (3-C) transportation planning process to develop the Unified Planning Work Program (UPWP), a Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP) to facilitate Federal funding for communities, counties, and transit operators, and to provide technical assistance and expertise to transportation interests; and

**WHEREAS**, the U.S. Department of Transportation regulations require the development and annual approval of a Transportation Improvement Program (TIP) for each urbanized area by highway and transit officials; special interest and service organizations, including users of Transportation; Federal Highway and Transit Administrations; and

**WHEREAS**, projects must be included in the TIP which utilizes the following U.S. Department of Transportation program funds under the Fixing America's Surface Transportation Act (FAST Act); and

**WHEREAS**, the FY 2020-2023 TIP is an implementation of the Saint Cloud Area Planning Organization's Transportation Plan Blueprint-2040, the Saint Cloud Area Planning Organization's MTP and is fiscally constrained; and

**WHEREAS**, the U.S. Department of Transportation regulations provide for self-certification that the urban transportation planning process is being carried out in conformance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;



6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance,
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities; and

**WHEREAS,** the Saint Cloud Area Planning Organization has solicited a thirty (30) day public comment period on the draft FY 2020-2023 TIP and any public comments received are documented in the TIP document.

**NOW, THEREFORE, BE IT RESOLVED,** in accordance with 23 CFR 450.334, the Saint Cloud Area Planning Organization hereby certifies that the metropolitan planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements as described above.

**ATTEST:**

X

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Jeff Westerlund  
Saint Cloud APO Chair

X

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Brian Gibson  
Saint Cloud APO Executive Director



# Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

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**TO:** Saint Cloud Area Planning Organization Policy Board  
**FROM:** Brian Gibson, Executive Director  
**RE:** 2020-2021 Unified Planning Work Program  
**DATE:** July 29, 2019

The Unified Planning Work Program (UPWP) schedules planning work that will be done by the APO and it also functions as the APO's annual budget document. The UPWP covers a two-year period, but it is updated annually. The second year of the document is provisional and subject to change the following year, but it does provide a tentative look-ahead regarding the next budget cycle and upcoming planning projects.

For 2020, the UPWP includes the following:

- APO staff currently has one authorized position that is vacant. Given the productivity of existing staff, I feel comfortable that we can leave this position vacant for the time being and still accomplish all of our goals and tasks, and I have structured the budget to do so;
- Jurisdictional assessments would increase 2.43% overall. The assessment rate of \$0.68 per capita would be unchanged from 2019. The increase is due to population increase, and the extra funds are needed to fully match our Federal Consolidated Planning Grant (CPG);

Jurisdiction	2015	2016	2017	2018	2019	2020
St. Cloud	\$53,637	\$53,834	\$34,845	\$43,100	\$45,794	\$46,165
St. Joseph	\$5,497	\$5,512	\$3,521	\$4,313	\$4,583	\$4,829
Sartell	\$13,136	\$13,729	\$8,946	\$11,252	\$11,956	\$12,326
Sauk Rapids	\$10,700	\$10,779	\$6,971	\$8,724	\$9,269	\$9,441
Waite Park	\$5,971	\$6,053	\$3,856	\$4,889	\$5,195	\$5,216
LeSauk Township	\$1,415	\$1,424	\$929	\$1,156	\$1,228	\$1,237
Benton County	\$4,366	\$4,379	\$2,844	\$3,508	\$3,728	\$3,717
Sherburne County	\$1,633	\$1,639	\$1,053	\$1,311	\$1,393	\$1,397
Stearns County	\$9,130	\$9,169	\$5,921	\$8,356	\$8,878	\$8,993
Metro Bus	\$3,000	\$3,000	\$1,852	\$2,000	\$3,500	\$3,500
St. Augusta	\$2,739	\$2,757	\$1,785	\$0	\$0	\$0
<b>Total</b>	<b>\$111,224</b>	<b>\$112,293</b>	<b>\$72,523</b>	<b>\$88,609</b>	<b>\$94,524</b>	<b>\$96,821</b>
% Change Year Over Year		+0.96%	-35.42%	+22.18%	+6.68%	+2.43%

- MnDOT recently informed APO staff of the availability of \$175,000 in left-over Demonstration funds for corridor preservation studies. These funds are proposed for programming for two projects
  - **Stearns County CSAH 133** (Sartell 2<sup>nd</sup> Street South) **Alignment Study** between Theisen Road and 19<sup>th</sup> Avenue North (\$68,000 in Federal Demo funds); and
  - **Saint Cloud 33<sup>rd</sup> Street South Mississippi River bridge and corridor alignment study** connecting Stearns CSAH 75 (Roosevelt Road) with U.S. 10. (\$107,000 in Federal demo funds)
- In addition, other consultant-led studies proposed for 2020 include:
  - **TH15 Operational Improvement Study** between 2<sup>nd</sup> Street South and Veterans Boulevard (\$156,000 in CPG funds);
  - Travel Demand Model Updates and Improvements (\$40,000 in CPG funds);
- For 2021, APO staff is provisionally recommending funding for a regional travel survey. The last such survey was completed more than 20 years ago;
- Other planning tasks to be completed by APO staff in 2020 include:
  - Developing a post-mortem report following the completion of the 2019 Metropolitan Transportation Plan (MTP), and developing a schedule for completion of the 2024 MTP;
  - Continued development of a regional Active Transportation Plan;
  - Continued development of Safe Routes to School plans;
  - Continued investigation and development of descriptors and performance measures for the relationship between transportation and economic development;
  - **Developing a regional consensus as to what “Transportation Security” means** and what role, if any, the APO can and should play in achieving it;
  - Continued investigation and development of descriptors and performance measures for the relationship between transportation and the natural environment

The tables on the following page summarize the proposed 2020 budget, as well as providing some context for the proposed budget in relation to some recent APO budgets.

In addition, there are certain resolutions that are required to support the UPWP.

**Requested Action:** Approve the 2020-2021 UPWP and related resolutions, and authorize the Executive Director to execute the necessary grant agreements with the State of Minnesota.

**Proposed 2020 APO Budget**

<b>2020 Work Activity Category</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Match - State Grant</b>	<b>Other Local Funds</b>	<b>Total Funding</b>
100 Administration & Overhead	\$149,458	\$22,912	\$5,728	\$14,452	<b>\$192,550</b>
200 Budget & UPWP	\$6,986	\$1,071	\$268	\$676	<b>\$9,000</b>
300 Transportation Improvement Program (TIP)	\$23,713	\$3,635	\$909	\$2,293	<b>\$30,550</b>
400 Transportation System Performance Monitoring (TSPM)	\$18,435	\$2,826	\$707	\$1,728	<b>\$23,750</b>
500 Planning Project Development	\$28,448	\$4,361	\$1,090	\$2,751	<b>\$36,650</b>
600 Metropolitan Transportation Plan (MTP)	\$27,555	\$4,224	\$1,056	\$2,664	<b>\$35,500</b>
610 MTP – Active Transportation Planning	\$24,140	\$3,701	\$925	\$2,334	<b>\$31,100</b>
620 MTP - Transit Planning	\$7,374	\$1,130	\$283	\$713	<b>\$9,500</b>
630 MTP - Freight Planning, Economic Vitality & Tourism	\$9,664	\$1,481	\$370	\$934	<b>\$12,450</b>
640 MTP - Safety, Security & Environmental Planning	\$4,890	\$750	\$187	\$473	<b>\$6,300</b>
700 Transportation Planning Coordination & Public Outreach	\$47,581	\$7,294	\$1,824	\$4,601	<b>\$61,300</b>
800 Transportation Modeling, Mapping & Technical Support	\$19,754	\$3,028	\$757	\$1,910	<b>\$25,450</b>
900 Locally Funded Activities	\$0	\$6,400	\$1,600	\$11,700	<b>\$19,700</b>
<b>Sub-Total for APO Staff and Operations</b>	<b>\$367,997</b>	<b>\$62,815</b>	<b>\$15,704</b>	<b>\$47,284</b>	<b>\$493,800</b>
Consultant Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	<b>\$48,000</b>
Consultant Services: TH15 Operational Improvement Study	\$156,000	\$0	\$0	\$39,000	<b>\$195,000</b>
Consultant Services: Travel Demand Model Updates and Improvements	\$40,000	\$0	\$0	\$10,000	<b>\$50,000</b>
Consultant Services: Stearns CSAH 133 New Alignment Planning Study & Official Mapping	\$68,000*	\$0	\$0	\$17,000	<b>\$85,000</b>
Consultant Services: Mississippi River Bridge Planning Update	\$107,000*	\$0	\$0	\$60,000	<b>\$167,000</b>
<b>Grand Total Expenses</b>	<b>\$738,997</b>	<b>\$62,815</b>	<b>\$15,704</b>	<b>\$221,284</b>	<b>\$1,038,800</b>

\*Federal funds for these projects are Demonstration funds, not CPG funds

**APO Budget History 2015-2020**

<b>Line Item</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Staff Salaries and Benefits	\$362,481	\$471,475	\$476,443	\$458,175	\$428,075	\$385,250
Overhead	\$133,125	\$99,500	\$89,070	\$96,200	\$94,200	\$88,850
Consultant Studies	\$543,777	\$195,000	\$228,000	\$28,184	\$162,000	\$497,000
<b>Sub-Total for CPG Eligible Expenses</b>	<b>\$1,039,383</b>	<b>\$765,975</b>	<b>\$793,513</b>	<b>\$582,559</b>	<b>\$634,275</b>	<b>\$971,100</b>
Turch & Associates	\$42,000	\$45,000	\$48,000	\$48,000	\$48,000	\$48,000
Staff Time for Lobbying	\$3,000	\$8,861	\$6,106	\$7,375	\$7,200	\$6,700
Audit	N/A	N/A	N/A	\$7,500	\$7,750	\$8,000
Lobbying Travel	\$6,000	\$0	\$3,000	\$5,000	\$5,000	\$5,000
<b>Sub-Total for Other</b>	<b>\$51,000</b>	<b>\$53,861</b>	<b>\$57,106</b>	<b>\$67,875</b>	<b>\$67,950</b>	<b>\$67,700</b>
<b>Grand Total</b>	<b>\$1,090,383</b>	<b>\$819,836</b>	<b>\$850,619</b>	<b>\$650,434</b>	<b>\$752,225</b>	<b>\$1,038,800</b>



*Saint Cloud*  
**Area Planning Organization**

1040 County Road 4, St. Cloud, MN 56303-0643  
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

**SAINT CLOUD AREA PLANNING ORGANIZATION  
2020 FEDERAL CONSOLIDATED PLANNING GRANT AUTHORIZATION  
RESOLUTION 2019-09**

Authorizing filing of a Federal Consolidated Planning Grant (CPG) Agreement for the Calendar Year 2020 Unified Planning Work Program.

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2020 Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization hereby authorizes filing and entering into an agreement for distribution of 2020 federal CPG funds with the State of Minnesota, Department of Transportation.

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint Cloud Area Planning Organization are hereby authorized to execute such Agreement and amendments.

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 8<sup>th</sup> day of August, 2019, as shown by the minutes of said meeting in my possession.

ATTEST:

\_\_\_\_\_  
Jeff Westerlund,  
Chair

\_\_\_\_\_  
Brian Gibson,  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





*Saint Cloud*  
**Area Planning Organization**

1040 County Road 4, St. Cloud, MN 56303-0643  
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

**SAINT CLOUD AREA PLANNING ORGANIZATION  
2020 STATE PLANNING GRANT AUTHORIZATION  
RESOLUTION 2019-10**

Authorizing filing of a grant agreement with the Minnesota Department of Transportation for the Calendar Year 2020 Unified Planning Work Program.

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2020 Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization authorizes filing and entering into an Agreement for Distribution of State Planning Funds for Calendar Year 2020 with the State of Minnesota, Department of Transportation; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint Cloud Area Planning Organization are hereby authorized to execute such Agreement and amendments.

