



*Saint Cloud*  
**Area Planning Organization**

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

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## **AGENDA**

Technical Advisory Committee

Thursday, February 2, 2017

Stearns County Highway Department

1. Consider Minutes of January 4, 2017
  - a. Suggested Motion: Approval
2. Consider Amendment to the Transportation Improvement Program (TIP)
  - a. Addition of Metro Bus Programs and Projects to FY 2017
  - b. Addition of Wacosa Bus Purchase to FY 2017 (Section 5310)
  - c. Addition of MnDOT Fiber Optic Cable extension
  - d. Suggested Motion: Recommend Approval of the TIP Amendment to the Executive Board
3. Continue Discussion of Possible Projects of Regional Importance for 2017
  - a. Review discussion from the January 12<sup>th</sup> Executive Board Meeting
  - b. Suggested Motion: Recommend list of projects in order of priority to the Executive Board
4. Discuss Long-Range Transportation Plan Development Schedule and Tasks
  - a. APO staff will present their plans for early public input
  - b. Suggested Motion: None, discussion item only
5. Other Business & Announcements
  - a. Regional Human Services Transportation Coordination Plan is being updated
  - b. APO staff is currently evaluating proposals for assistance to:
    - i. Identify important non-NHS freight corridors
    - ii. Distribute 2045 population projections to the TAZ level
    - iii. Develop annual performance measure report
  - c. Minnesota Transportation Conference is March 1 and 2 at the Saint Paul RiverCentre
    - i. More info at: <http://mntransportationconference.org/>
6. Adjournment

**St. Cloud