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 8<sup>th</sup> day of August, 2019, as shown by the minutes of said meeting in my possession.

ATTEST:

\_\_\_\_\_  
Jeff Westerlund,  
Chair

\_\_\_\_\_  
Brian Gibson,  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



*Saint Cloud*  
**Area Planning Organization**

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**SAINT CLOUD AREA PLANNING ORGANIZATION  
PROCUREMENT PROCESS SELF-CERTIFICATION  
RESOLUTION 2019-11**

Certifying compliance of the Saint Cloud Area Planning Organization's procurement procedures with all administrative requirements, cost principles, and audit requirements for Federal awards.

BE IT RESOLVED that the Saint Cloud Area Planning Organization shall use documented procurement and contracting procedures that meet or exceed all Federal regulations as recorded in 2 CFR Part 200, including, but not limited to: 1) free and open competition in all procurements, 2) the prevention of waste, fraud, abuse, and conflicts of interest in its procurement process, and 3) the fair and equal treatment of all potential vendors and contractors; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization shall periodically review and update those documented procedures to maintain the aforementioned standard; and

BE IT FURTHER RESOLVED that the Executive Director of the Saint Cloud Area Planning Organization is hereby authorized to execute procurements as necessary and in accordance with the adopted 2020 Unified Planning Work Program and the procurement procedures as approved by the Policy Board of the Saint Cloud Area Planning Organization.

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 8<sup>th</sup> day of August, 2019, as shown by the minutes of said meeting in my possession.

ATTEST:

\_\_\_\_\_  
Jeff Westerlund, Chair

\_\_\_\_\_  
Brian Gibson, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Saint Cloud Area Planning Organization 2020-2021

## Unified Planning Work Program And Budget

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Brian Gibson, PTP  
Executive Director  
1040 County Road 4  
Saint Cloud, MN 56303-0643  
320-252-7568  
[www.stcloudapo.org](http://www.stcloudapo.org)  
[Gibson@stcloudapo.org](mailto:Gibson@stcloudapo.org)

Approved by the Saint Cloud APO Policy Board  
<<DATE>>, 2019

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the Minnesota Department of Transportation, Saint Cloud Metro Bus, and the Saint Cloud Area Planning Organization

## 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, and LeSauk Township. 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.

## TITLE VI and CIVIL RIGHTS STATEMENT

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](http://www.stcloudapo.org)), or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.



## ABBREVIATIONS AND GLOSSARY OF TERMS

**3-C – Continuing, Cooperative, and Comprehensive:** By Federal regulation all MPOs must follow a 3-C planning process.

**APO – Saint Cloud Area Planning Organization:** The organization designated by agreement between the Governor, member units of local government, and relevant agencies as being responsible for carrying out the terms of 23 USC Sec. 134. The APO is the MPO for the Saint Cloud urban area.

**ATAC – Active Transportation Advisory Committee:** A sub-committee of the TAC which focuses on the identifying and addressing the needs of active transportation modes such as bicycling and walking.

**ATP – Area Transportation Partnership:** These committees of local governments, relevant agencies, and MnDOT staff were created by MnDOT to enhance regional intergovernmental planning and increase cooperative development of the four-year State Transportation Improvement Program (STIP). The APO is a member of the MnDOT District 3 ATP.

**CPG – Consolidated Planning Grant:** A combination of planning grant funds from the Federal Highway Administration and the Federal Transit Administration.

**FAST Act – The Fixing America's Surface Transportation Act:** The surface transportation act approved by Congress and signed into law by President Obama on December 4, 2015. The act established national surface transportation policy and also authorized Federal spending limits for surface transportation for the years 2016 through 2020.

**FHWA – Federal Highway Administration:** The Federal administration responsible for monitoring and facilitating the construction and maintenance of the National Highway System. The APO is a recipient of an annual planning grant from FHWA.

**FTA – Federal Transit Administration:** The Federal administration responsible for monitoring and facilitating the operations and capital improvement of public transit providers. The APO is a recipient of an annual planning grant from FTA.

**GIS – Geographic Information Systems:** A framework for gathering, managing, and analyzing spatially-related data. For example, GIS can be used to map crash reports in order to determine which roadway intersections are experiencing the highest crash rates.

**MnDOT – Minnesota Department of Transportation:** The State department with which the APO coordinates on transportation issues and which has oversight responsibilities for ensuring the APO complies with applicable Federal and State requirements.

**MPA – Metropolitan Planning Area:** The geographic area in which an MPO carries out its planning activities. The MPA must include at least the US Census-defined urban area, but may also include any additional urban or urbanizing areas and/or commuter travel-sheds as deemed appropriate by the member jurisdictions of an MPO.

**MPCA – Minnesota Pollution Control Agency:** The State agency responsible for monitoring environmental quality and enforcing environmental regulations in Minnesota.

**MPO – Metropolitan Planning Organization:** An organization designated by agreement between the Governor of a state, units of local governments of an urban area, and relevant agencies as being responsible for carrying out the terms of 23 USC Sec. 134. Any urban area of more than 50,000 people must have an MPO. As of 2015, there were 408 MPOs in the United States.

**MTP – Metropolitan Transportation Plan:** The regional transportation plan with at least a 20 year planning horizon, developed cooperatively between the units of government and relevant agencies which are members of any MPO, including the Saint Cloud APO.





**SEP – Stakeholder Engagement Plan:** The document that identifies when and how the APO will engage the public during the planning process.

**TAC – Technical Advisory Committee:** The TAC is a committee of planners and engineers representing the local member governments and relevant agencies and which is responsible for providing technical advice and guidance to the Policy Board.

**TAZ – Traffic Analysis Zone:** A geographic area used in the TDM. TAZs are assigned socio-economic attributes such as population, number of households, square feet of commercial space, and other data relevant to trip production or attraction.

**TDM – Travel Demand Model:** A computer model used to forecast traffic and traffic congestion under a variety of land-use and roadway network conditions.

**TIP – Transportation Improvement Program:** The document that programs Federal funding for surface transportation projects within the MPA.

**TSPM – Transportation System Performance Monitoring:** This is a program of the APO in which staff collects and analyzes transportation performance data in order to discover problem areas and to help in the prioritization and programming of transportation improvement projects.

**UPWP – Unified Planning Work Program:** A Federally-required statement of work identifying the planning priorities and activities to be carried out by the staff of an MPO. It is also the MPO's annual budget, and it identifies any special studies and consultant contracts for the fiscal year.

DRAFT

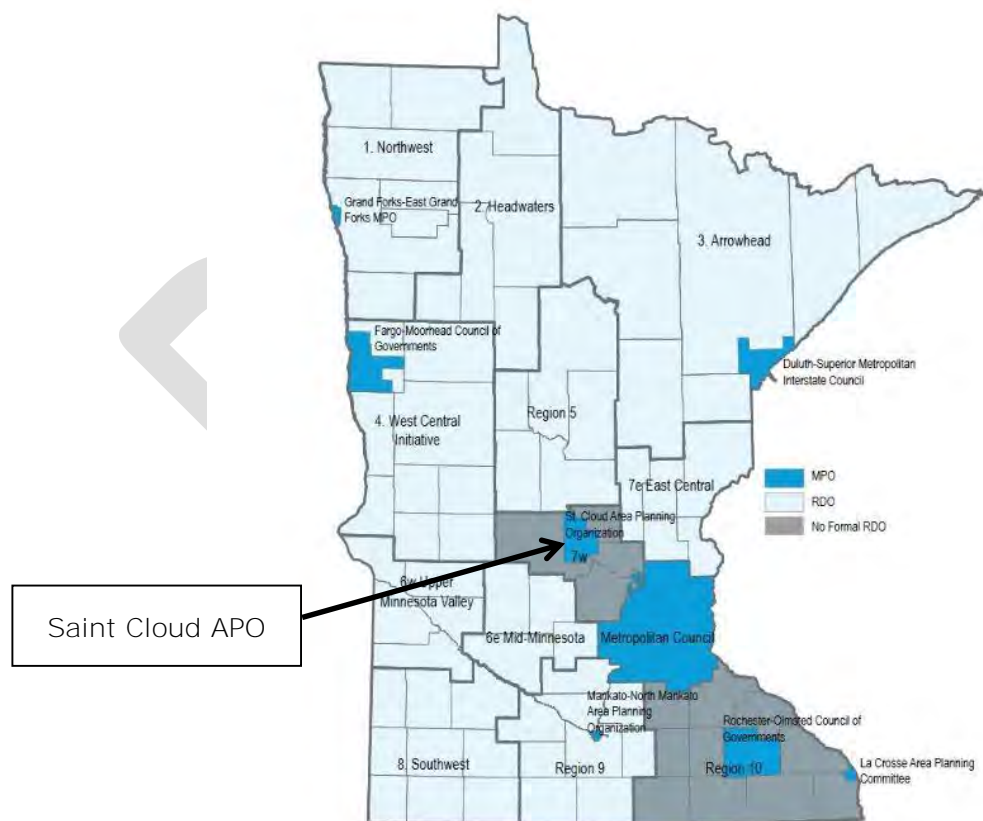


## APO BACKGROUND

The Saint Cloud Area Planning Organization (APO) is one (1) of eight (8) Metropolitan Planning Organizations (MPOs) within the State of Minnesota. Since its formal organization as a joint powers entity in 1966, the APO has been responsible for facilitating a Continuing, Cooperative, and Comprehensive ("3-C") planning process in accordance with Federal regulations<sup>1</sup>. The primary outcomes of the 3-C planning process are a multi-modal metropolitan transportation plan (MTP) which has a 20 year planning horizon but which is updated every five (5) years, annually preparing and maintaining a four-year Transportation Improvement Program (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

Other **key aspects of the APO's planning process include** monitoring and reporting on transportation system performance; collecting and analyzing economic, demographic, and population data; developing and maintaining a Geographic Information System (GIS); preparing corridor and environmental studies necessary to preserve rights-of-way and prepare transportation projects identified in the MTP for construction; transit planning; active transportation planning such as for walking and bicycling; and other miscellaneous planning and coordination efforts that benefit the entire Saint Cloud Metropolitan Planning Area (MPA).

The APO does all this work in cooperation with its key planning partners which include the Minnesota Department of Transportation (MnDOT), the Minnesota Pollution Control Agency (MPCA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Saint Cloud Metropolitan Transit Commission (aka, Metro Bus), individual APO member jurisdictions, and the general public.



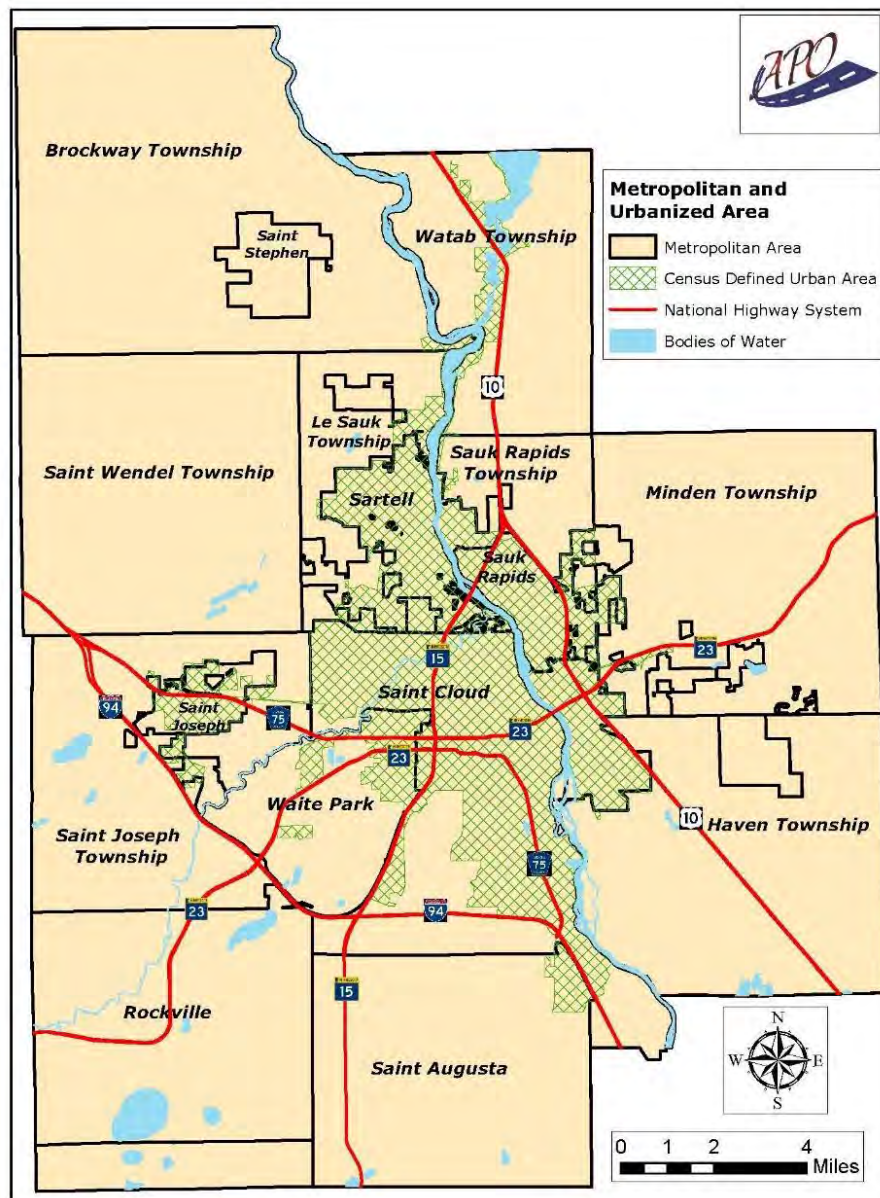
<sup>1</sup> See 23 CFR Part 450 Subpart C



The geographic extent of the APO's 350-square-mile MPA is shown below. The MPA encompasses portions of Stearns, Benton, and Sherburne counties. Within this MPA, nine (9) jurisdictions are dues-paying members of the APO and directly participate, along with Metro Bus, in planning and programming decisions made by the twelve (12) member APO Policy Board. Eleven (11) of the APO Policy Board members are elected officials. Members of the APO include Stearns County, Benton County, Sherburne County, City of Saint Cloud, City of Sartell, City of Waite Park, City of Sauk Rapids, City of Saint Joseph, LeSauk Township (in Stearns County), and Metro Bus.

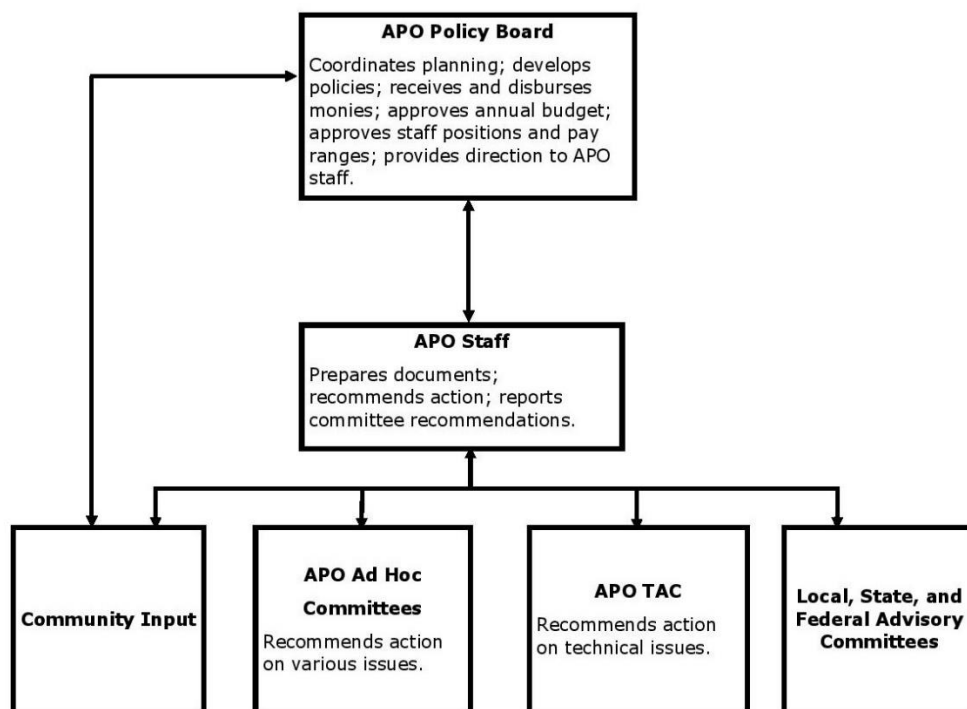
Each APO member also has one (1) elected representative on a twelve (12) member APO Policy Board, with the exception of the City of Saint Cloud, which has three (3) elected representatives. The APO Policy Board is the decision-making body for the APO. The Board receives advice and recommendations from APO staff, the APO Technical Advisory Committee (TAC), and the general public. See the flow chart on the following page for a complete summary of the APO's organizational structure.

#### APO METROPOLITAN PLANNING AREA





## APO ORGANIZATIONAL STRUCTURE



The stated mission of the APO is as follows:

*"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 Metropolitan Planning Area. 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 Metropolitan Planning Area.

There are a total of six (6) approved APO staff positions responsible for carrying out the Unified Planning Work Program (UPWP). These staff positions include the following:

- Executive Director
- Senior Transportation Planner (Planner III)
- Associate Planner (Planner II)
- Transportation Planner (Planner I)
- Transportation Planning Technician
- Administrative Assistant (part-time)





## UPWP BACKGROUND

### UPWP OBJECTIVE

The overall objectives of the UPWP are 1.) to help implement the MTP by conducting the planning work necessary for achievement of the goals, objectives, and projects within it; 2.) to coordinate planning work among and between the agency and jurisdictional members of the APO; and 3.) facilitating the financial transparency and management of the APO.

The UPWP is organized according to nine (9) major categories of work: 100 - Administration & Overhead; 200 - Budget & UPWP; 300 - Transportation Improvement Program (TIP); 400 - Transportation System Performance Monitoring (TSPM); 500 - Planning Project Development; 600 - Metropolitan Transportation Plan (MTP); 700 - Transportation Planning Coordination & Public Outreach; 800 - Transportation Modeling, Mapping & Technical Support; and 900 - Locally Funded Activities. Within each category are sub-categories that describe specific work tasks to be undertaken.

Each UPWP covers a two-year period, however, the UPWP is developed and approved annually. The second year of the two-year period covered by the UPWP is provisional only, and is used to help the APO and its members understand upcoming projects and budgetary needs. Tables showing the second-year budgets are included in the Appendices of this document.

### UPWP PRODUCTS

The APO places emphasis on timely delivery and quality of products identified in the UPWP. Accordingly, products developed fall under various activities according to the following product categories:

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#### REPORTS

- Formally adopted by the APO Board
- Distributed to participating agencies
- Reflect APO policy
- Recommended by TAC

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#### TECHNICAL REPORTS

- May or may not be adopted by the APO Board
- Distribution to APO and/or affected agencies
- Involve analysis, conclusions, and recommendations

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#### MEMORANDUMS

- Usually not adopted by the APO Board
- Involve a specific subject matter



## STATUS REPORTS

- For information only
- Presented orally to APO Board

## UPWP FUNDING SOURCES

MnDOT, Metro Bus, and the APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the FAST Act<sup>2</sup> required transportation planning and programming process for the MPA. These agencies jointly provide the matching funds for transportation planning grants from the FAST Act.

The following table identifies State and Federal funding sources and local matching funds for the 2020 - 2021 UPWP.

## 2020 - 2021 LINE ITEM REVENUE REPORT

Revenue Sources	2020 Revenue	2021 Revenue (Provisional)
Local		
APO Member Assessments	\$96,821	\$101,662
Local Match for <b>Members'</b> Consultant Projects	\$77,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$221,821	\$149,622
Federal		
Annual Federal CPG	\$552,431	\$563,480
Carry Forward CPG from Prior Years	\$318,686	\$307,120
Other Federal Funds	\$175,000	\$0
Total Federal	\$1,046,117	\$870,600
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$10,000	\$10,000
Total Other	\$72,815	\$72,815
<b>Total Revenue</b>	<b>\$1,340,753</b>	<b>\$1,093,077</b>

## BUDGETING OF OVERHEAD AND INDIRECT COSTS

Under Federal rules, the APO could use an indirect cost rate to pay for expenses like telephones, utilities, property insurance, office supplies, etc. But the APO has chosen instead to directly budget for all overhead and indirect costs. Direct budgeting improves transparency and tracking of costs. Section 100 includes direct budgeting for holidays, vacation, sick leave, and overhead expenses. Staff salaries, where shown, are fully-loaded costs that include the APO's share of health insurance, pension, Social Security, Medicare, and other benefits and payroll costs. Other

<sup>2</sup> Fixing America's Surface Transportation Act (Pubic Law 114-94) signed into law December 4, 2015





overhead costs such as office supplies, telephone, postage, etc. are directly budgeted in work-element 107.

## COST ALLOWABILITY

In accordance with 2 CFR §200 Subpart E, this UPWP includes descriptions sufficient to determine the allowability of Federal Consolidated Planning Grant (CPG) participation in work activities.

The APO uses the following general methodology when estimating the costs of individual work activities within the UPWP:

1. Activities are developed with specific objectives in mind. Proposed tasks and products are itemized. Staff members are assigned and work hours are budgeted.
2. Total direct salaries, including the costs of payroll and benefits, are calculated for each activity.
3. All federal funds are allocated with at least a 20 percent local match from a combination of APO and MnDOT funds.

## AUDIT

Federal regulations state that if the APO expends less than \$750,000 in Federal funds during the fiscal year, it is exempt from Federal audit requirements for that year<sup>3</sup>. However, the State of Minnesota still requires an annual audit of financial records regardless of the size of the Federal award. If the APO expends less than \$750,000 in Federal funds during the fiscal year, the costs of conducting an audit are not allowable under the terms of our Federal grant<sup>4</sup>. Therefore, the APO budgets only State and local funds for the required financial and compliance audit, which will then be given to the State. The budget for the Audit is shown in Section 900 – Locally Funded Activities.

## LADDERS OF OPPORTUNITY

USDOT encourages MPOs to identify transportation connectivity gaps in accessing essential services such as employment, health care, schools, and recreation. Analytical methods to identify connectivity gaps can be developed in order to direct transportation investments towards solutions that fill in the missing gaps, particularly for traditionally underserved populations.

## FAST ACT PLANNING EMPHASIS AREAS

The FAST Act requires the scope of the transportation planning process to address the following Federal planning emphasis areas:

1. **Economic Vitality:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. **Safety:** Increase the safety of the transportation system for motorized and non-motorized users;
3. **Security:** Increase the security of the transportation system for motorized and non-motorized users;
4. **Accessibility & Mobility:** Increase the accessibility and mobility of people and for freight;

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<sup>3</sup> 2 CFR §200.501(d)

<sup>4</sup> 2 CFR §200.425(a)(2)



5. **Environment & Economic Development:** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. **Integration & Connectivity of Modes:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. **Management & Operations:** Promote efficient system management and operation;
8. **System Preservation:** Emphasize the preservation of the existing transportation system;
9. **Resiliency, Reliability & Stormwater:** Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. **Tourism:** Enhance travel and tourism

Each of the work activity summaries includes a brief explanation regarding how the programmed work is related to these planning emphasis areas.

## 2020 UPWP

### 100 – ADMINISTRATION

**Objective:** To conduct the administrative work necessary for the APO to function as an autonomous, multi-jurisdictional, joint-powers planning agency.

**Background:** The work tasks are principally the responsibility of the Executive Director and Administrative Assistant, but staff time for holiday, vacation time, and sick leave for all staff members are also budgeted here. Specific examples of tasks include, but are not limited to, the following: review and processing of bills; filing of paperwork and documents; review and preparation of monthly financial reports and statements; review and preparation of progress reports and State/Federal work invoices; coordination and oversight of employee benefits; oversight and implementation of APO Personnel Policies; human resource work items, employee hiring and paperwork, and other miscellaneous office operation matters required for the APO to function. This work is on-going throughout the calendar year.



## 100 – ADMINISTRATION

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
101 – General Administration	1,195	\$40,650				
102 – Human Resources & Personnel	162	\$8,700				
103 – Building Management & Maintenance	36	\$2,000				
104 – Staff Development & Training	268	\$12,600				
104 – Holiday	480	\$19,000				
105 – Vacation	320	\$13,750				
106 – Sick Leave	160	\$7,000				
107 – Overhead (See details below)		\$88,850				
<b>Total</b>	<b>2,621</b>	<b>\$192,550</b>	<b>\$149,458</b>	<b>\$22,912</b>	<b>\$5,728</b>	<b>\$14,452</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

## 107 – OVERHEAD (DETAIL)

Line Item Expense	2020 Budgeted Funding	Line Item Expense	2020 Budgeted Funding
Liability Insurance & Workers Comp	\$6,500	Office Building Maintenance & Utilities	\$12,000
Office Supplies	\$2,750	Legal Services	\$2,000
Accounting Services	\$18,100	Multifunction Copier	\$3,500
Communications ( <i>Telephone, Postage, and Internet</i> )	\$5,000	APO Dues and Subscriptions	\$3,500
Travel ( <i>Including lodging &amp; meals</i> )	\$9,000	IT Support & Software	\$12,000
Professional Development ( <i>Registration Fees, etc.</i> )	\$4,000	Equipment & Hardware	\$3,000
Printing/Publishing/Advertising	\$2,500	Miscellaneous	\$5,000
		<b>GRAND TOTAL</b>	<b>\$88,850</b>

## 200 – BUDGET AND UPWP

Objective: To prepare an annual budget and Unified Planning Work Program (UPWP) for the APO.

Background: The UPWP identifies the work tasks to be undertaken by APO staff. The process begins with the APO Executive Director formulating a draft document in March or April, which



includes both proposed work activities for APO staff members and consultant-led studies and deliverables. The final UPWP is approved by the APO Policy Board in June or July. All APO meetings pertaining to the budget and UPWP process are open to the public for comment. After the UPWP is approved by the APO Policy Board, the document is sent to FHWA and MnDOT for their concurrence and incorporation into annual Federal and State operating grants.

Relation to FAST Act: This work addresses all Federal planning emphasis areas and Federal highway program national goals to varying degrees by establishing staff work plans to develop and advance the Federal planning and programming process.

201 – Prepare Budget and UPWP: This work is generally completed by August 1<sup>st</sup> of each year, though UPWP amendments may need to be processed at any time.

#### 200 – BUDGET AND UPWP

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
201 – Prepare Budget and UPWP	137	\$9,000				
<b>Total</b>	<b>137</b>	<b>\$9,000</b>	<b>\$6,986</b>	<b>\$1,071</b>	<b>\$268</b>	<b>\$676</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective: To prepare a multi-year TIP for the APO planning area that is consistent with the current MTP.

Background: The Metropolitan Transportation Plan (MTP) identifies a list of prioritized projects to help achieve specific transportation goals for the future. The TIP programs those projects for funding in specific fiscal years. The TIP is a four-year program of projects that is updated annually. APO staff coordinates closely with member jurisdictions to identify projects and to help ensure funding is available to complete the projects. The APO coordinates with Metro Bus for transit capital and operating assistance, and with MnDOT District 3 for State facilities. The APO coordinates Federal project programming with MnDOT Central Minnesota Area Transportation Partnership (ATP) 3. Approximately \$1.5 million in Federal formula dollars are programmed by the APO every year for projects.

Relation to FAST Act: This work addresses all Federal planning emphasis areas to varying degrees by acting as the administrative conduit for implementing a variety of transportation projects.

301 – ATP Meetings & Subcommittees: The APO coordinates the TIP project list with the programmed projects identified by MnDOT and other areas of the District 3 ATP. This work includes preparation of materials, review of materials, and attendance at ATP meetings. The APO participates in the solicitation of Transportation Alternatives (TA) projects and ATP meetings related to TA project scoring and funding prioritization. This work is on-going throughout the calendar year.

302 – Annual TIP Development: APO staff solicits all agency and jurisdictional members to identify projects for possible inclusion in the TIP, verifies the eligibility of those projects for Federal funding, develops financial plans and fiscal constraint analyses, and compiles all



information into the TIP document along with the APO's annual self-certifications. The TIP is usually completed by September 1 each year.

**303 – TIP Maintenance & Amendments:** There are many reasons why the TIP can change – projects fall behind schedule, money is shifted from one (1) project to another, less or more money than originally programmed may be available. As conditions on the ground change, APO staff must modify or amend the TIP to keep pace which helps ensure the flow of funds remains uninterrupted. The APO schedules four (4) TIP amendments throughout the year, but emergency TIP amendments may be done at any time to accommodate project development schedules.

**304 – TIP Project Status Monitoring & Annual Listing of Projects:** By Federal regulation, the APO **must track and report on the implementation of projects funded in previous years' TIPs**. This report also helps inform the development of the next TIP and the MTP. The annual listing of TIP projects is incorporated into the TIP document, which is usually completed by September 1 each year.

#### 300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
301 – ATP Meetings & Subcommittees	26	\$1,200				
302 – Annual TIP Development	226	\$9,350				
303 – TIP Maintenance & Amendments	248	\$10,500				
304 – TIP Project Status Monitoring & Annual Listing of Projects	223	\$9,500				
<b>Total</b>	<b>723</b>	<b>\$30,550</b>	<b>\$23,713</b>	<b>\$3,635</b>	<b>\$909</b>	<b>\$2,293</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 400 – TRANSPORTATION SYSTEM PERFORMANCE MONITORING (TSPM)

**Objective:** To monitor the performance of transportation systems and networks and determine if they are meeting regional performance targets.

**Background:** An annual Transportation System Performance Monitoring (TSPM) report is prepared by APO staff. The report documents the performance of the transportation systems and networks based on regional performance measures and targets. The performance is reported to the APO TAC and Policy Board so that it can be considered in the selection and programming of projects in the TIP. It is also used to re-evaluate and adjust (if necessary) regional performance targets. **The TSPM is also made available to the general public on the APO's website.**

**Relation to FAST Act:** This work actively addresses the performance-based planning and programming requirements of the FAST Act.

**401 – Performance Measures, Data Collection, Analysis, and Target Setting:** APO staff collects performance data relevant to the performance measures adopted by the APO Board. This data may be requested from other agencies or departments, or it may be collected first-hand by APO staff. Staff maintains a database of relevant data and evaluates it for trends and other insights



relative to the regional performance targets. This activity occurs throughout the year up until the final TSPM Report is completed and approved (see 402 below). Potential new performance measures and/or data sources may also be explored.

402 – Annual System Performance and Target Achievement Report: APO staff develops an annual report showing the latest performance data and targets and provides it to the State (MnDOT), as well as making the report available to the general public on the APO website. The Technical Advisory Committee (TAC) reviews the report before it is accepted by the APO Board. The TSPM Report will be completed by October of each year.

#### 400 – TRANSPORTATION SYSTEM PERFORMANCE MONITORING (TSPM)

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
401 – Performance Measures, Data Collection, Analysis, and Target Setting	352	\$14,000				
402 – Transportation System Performance and Target Achievement Report	253	\$9,750				
<b>Total</b>	<b>605</b>	<b>\$23,750</b>	<b>\$18,435</b>	<b>\$2,826</b>	<b>\$707</b>	<b>\$1,783</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 500 – PLANNING PROJECT DEVELOPMENT

Objective: To support the development of planning studies which reflect regional transportation investment priorities.

Background: In addition to the planning work completed by APO staff shown under other headings in this section, the APO also supports planning projects by either 1.) providing technical support for planning projects completed by the member jurisdictions; or 2.) hiring consultants to complete planning studies if APO staff does not have the time or expertise to complete them<sup>5</sup>.

Relation to FAST Act: The successful completion of planning studies leading to construction or implementation of a variety of different transportation projects will result in all Federal planning emphasis goals being addressed to varying degrees, depending upon the project.

501 – Planning Assistance for Members: APO staff supports the member jurisdictions and implementing agencies, on demand, through technical assistance for the development of a variety of planning documents. Tasks under this activity may include such things as participating in public meetings, collecting turning movement counts, traffic counts, traffic forecasting, GIS mapping of data, or other planning-level technical information. This work will be on-going throughout the entire year.

502 – Procurement & Contracting: APO staff follow all applicable Federal and State procurement regulations when contracting with consulting firms. Staff activities include development of independent cost estimates; requests for proposals; evaluation and scoring of proposals;

<sup>5</sup> See also the section on Special Studies & Contracts, beginning on page 24.





consultant communication; contract development; and preparation and submittal of required procurement documentation and forms. This work is generally completed no later than April 30 of each year.

**503 – Consultant Study Coordination:** Once a consultant is under contract, APO staff will monitor their progress and activities and will usually serve as part of the project management team. Activities include attending project meetings, consultant communication, progress report tracking, and invoice processing. This activity follows the procurement and contracting phase, and generally occurs between May 1<sup>st</sup> and December 31<sup>st</sup> of each year, or until the project is completed.

**504 – Grant Writing & Grant Assistance for Member Jurisdictions:** Increasingly transportation projects are being funded through competitive grants, such as the Federal BUILD grants, or – at the State level – Corridors of Commerce and State Aid for Local Transportation grants. Member jurisdictions – especially smaller jurisdictions – sometimes need grant writing or grant research assistance to help them compete for these important sources of funds. APO staff can provide some limited support upon request. This support occurs throughout the year and is dependent upon the grant solicitation schedules for each program.

#### 500 – PLANNING PROJECT DEVELOPMENT

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
501 – Planning Assistance for Members	240	\$10,250				
502 – Procurement & Contracting	166	\$10,750				
503 – Consultant Study Coordination	230	\$14,000				
504 – Grant Writing & Assistance for Member Jurisdictions	48	\$1,650				
<b>Total</b>	<b>684</b>	<b>\$36,650</b>	<b>\$28,448</b>	<b>\$4,361</b>	<b>\$1,090</b>	<b>\$2,751</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 600 – METROPOLITAN TRANSPORTATION PLAN (MTP)

**Objective:** To develop a regional multi-modal transportation plan, refine it as necessary to maintain its validity, and promote its implementation.

**Background:** The APO is mandated by Federal law<sup>6</sup> to develop and maintain a regional, multi-modal, multi-jurisdictional transportation plan with at least a 20 year planning horizon. The plan must be updated at least every five (5) years. Some components of the plan are assigned hours under other headings in this section (see 610, 620, 630, and 640 below). Given the complexity of the required planning effort, the MTP is almost always in some phase of being updated.

<sup>6</sup> 23 USC §134(i)



Additionally, between plan updates, time is assigned to various plan components to help member jurisdictions **implement the MTP's** recommendations. Time is also spent collecting and maintaining plan data and researching best practices from other MPOs. **The APO's next MTP** update is due October 2025.

Relation to FAST Act: This work activity addresses all planning emphasis areas to varying degrees through development and ongoing maintenance of the Federally required multi-modal elements of the MTP.

601 – MTP Development & Maintenance: Examples of typical activities include developing and executing a public input plan, collecting data on existing conditions, reviewing relevant plans of the individual jurisdictions in order to know their local priorities and anticipated growth patterns, developing goals and objectives for the future transportation network, identifying current and future transportation needs, developing financial plans, fiscal constraint analysis, and other generally required elements of the MTP.<sup>7</sup> This element also accounts for the time necessary to write the plan, produce maps and graphics, layout, formatting, etc. This work is on-going throughout the year.

#### 600 – METROPOLITAN TRANSPORTATION PLAN

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
601 – MTP Development & Maintenance	742	\$35,500				
<b>Total</b>	<b>742</b>	<b>\$35,500</b>	<b>\$27,555</b>	<b>\$4,224</b>	<b>\$1,056</b>	<b>\$2,664</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 610 – ACTIVE TRANSPORTATION PLANNING

Objective: To develop the components of the MTP related to bicycle, pedestrian, and other non-motorized forms of transportation and to help implement the active transportation goals, objectives, projects, and policies identified in the previous MTP.

Background: A complete and robust transportation system allows individuals to choose the mode of transportation that is best for each trip. Walking, biking, and other non-motorized forms of transportation are legitimate mode choices for some trips, but certain infrastructure and policies must be in place to facilitate that choice and to help make it a safe choice.

Relation to FAST Act: This activity focuses on the planning emphasis areas of Economic Vitality; Environment and Economic Development; Accessibility and Mobility; and Integration and Connectivity of Modes. These focus areas are addressed by planning for and developing various improvements for non-motorized forms of transportation that promote economic development and alternatives to the single-occupancy automobile.

611 – Safe Route to School and Active Transportation Planning Coordination and Technical Assistance: This work activity is used to help implement the active transportation related policies, goals, objectives, and projects from the current MTP; and to help develop those

<sup>7</sup> See 23 CFR §450.322 for more details on MTP requirements



components for the next MTP. Active transportation specific planning studies, including Safe Routes to Schools studies, will also be completed under this work element. APO staff will also coordinate with and support the active transportation planning activities of the member jurisdictions, which may include providing data, analyses, maps, bicycle and pedestrian counts, or other technical support, as needed. This work is on-going throughout the year.

**612 – APO Active Transportation Advisory Committee Coordination:** In summer 2007, the APO established a Bicycle and Pedestrian Advisory Committee (BPAC) comprised of a cross-section of citizen representatives and city and county staff within the APO planning area. This Committee, now known as the Active Transportation Advisory Committee (ATAC), meets as needed and **reports to the APO's TAC.** The ATAC provides input to APO staff and the TAC on various planning and programming matters as they relate to the non-motorized transportation environment within the planning area. They also implement and support various non-motorized transportation public awareness projects and provide the area with a forum for discussing non-motorized transportation topics. Work activity involves staff developing agenda items, assembling meeting materials and presentations, and chairing the ATAC meetings as well as staff support for maps or development on specific topics. Examples of this **committee's work includes assisting the APO** with review and updating of its Active Transportation Plan and/or related components of the MTP, reviewing various programmed roadway projects relative to non-motorized transportation accommodations and complete streets design treatments, advocating for and supporting efforts to complete multi-modal trail segments and coordinating with other relevant advocacy groups. This group focuses on education, coordination, and public input for regional initiatives. This work is on-going throughout the calendar year.

**613 – Regional Active Transportation Plan Development and Maintenance:** APO staff shall develop and maintain a regional Active Transportation Plan to help identify needs, identify goals, analyze alternatives, and prioritize project concepts related to non-motorized transportation facilities and policies within the MPA. Staff shall coordinate this effort with any statewide non-motorized mode planning from MnDOT.

#### 610 – BICYCLE/PEDESTRIAN PLANNING

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
611 – Safe Routes to School and Active Transportation Planning Coordination and Technical Assistance	254	\$7,500				
612 – Active Transportation Advisory Committee Coordination	61	\$2,100				
613 – Regional Active Transportation Plan Development & Maintenance	746	\$21,500				
<b>Total</b>	<b>1,061</b>	<b>\$31,100</b>	<b>\$24,140</b>	<b>\$3,701</b>	<b>\$925</b>	<b>\$2,334</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>



## TRANSIT PLANNING – 620

Objective: To develop the public transit components of the MTP and to help implement the transit goals, objectives, projects, and policies identified in the previous MTP.

Background: In any metropolitan area, automobile transportation is not an option for some residents. Public transit is an important ingredient to allowing these residents to work, shop, and live a quality, independent lifestyle. Additionally, public transit can be an important supplemental transportation mode for those residents who have an automobile. It can be a form of **“back up” transportation if their car** needs repairs or if they are a one-car family. And public transit can even benefit those who do not use it directly. It can take automobiles off the road, creating more space for everyone. Easy access to transit has been shown to boost real-estate values for businesses and homes. It can help lower fuel consumption resulting in lower gas prices and cleaner air. And public transit can play a critical support role during an emergency or disaster, such as assisting with evacuations.

Metro Bus provides fixed route and dial-a-ride transit service within the Saint Cloud Urbanized Area, including the cities of Saint Cloud, Sartell, Sauk Rapids, and Waite Park. Tri-CAP is the rural transit provider that provides dial-a-ride service within the APO planning area and adjacent rural areas. The Northstar commuter rail train currently provides early morning, late afternoon, limited weekend and special event trains from the City of Big Lake to the **City of Minneapolis’s** Target Field Station. Northstar train service connects to the APO planning area by way of the Northstar Link commuter bus. The Northstar Link bus service is operated by Metro Bus via contract with the Northstar Corridor Development Authority (NCDA). Efforts are underway to extend Northstar commuter train service to Saint Cloud.

Relation to FAST Act: This activity focuses primarily on the planning emphasis areas of Economic Vitality; Environment and Economic Development; Accessibility and Mobility; and Integration of Modes by planning for and implementing alternative modes to the single occupancy vehicle.

621 – Transit Planning, Coordination & Technical Assistance: APO staff supports initiatives and projects undertaken by the transit operators that provide service to the APO planning area. Tasks include supporting the Metro Bus urban transit system planning efforts, data collection, analysis, mapping and other technical support. Also, staff coordinates with Tri-CAP to incorporate plans and transit service information into planning and programming activities. This work activity also involves ongoing efforts to implement aspects of the Region 7W/APO Transit Human Services Plan. This work is on-going throughout the year.

622 – Northstar Commuter Rail Coordination: Extension of the Northstar Commuter Rail to Saint Cloud continues to be a priority for communities in the region. While there is currently no planning effort underway, APO staff does provide occasional technical support to help complete the extension as opportunities to do so present themselves. Work activities may include a variety of general technical support and committee participation in a variety of efforts related directly or indirectly to the development of the Northstar Commuter Rail line from Big Lake to Saint Cloud. This work is expected to occur sporadically throughout the calendar year.



## 620 – TRANSIT PLANNING

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
621 - Transit Planning, Coordination, and Technical Assistance	162	\$6,000				
622 – Northstar Commuter Rail Coordination	84	\$3,500				
<b>Total</b>	<b>246</b>	<b>\$9,500</b>	<b>\$7,374</b>	<b>\$1,130</b>	<b>\$283</b>	<b>\$713</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

## 630 – FREIGHT PLANNING, ECONOMIC VITALITY &amp; TOURISM

Objective: To help ensure that the transportation network is supporting the regional economy and to better understand the role and impact transportation has on economic development decisions.

Background: The Roman Empire began building roads primarily as a means to quickly move legions and supplies to battlefields, but they soon discovered that roads also impacted the economies of the towns and villages through which they passed. Farmers could more easily get their crops to the marketplace. Potters and smiths could more quickly and easily acquire the resources they needed to ply their trade. Artisans could travel from town to town selling their wares. Travel for leisure activities – aka, tourism – became easier and so occurred more frequently. Not much has changed in the last 2,300 years. Transportation still serves all of these functions, but it has grown more complex. Decision-makers always face multiple options. Should they build a road here or over there? Should they build a parking ramp or invest in more public transit? Should they support shipping freight by truck, by rail, or by pipeline? Understanding the impacts these choices can have on the economy can help inform the decision-making process.

Relation to FAST Act: This activity focuses on understanding the economic development environment; understanding the role transportation plays in the competitiveness and efficiency of regional businesses; promoting consistency between economic development patterns and transportation improvements; and enhancing travel and tourism.

631 – Freight Planning, Coordination & Technical Assistance: APO staff will support implementation of the **APO's** Regional Freight Framework (2017) and the freight components of the MTP, and will help develop the freight components of the next MTP. Specific activities will include data collection, analysis, and meeting with significant regional freight stakeholders to better understand their needs, operations, and any transportation constraints they may be facing. This work will be on-going throughout the year.

632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance: Economic vitality is more than just moving freight. It is also, among other things, moving employees safely, reliably, and efficiently from their home to their place of work; moving tourists to and sometimes through a destination and back home again; and moving shoppers and customers to their choice of market. Quality-of-life factors also play a role in economic development – factors such as access to religious services, entertainment, family gatherings, outdoors activities, and educational options. APO staff will work to better understand the role that transportation plays on the regional economy and help to quantify the economic impacts of specific transportation infrastructure and future alternatives. They will also coordinate their





planning activities with economic development entities such as the Greater Saint Cloud Development Corporation (GSDC) and the area Chambers of Commerce. This work will occur throughout the year.

#### 630 – FREIGHT PLANNING, ECONOMIC VITALITY & TOURISM

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
631 - Freight Planning, Coordination, and Technical Assistance	100	\$6,200				
632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance	104	\$6,250				
<b>Total</b>	<b>204</b>	<b>\$12,450</b>	<b>\$9,664</b>	<b>\$1,481</b>	<b>\$370</b>	<b>\$934</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING

Objective: To develop a transportation network that is as safe as practical, reliable even in times of emergency or disaster, resilient to climate change, and which minimizes its impact on the natural environment.

Background: On August 17, 1896, forty-four-year-old Bridget Driscoll became the first person to die in an automobile crash when she was struck and killed by a car as she crossed the grounds of the Crystal Palace in London. Planners and engineers have been trying to make vehicle travel safer ever since. While in-vehicle technologies like seat belts and airbags have certainly played a big part in making travel safer, the way that roadways are planned and designed also plays a part. Planners analyze crash data to determine if specific locations have higher-than-normal crash rates which could be an indication of a site-specific problem. Additionally, the security of transportation assets became a major concern following the terrorist attacks of September 11, 2001. While a “secure” bus or train can have specific features such as cameras and security personnel, a “secure” roadway or bridge is less well defined. Most recently, transportation security has largely been defined in terms of resiliency. For instance, a transportation network that still functions reasonably efficiently when an important link in that network is removed – whether by human action or by nature – is often thought of as being “secure” in the sense that it still works.

Relation to FAST Act: This activity focuses on the Safety and Security of the transportation network and on the Environmental impacts of transportation.

641 – Safety & Security Planning, Coordination & Technical Assistance: APO staff will continue monitoring crash data and analyzing that data for potential insights into the causes of crashes or geographic locations that show a higher-than-expected propensity for crashes. Safety work will include all modes of travel. Staff will also continue coordinating with other outside organizations and entities that seek improved transportation safety, such as the Stearns-Benton Toward Zero Deaths committee and Feeling Good Minnesota, an initiative to improve public health. Regarding security, APO staff will undertake an effort to achieve regional consensus as to what





“transportation security” means within the MPA, and develop performance measures based on that definition. This work is expected to occur throughout the year.

642 – Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis: Activities in this area will focus specifically on how transportation impacts and is impacted by the natural environment, including any potential impacts of climate change and severe weather. APO staff will seek to establish and nurture relationships with environmental stakeholders to help ensure their continued participation in our planning processes. Staff will focus attention on transportation solutions that appear to minimize any net negative environmental impacts. APO staff will also complete the required<sup>8</sup> environmental mitigation discussion that is part of the MTP. This work will occur throughout the year.

#### 640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
641 – Safety & Security Planning, Coordination & Technical Assistance	98	\$3,100				
642 – Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis	106	\$3,200				
<b>Total</b>	<b>204</b>	<b>\$6,300</b>	<b>\$4,890</b>	<b>\$750</b>	<b>\$187</b>	<b>\$473</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

#### 700 – TRANSPORTATION PLANNING COORDINATION & PUBLIC OUTREACH

Objective: General coordination of all aspects of APO transportation plans and program with local member agencies, jurisdictions, State agencies, Federal agencies, and the public.

Background: The very nature of the APO requires significant coordination with the member agencies and jurisdictions, MnDOT, and the USDOT to help ensure that projects, goals, objectives, and priorities can be achieved. It also requires continuous public engagement to help ensure that their voices are heard in the planning and decision-making process. This activity involves the preparation of meeting materials and attendance at all APO committee and board meetings. It also includes coordination with local, State, and Federal agencies, and public engagement for all APO planning activities. Staff time for developing and maintaining both the Stakeholder Engagement Plan and the Title VI Compliance Plan are also accounted for here.

Relation to FAST Act: This work activity addresses all Federal planning emphasis areas and Federal highway program national goals to varying degrees by dealing with a wide array of transportation planning and programming matters.

701 – General Meeting Coordination and Attendance: This work activity includes the coordination of any relevant transportation planning meetings and/or activities with local, State, and Federal

<sup>8</sup> 23 CFR §450.322(f)(7)



planning partners. It also covers internal staff coordination meetings within the APO. This work is ongoing.

702 – APO Committee & Board Meetings: Meeting minutes, agendas, and general staff support of APO committees and boards is conducted, including the APO TAC and the APO Policy Board. Staff hours for APO meeting preparation and attendance are included in this category. This work is ongoing and will occur throughout the year.

703 – Public Outreach, Engagement, Website & Social Media: This work activity includes APO staff time to coordinate, prepare for, and attend any public input meeting related to an APO planning activity. It also accounts for APO staff time to maintain and update the APO website – arguably its most public face – and social media posts to inform the general public of transportation-related events and opportunities. This work will be ongoing throughout the calendar year.

704 – Evaluation and Coordination of Plans and Programs from Member Jurisdictions: This work activity involves participating in meetings and coordinating with other agencies and jurisdictions on plans, studies, and programs, such as statewide multi-modal plans, the Minnesota State Highway Investment Plan (MNSHIP), MnDOT District level planning endeavors, and local transportation, safety, and comprehensive plans. This work will occur as necessary throughout the calendar year.

705 – Develop and Maintain the Stakeholder Engagement Plan & Title VI Compliance Plan – APO staff develops a framework for when and how the APO will seek public input, and what we will do with that input. We call the document the Stakeholder Engagement Plan (SEP). The document is updated about every five (5) years, but may also require occasional tweaking or amending between major updates. We combine our public input plan with our Title VI Compliance Plan, which defines how we will reach out to and engage those traditionally underserved, such as low-income households, the elderly, minorities, and those for whom English is a second language. The Title VI plan must be updated about every three (3) years. Our current combined SEP & Title VI Compliance Plan was approved in 2018. This work is on-going throughout the year.

706 – Annual Report for SEP and Title VI Compliance/Effectiveness: As a way of monitoring the **APO's success in engaging the public and Title VI populations, we track how many people attend** our public meetings, view our website, engage with us on social media, etc. We also perform an annual survey of stakeholders who engaged with us to determine if they were satisfied with their experience. We report this public-input data annually to the APO Board and MnDOT. Based on this public-input performance data, adjustments to our SEP and/or Title VI Plan may be developed. This work is ongoing throughout the year.

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#### 700 – TRANSPORTATION PLANNING COORDINATION AND PUBLIC OUTREACH

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
701 – General Meeting Coordination & Attendance	425	\$18,750				
702 – APO Committee & Board Meetings	680	\$26,400				
703 – Public Outreach, Engagement, Website & Social Media	256	\$9,650				
704 – Evaluation and Coordination of Plans from Member Jurisdictions	44	\$2,000				



Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
705 – Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	52	\$1,700				
706 – Annual Report for SEP and Title VI Compliance/Effectiveness	92	\$2,800				
<b>Total</b>	<b>1,549</b>	<b>\$61,300</b>	<b>\$47,581</b>	<b>\$7,294</b>	<b>\$1,824</b>	<b>\$4,601</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

### 800 – TRANSPORTATION MODELING, MAPPING & TECHNICAL SUPPORT

Objective: To maintain and further develop the regional travel demand model in support of long-range planning efforts, and to develop maps that help inform the decision-making process.

Background: The APO has a regional travel demand model to forecast future traffic conditions under a variety of scenarios. The model is critical to allowing the APO's MTP to meet its requirement to include "the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan"<sup>9</sup>. Additionally, mapping of various transportation-related data is an important part of visualizing existing or proposed transportation assets and understanding spatial relationships.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas to varying degrees by providing supportive analysis necessary to advance transportation investment decisions identified in the MTP and the TIP.

801 – Network and TAZ Data Collection & Analysis: This work activity involves collecting and analyzing various transportation data sets for use in the regional travel demand model, including socio-economic data assigned to Traffic Analysis Zones (TAZs) (e.g., population, households, floor area of commercial buildings, parks, schools, etc.) and network data such as traffic counts, corridor cross-sections, posted speed limits, location of signalized intersections, etc. This activity may include field work to collect or verify applicable roadway attributes or socio-economic data. This work will be ongoing throughout the calendar year.

802 – CUBE Travel Demand Model Development & Operations: The APO's regional travel demand model (TDM) is created and operates in CUBE software from Citilabs. This work activity involves developing various scenarios for the TDM, operating the model, and analyzing the results. Staff time for various maintenance activities necessary for smooth and efficient model operation are also included here. This work will be ongoing throughout the calendar year.

803 – GIS Database Development & Mapping: This work activity involves ongoing mapping support for APO transportation planning activities including corridor studies, transportation plans, and the TIP. Various existing transportation, social, economic, and environmental features are represented on these maps. This category includes work hours for the maintenance and editing of map files and development of new map files as applicable to ongoing studies. This work will be ongoing throughout the calendar year.

<sup>9</sup> 23 CFR §450.322(f)(1)



## 800 – TRANSPORTATION MODELING, MAPPING &amp; SUPPORT

Element	2020 Budgeted Hours	2020 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
801 – Network & TAZ Data Collection & Analysis	304	\$10,250				
802 – CUBE Travel Demand Model Development & Operations	200	\$7,200				
803 – GIS Database Development and Mapping	240	\$8,000				
<b>Total</b>	<b>744</b>	<b>\$25,450</b>	<b>\$19,754</b>	<b>\$3,028</b>	<b>\$757</b>	<b>\$1,910</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>77.62%</b>	<b>11.90%</b>	<b>2.97%</b>	<b>7.51%</b>

## 900 – LOCALLY FUNDED ACTIVITIES

Objective: To provide funding for activities or equipment/supplies that are not eligible for reimbursement through the APO's Federal CPG.

Background: The APO's CPG can only be used to reimburse a portion of the costs (usually 80%) for eligible activities<sup>10</sup>. APO staff may be able to participate in non-reimbursable activities, but must use non-federal funding sources to do so. Activities in this category are 100% funded with non-federal dollars.

Relation to FAST Act: This work activity addresses all Federal planning emphasis areas to varying degrees by communicating the APO MTP and project needs to State and Federal elected officials. It also funds the organization's annual financial audit.

901 – Legislative Communications: Efforts are made to inform and maintain relationships with State and Federal legislators who make decisions affecting transportation policy, funding, and projects. Relationships with transportation advocacy groups such as the Minnesota Transportation Alliance (MTA) are also maintained. Hours are assigned for preparation of materials and presentation of information to State and Federal legislators as well as responses to legislative inquiries. Staff also coordinates with David Turch & Associates for Federal lobbying activities. This work will occur as necessary throughout the calendar year.

902 – Travel for Legislative Communications: This element budgets non-salary funds to cover the cost of traveling for the purpose of communicating with State or Federal legislators. The APO Board Chair and Executive Director normally make a trip to Washington, D.C. in April or May each year, but smaller trips may also occur throughout the year.

903 – Audit: If the APO does not expend more than \$750,000 per year in Federal funds, a Federal single-audit is not required. However, MnDOT still requires an annual audit because the APO expends State funds. The APO's State grant may be used to help pay for this audit. The audit is performed by an independent auditor and is usually completed by June 1 each year.

<sup>10</sup> For more details, see 2 CFR Part 200, et al.



900 – LOCALLY FUNDED ACTIVITIES

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
901 – Legislative Communications	100	\$6,700				\$6,700
902 – Travel for Legislative Communications		\$5,000				\$5,000
903 - Audit		\$8,000		\$6,400	\$1,600	
<b>Total</b>	<b>100</b>	<b>\$19,700</b>	<b>\$0</b>	<b>\$6,400</b>	<b>\$1,600</b>	<b>\$11,700</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>0%</b>	<b>32.49%</b>	<b>8.12%</b>	<b>59.39%</b>

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**SPECIAL STUDIES & CONTRACTS:**

When the APO or one of its member agencies or jurisdictions needs planning expertise or resources not found within the APO, funding for a consultant-led study can be budgeted. Normally, the APO does not need all of its CPG funds for staff and operations and the remainder of the CPG funds are made available for consultant-led studies. In the event that demand for these funds exceeds available CPG funds, the following evaluation is used to rank and prioritize proposed planning projects for possible inclusion in the UPWP:

**MINIMUM THRESHOLD REQUIREMENTS:**

<b>Criteria:</b>		
Is the proposed planning project eligible for CPG reimbursement?	Yes	No
Has the requesting jurisdiction committed at least 20% local match?	Yes	No

Any proposed planning project must meet the threshold **criteria above**. A “No” score will disqualify it from further evaluation. Proposed planning projects that meet the threshold criteria above are further scored according to the evaluation factors below:

**PROPOSED PLANNING PROJECT EVALUATION FACTORS:**

<b>Either/Or Evaluation Factors:</b>	<b>Either</b>	<b>Or</b>
If the proposed planning project fulfills a requirement under 23 CFR 450 Subpart C, it is awarded 100 points.	100	0
If the proposed planning project fulfills a Federal or State requirement other than those in 23 CFR 450 Subpart C, it is awarded 80 points.	80	0
If the proposed planning project directly addresses a transportation project, strategy, or performance measure in the current Metropolitan Transportation Plan, it is awarded 25 points.	25	0
If the proposed planning project directly addresses a transportation project in a comprehensive plan or other approved planning document of the requesting agency or jurisdiction, it is awarded 15 points.	15	0
If the proposed planning project directly addresses a location with a crash rate higher than the critical crash rate for that location, it is awarded 10 points.	10	0
If the proposed planning project directly addresses a roadway corridor, a bridge, a bike path, or transit <b>asset(s) with a “poor” condition rating, it is awarded 9 points.</b>	9	0
If the proposed planning project directly addresses a corridor with a Travel Time Reliability score of 1.5 or higher, it is awarded 8 points.	8	0
If the requesting jurisdiction has not been awarded CPG funds in the last three fiscal years, the proposed planning project is awarded 7 points.	7	0





<b>Either/Or Evaluation Factors:</b>	<b>Either</b>	<b>Or</b>
If the proposed planning project directly addresses an arterial corridor, it is awarded 6 points.	6	0
If the proposed planning project directly impacts a corridor identified as being part of the Regional Freight Network, it is awarded 5 points.	5	0
If the proposed planning project directly addresses improving operations on <u>existing</u> roadways, bike paths, or transit routes, it is awarded 4 points.	4	0
If the proposed planning project includes a task to evaluate probable environmental impacts and explore mitigation strategies, it is awarded 3 points.	3	0
If the proposed planning project integrates multiple modes of surface transportation, it is awarded 2 points.	2	0
If the proposed planning project directly impacts an area of low-income or minority residents, it is awarded 1 point.	1	0
<b>Range Factor:</b>	<b>Highest Possible Score</b>	<b>Lowest Possible Score</b>
For every 2% overmatch committed to the proposed planning project, it is awarded 1 point up to a maximum of 25 points.	25	0

In the unlikely event there is a tie between two (2) or more proposed planning projects and there are insufficient CPG funds for all of the projects, the TAC will select which project(s) is/are funded.

Planning project awards to member agencies and jurisdictions will be procured and managed by APO staff to help ensure Federal cost allowability and compliance with applicable Federal procurement requirements. The APO will pay consultants based on invoices, and will submit the invoices to the requesting jurisdiction for 20% reimbursement of the local match. Therefore, the APO is the responsible party for all Special Studies & Contracts.

## 2020 SPECIAL STUDIES AND CONTRACTS

### 2020 – TH15 CORRIDOR OPERATIONAL IMPROVEMENT STUDY

Objective and Product: Minnesota Trunk Highway (TH) 15 is a major north-south arterial through the heart of the urban area, carrying 30,000 – 35,000 vehicles each day between 2<sup>nd</sup> Street South and 8<sup>th</sup> Street North. We also know that the corridor is important for the movement of freight, carrying between 1,500 and 1,700 heavy commercial vehicles each day. The corridor Travel Time Reliability Rating is in excess of 1.5 which means that it takes, on average, at least 50% longer to travel the corridor than it would take under free-flow traffic conditions. The intersection of TH15 and 2<sup>nd</sup> Street South has a Critical Crash Index Rating greater than 2.0, and the intersections with Division Street, 3<sup>rd</sup> Street North, and 8<sup>th</sup> Street North all have Critical Crash Index Ratings greater than 1.0 indicating a need to further investigate the cause of the crashes and possible mitigation activities. This study will investigate alternatives for improving Travel Time Reliability and safety on the TH15 corridor. If the project budget allows, the study may also examine the current operations of and potential improvements to parallel arterials if such improvements can impact the operations on TH15.



Relationship to FAST Act: Because TH15 is a major freight movement corridor, this project would support economic vitality by addressing a significant network inefficiency, and would also help increase mobility for both people and freight. It is expected that the study outcomes would improve safety at the TH15 intersections within the study area, and promote efficient system management and operations.

Regional Significance of the Study: TH15, part of the National Highway System, is THE major north-south arterial bisecting the metropolitan area, and carries a major amount of traffic every day. Local residents can rarely go anywhere within the metropolitan area without either traveling on or across TH15. This corridor was also identified in the 2019 MTP as the first of several corridors to be studied for operational improvement.

#### 2020 – TH15 CORRIDOR OPERATIONAL IMPROVEMENT STUDY

Element	2020 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
TH15 Corridor Study					
<b>Total</b>	<b>\$195,000</b>	<b>\$156,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,000</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

#### 2020 – TRAVEL DEMAND MODEL UPDATES & IMPROVEMENTS

Objective and Product: The APO's regional travel demand model (TDM) was recently calibrated to base year 2015 and used in the production of the APO's 2045 MTP. During the calibration and use, it was recognized that several elements of the model were outdated and/or could be improved based on the current standards for TDMs. A list of potential improvements was developed, including: converting the TDM to a person-trip based model rather than a vehicle-trip based model so that other modal choices could be incorporated into the TDM; developing a special generator for the Saint Cloud State University area, which exhibits some unique trip-making characteristics; completing an external and/or internal trip survey to better reflect current trip generation rates; a comprehensive transit on-board survey to help calibrate transit mode choice; converting the TDM to an hourly or peak hour trip assignment to better replicate actual travel conditions; and updating the link and node capacities and volume-delay adjustments based on roadway function, access spacing, and corridor type. Other updates and improvements may also be possible. This effort will incorporate updates and improvements into the TDM prior to the need to again calibrate it to base year 2020 for use in the 2050 MTP development effort.

Relationship to FAST Act: Federal regulations require the MTP to include "...the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." **The TDM is the tool that the APO uses to satisfy this requirement.**

Regional Significance of the Study: The TDM is a critical component of forecasting future transportation demand and understanding future regional network needs.



## 2020 – TRAVEL DEMAND MODEL UPDATES &amp; IMPROVEMENTS

Element	2020 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Travel Demand Model Improvements					
<b>Total</b>	<b>\$50,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

## 2020 – STEARNS CSAH 133 NEW ALIGNMENT PLANNING STUDY AND OFFICIAL MAPPING

Objective and Product: CSAH 133 is a minor arterial in Stearns County that provides a freight and commuter connection between I-94 and US-10. The re-alignment of CSAH 133 was begun nearly ten (10) years ago, but a final alignment still needs to be determined. This study would determine the final alignment between Theisen Drive and 19<sup>th</sup> Avenue North by examining economic, environmental, and social impacts of various potential alignments. Upon selection of a final alignment, official mapping would be completed. The study will also develop a construction **cost estimate so that construction could be included in the county's five-year road improvement plan.**

Relationship to FAST Act and Regional Significance of the Study: This connection would provide relief to the intersection of Sartell's **Heritage Drive** and Pinecone Road; and will provide a more direct route between I-94 and US-10 for freight and commuters. CSAH 133 is a minor arterial in a major growth area of the region. The corridor is also part of the regional arterial ring-road effort.

## 2020 – STEARNS CSAH 133 NEW ALIGNMENT PLANNING STUDY AND OFFICIAL MAPPING

Element	2020 Budgeted Funds	Federal Funds (DEMO)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
CSAH 133 Planning and Mapping Study					
<b>Total</b>	<b>\$85,000</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,000</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

## 2020 – MISSISSIPPI RIVER BRIDGE PLANNING

Objective and Product: The last planning effort for a potential bridge crossing at 33<sup>rd</sup> Street South in Saint Cloud ended in 2005, and it ended with four potential alternative alignments being considered without ever settling upon a final preferred alignment. This planning effort will update the existing conditions since 2005 by identifying potential economic, political, social, and environmental consequences of the possible alignments, and enable protection of a preferred



alignment through official mapping, property dedication, platting, land use planning, and/or zoning decisions.

Relationship to FAST Act and Regional Significance of the Study: This connection would provide a fairly direct connection between I-94 and US-10 via CSAH 75. The proposed bridge is also part of the regional arterial ring-road effort.

#### 2020 – MISSISSIPPI RIVER BRIDGE PLANNING UPDATE

Element	2020 Budgeted Funds	Federal Funds (DEMO)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Mississippi River Bridge Planning Update					
<b>Total</b>	<b>\$167,000</b>	<b>\$107,000*</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>64.07%</b>	<b>0%</b>	<b>0%</b>	<b>35.93%</b>

#### PROVISIONAL 2021 SPECIAL STUDIES & CONTRACTS

##### 2021 – REGIONAL TRAVEL SURVEY

Objective and Product: Travel surveys are an important ingredient in well-calibrated regional travel demand models (TDMs). Travel surveys bring to light the trip-making characteristics of a population and capture the general origins and destinations of those trips. The last comprehensive internal/external travel survey in the Saint Cloud region was completed in 1997, and trip patterns have likely changed since then. This effort seeks to update regional trip-making data for incorporation into the TDM.

Relationship to FAST Act and Regional Significance of the Study: Federal regulations require the MTP to include "...the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." The TDM is the tool that the APO uses to satisfy this requirement. The TDM is a critical component of forecasting future transportation demand and understanding future regional network needs.

#### 2021 – REGIONAL TRAVEL SURVEY

Element	2021 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Regional Travel Survey					
<b>Total</b>	<b>\$220,000</b>	<b>\$176,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,000</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>



## EXHIBIT O

### METROPOLITAN TRANSPORTATION PLAN WORK TASK TIMELINE

In this space, APO staff normally provides a timeline of tasks associated with the completion of the MTP. The last iteration of the MTP was completed in October 2019. Following approval of that document, APO staff will develop a timeline for the development of the next MTP.

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## EXHIBIT 1

## 2020-2021 LINE ITEM REVENUE REPORT

Revenue Sources	2020 Revenue	2021 Revenue
Local		
APO Member Assessments	\$96,821	\$101,662
Local Match for Members' Consultant Projects	\$77,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$221,821	\$149,662
Federal		
Annual Federal CPG	\$552,431	\$563,480
Carry Forward Federal CPG from Prior Years	\$318,686	\$307,120
Other Federal Funds (DEMO)	\$175,000	\$0
Total Federal	\$1,046,117	\$870,600
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$10,000	\$10,000
Total Other	\$72,815	\$72,815
<b>Total Revenue</b>	<b>\$1,340,753</b>	<b>\$1,093,077</b>

## 2020 - 2021 LINE ITEM EXPENSE REPORT

Expenses	2019 Expense	2020 Expenses
Local		
APO Member Assessments	\$101,988	\$104,486
Local Match for Members' Consultant Projects	\$77,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$226,988	\$152,486
Federal		
Annual Federal CPG	\$552,431	\$563,480
Carry Forward Federal CPG from Prior Years	\$11,566	\$5,264
Other Federal Funds (DEMO)	\$175,000	\$0
Total Federal	\$738,997	\$568,744
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$10,000	\$10,000
Total Other	\$72,815	\$72,815
<b>Total Expenses</b>	<b>\$1,038,800</b>	<b>\$794,045</b>





2020-2021 LINE ITEM DIFFERENCE BETWEEN REVENUE AND EXPENSES

Revenue Less Expenses	2020 Difference	2021 Difference
Local		
APO Member Assessments	-\$5,167	-\$2,824
Local Match for Members' Consultant Projects	\$0	\$0
Lobbyist Fees	\$0	\$0
Total Local	-\$5,167	-\$2,824
Federal		
Annual Federal CPG	\$0	\$0
Carry Forward Federal CPG from Prior Years	\$307,120	\$301,856
Other Federal Funds (DEMO)	\$0	\$0
Total Federal	\$307,120	\$301,856
Other		
State of Minnesota Planning Grant	\$0	\$0
Miscellaneous & Prior Year Interest Income	\$0	\$0
Total Other	\$0	\$0
<b>Total Difference Between Revenue &amp; Expenses</b>	<b>\$301,953</b>	<b>\$299,032</b>



## EXHIBIT 2

## 2020 WORK ACTIVITY BY REVENUE SOURCE

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$149,458	\$22,912	\$5,728	\$14,452	<b>\$192,550</b>
200 Budget & UPWP	\$6,986	\$1,071	\$268	\$676	<b>\$9,000</b>
300 Transportation Improvement Program (TIP)	\$23,713	\$3,635	\$909	\$2,293	<b>\$30,550</b>
400 Transportation System Performance Monitoring (TSPM)	\$18,435	\$2,826	\$707	\$1,728	<b>\$23,750</b>
500 Planning Project Development	\$28,448	\$4,361	\$1,090	\$2,751	<b>\$36,650</b>
600 Metropolitan Transportation Plan (MTP)	\$27,555	\$4,224	\$1,056	\$2,664	<b>\$35,500</b>
610 MTP – Active Transportation Planning	\$24,140	\$3,701	\$925	\$2,334	<b>\$31,100</b>
620 MTP - Transit Planning	\$7,374	\$1,130	\$283	\$713	<b>\$9,500</b>
630 MTP - Freight Planning, Economic Vitality & Tourism	\$9,664	\$1,481	\$370	\$934	<b>\$12,450</b>
640 MTP - Safety, Security & Environmental Planning	\$4,890	\$750	\$187	\$473	<b>\$6,300</b>
700 Transportation Planning Coordination & Public Outreach	\$47,581	\$7,294	\$1,824	\$4,601	<b>\$61,300</b>
800 Transportation Modeling, Mapping & Technical Support	\$19,754	\$3,028	\$757	\$1,910	<b>\$25,450</b>
900 Locally Funded Activities	\$0	\$6,400	\$1,600	\$11,700	<b>\$19,700</b>
<b>Sub-Total for APO Staff and Operations</b>	<b>\$367,997</b>	<b>\$62,815</b>	<b>\$15,704</b>	<b>\$47,284</b>	<b>\$493,800</b>
Consultant Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	<b>\$48,000</b>
Consultant Services: TH15 Operational Improvement Study	\$156,000	\$0	\$0	\$39,000	<b>\$195,000</b>
Consultant Services: Travel Demand Model Updates and Improvements	\$40,000	\$0	\$0	\$10,000	<b>\$50,000</b>
Consultant Services: Stearns CSAH 133 New Alignment Planning Study & Official Mapping	\$68,000*	\$0	\$0	\$17,000	<b>\$85,000</b>
Consultant Services: Mississippi River Bridge Planning Update	\$107,000*	\$0	\$0	\$60,000	<b>\$167,000</b>
<b>Grand Total Expenses</b>	<b>\$738,997</b>	<b>\$62,815</b>	<b>\$15,704</b>	<b>\$221,284</b>	<b>\$1,038,800</b>

Source of Local Funds: City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, LeSauk Township, Stearns County, Benton County, Sherburne County, Saint Cloud Metro Bus, and interest and miscellaneous income for Saint Cloud APO. See Exhibit 3 for more details.

\*The source of Federal funds for these projects is Demonstration funds. No CPG funds will be used in these projects.



EXHIBIT 3

2020 LOCAL FUNDING ASSESSMENTS

Member	2017 Population Estimates*	2019 Local Assessment (\$0.68 per cap.)	2019 Lobbyist Assessment	Total 2019 Local + Lobbyist Assessment
St. Cloud	67,889	\$46,165	\$16,002	\$62,167
St. Joseph	7,102	\$4,829	\$1,516	\$6,345
Sartell	18,127	\$12,236	\$4,551	\$16,877
Sauk Rapids	13,884	\$9,441	\$3,058	\$12,500
Waite Park	7,670	\$5,216	\$2,382	\$7,597
LeSauk TWP	1,819	\$1,237	\$0	\$1,237
Benton County	5,466	\$3,717	\$3,077	\$6,794
Sherburne County	2,055	\$1,397	\$855	\$2,252
Stearns County	13,225	\$8,993	\$11,759	\$20,752
Metro Bus	N/A	\$3,500	\$4,800	\$8,300
<b>Total</b>	<b>137,237</b>	<b>\$96,821</b>	<b>\$48,000</b>	<b>\$144,821</b>

\*Population estimates come from the Minnesota State Demographer.



EXHIBIT 4

OVERHEAD DETAIL

Line Item	2020 Budget	2021 Budget
Liability Insurance/Workers Comp	\$6,500	\$6,500
Office Supplies	\$2,750	\$2,819
Accounting Services	\$18,100	\$18,500
Communications ( <i>Telephone, Postage, and Internet</i> )	\$5,000	\$5,125
Travel ( <i>Includes Lodging &amp; Meals</i> )	\$9,000	\$9,000
Professional Development ( <i>Registration Fees, etc.</i> )	\$4,000	\$4,100
Printing, Publishing & Advertising	\$2,500	\$2,563
Building Maintenance and Utilities	\$12,000	\$12,300
Legal Services	\$2,000	\$2,050
Multifunction Copier	\$3,500	\$3,570
APO Dues and Subscriptions	\$3,500	\$3,588
IT Support & Software	\$12,000	\$12,300
Hardware & Equipment	\$3,000	\$3,075
Miscellaneous	\$5,000	\$5,125
<b>Total</b>	<b>\$88,850</b>	<b>\$90,614</b>



## EXHIBIT 5

## 2021 PROVISIONAL BUDGET BY REVENUE SOURCE

This estimated budget for 2021 is subject to change during the development of the 2020-2021 UPWP, but it is provided here as an early estimate for guidance purposes.

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$159,508	\$22,953	\$5,738	\$16,924	<b>\$205,124</b>
200 Budget & UPWP	\$7,456	\$1,073	\$268	\$791	<b>\$9,588</b>
300 Transportation Improvement Program (TIP)	\$25,308	\$3,642	\$910	\$2,685	<b>\$32,545</b>
400 Transportation System Performance Monitoring (TSPM)	\$19,674	\$2,831	\$708	\$2,088	<b>\$25,301</b>
500 Planning Project Development	\$30,361	\$4,369	\$1,092	\$3,221	<b>\$39,043</b>
600 Metropolitan Transportation Plan (MTP)	\$29,408	\$4,232	\$1,058	\$3,120	<b>\$37,818</b>
610 MTP - Active Transportation Planning	\$25,763	\$3,707	\$927	\$2,734	<b>\$33,131</b>
620 MTP - Transit Planning	\$7,870	\$1,132	\$283	\$835	<b>\$10,120</b>
630 MTP – Freight Planning, Economic Vitality & Tourism	\$10,314	\$1,484	\$371	\$1,094	<b>\$13,263</b>
640 MTP – Safety, Security & Environmental Planning	\$5,219	\$751	\$188	\$554	<b>\$6,711</b>
700 Transportation Planning Coordination & Public Outreach	\$50,781	\$7,307	\$1,827	\$5,388	<b>\$65,303</b>
800 Transportation Modeling, Mapping & Technical Support	\$21,083	\$3,034	\$758	\$2,237	<b>\$27,112</b>
900 Locally Funded Activities	\$0	\$6,300	\$1,575	\$13,111	<b>\$20,986</b>
<i>Sub-Total for APO Staff and Operations</i>	<b>\$392,744</b>	<b>\$62,815</b>	<b>\$15,704</b>	<b>\$54,782</b>	<b>\$526,045</b>
Consultant Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	<b>\$48,000</b>
Consultant Services: Regional Travel Survey	\$176,000	\$0	\$0	\$44,000	<b>\$220,000</b>
<b>Grand Total Expenses</b>	<b>\$568,744</b>	<b>\$62,815</b>	<b>\$15,704</b>	<b>\$146,782</b>	<b>\$794,045</b>



## EXHIBIT 6

### LIST OF CURRENTLY UNFUNDED SPECIAL STUDIES AND CONTRACTS

This list is maintained in order to document identified planning needs for consideration in future UPWPs. The presence of a particular study on this list does not guarantee that the study will be funded.

Priority	Special Study or Contract	Description
1	<i>Regional Travel Survey</i>	A regional travel survey helps planners to understand travel behavior, and the results are used to calibrate the regional travel demand model. <i>(Provisionally programmed for 2021.)</i>
2	<i>Estimating the Net Environmental Impacts of Transportation Options</i>	More roadway capacity may improve traffic flow and reduce air pollution, but more impermeable surfaces may negatively impact water quality. Increasing land-use densities and mixing compatible uses may shorten trip lengths and fuel use, but may also increase congestion and travel times which increases fuel use. This study would seek to better understand such trade-offs and seek insight on the options or combination of options that minimizes the overall net environmental impact of transportation.
3	<i>Choosing to Commute: Estimating the Transportation Impacts of Long-Distance Commuters &amp; Understanding the Economics of Their Choice</i>	There are more jobs in the Saint Cloud metropolitan area than there are workers to fill those jobs. Many local businesses actively recruit workers from nearby communities, which puts more cars onto area roads, but the workers pay property taxes in other communities. Why don't they live here? Is it better to provide transportation capacity for those workers, or would it be more cost effective to entice them to move to the Saint Cloud metro area? What are the challenges and opportunities?
4	<i>Identification of Viable Cost-Assisted Transportation Options</i>	We know from the data and from public comments that many area families are financially stressed. This study would seek to identify viable options for providing low-cost or cost-assisted transportation options to help reduce the financial stress caused by transportation. For example, a buyers' assistance program for vehicle purchases, or subsidized vehicle maintenance program may be options to explore.
5	<i>Measuring the Impact of Ridesharing on Transportation</i>	Ridesharing services like Uber and Lyft are impacting surface transportation operations, but we do not have a clear picture as to how. This study would seek to better understand those impacts. For example, does ridesharing replace public transit use, or does it supplement it? Does it make not owning a vehicle a viable option for area residents? Does it increase or decrease vehicle-mile-traveled per year? What is the average trip-length of a rideshare trip?
6	<i>Bike Share Feasibility Study</i>	This project would examine local conditions in order to determine the viability of a bike-share program





## EXHIBIT 7

## TRENDS

In order to better provide context for this work plan, the following historical information is presented:

## JURISDICTIONAL ASSESSMENTS HISTORY 2015 – 2020

Jurisdiction	2015	2016	2017	2018	2019	2020
St. Cloud	\$53,637	\$53,834	\$34,845	\$43,100	\$45,794	\$46,165
St. Joseph	\$5,497	\$5,512	\$3,521	\$4,313	\$4,583	\$4,829
Sartell	\$13,136	\$13,729	\$8,946	\$11,252	\$11,956	\$12,326
Sauk Rapids	\$10,700	\$10,779	\$6,971	\$8,724	\$9,269	\$9,441
Waite Park	\$5,971	\$6,053	\$3,856	\$4,889	\$5,195	\$5,216
LeSauk Township	\$1,415	\$1,424	\$929	\$1,156	\$1,228	\$1,237
Benton County	\$4,366	\$4,379	\$2,844	\$3,508	\$3,728	\$3,717
Sherburne County	\$1,633	\$1,639	\$1,053	\$1,311	\$1,393	\$1,397
Stearns County	\$9,130	\$9,169	\$5,921	\$8,356	\$8,878	\$8,993
Metro Bus	\$3,000	\$3,000	\$1,852	\$2,000	\$3,500	\$3,500
St. Augusta	\$2,739	\$2,757	\$1,785	\$0	\$0	\$0
<b>Total</b>	<b>\$111,224</b>	<b>\$112,293</b>	<b>\$72,523</b>	<b>\$88,609</b>	<b>\$94,524</b>	<b>\$96,821</b>
% Change Year Over Year		+0.96%	-35.42%	+22.18%	+6.68%	+2.43%

## APO BUDGET HISTORY 2015 – 2020

Line Item	2015	2016	2017	2018	2019	2020
Staff Salaries and Benefits	\$362,481	\$471,475	\$476,443	\$458,175	\$428,075	\$385,250
Overhead	\$133,125	\$99,500	\$89,070	\$96,200	\$94,200	\$88,850
Consultant Studies	\$543,777	\$195,000	\$228,000	\$28,184	\$162,000	\$497,000
Sub-Total for CPG Eligible Expenses	\$1,039,383	\$765,975	\$793,513	\$582,559	\$634,275	\$971,100
Turch & Associates	\$42,000	\$45,000	\$48,000	\$48,000	\$48,000	\$48,000
Staff Time for Lobbying	\$3,000	\$8,861	\$6,106	\$7,375	\$7,200	\$6,700
Audit	N/A	N/A	N/A	\$7,500	\$7,750	\$8,000
Lobbying Travel	\$6,000	\$0	\$3,000	\$5,000	\$5,000	\$5,000
Sub-Total for Other	\$51,000	\$53,861	\$57,106	\$67,875	\$67,950	\$67,700
<b>Grand Total</b>	<b>\$1,090,383</b>	<b>\$819,836</b>	<b>\$850,619</b>	<b>\$650,434</b>	<b>\$752,225</b>	<b>\$1,038,800</b>



EXHIBIT 7

RESOLUTION AUTHORIZING THE FILING OF A FEDERAL CONSOLIDATED PLANNING  
GRANT FOR CALENDAR YEAR 2020

TO BE ADDED WHEN RESOLUTION IS SIGNED

DRAFT



EXHIBIT 8

RESOLUTION AUTHORIZING THE FILING OF A GRANT AGREEMENT WITH MNDOT FOR  
CALENDAR YEAR 2020

TO BE ADDED ONCE THE RESOLUTION IS SIGNED

DRAFT



EXHIBIT 9

RESOLUTION SELF-CERTIFYING **THE APO'S PROCUREMENT** PROCESS COMPLIANCE  
FOR CALENDAR YEAR 2020

TO BE ADDED ONCE THE RESOLUTION IS SIGNED

DRAFT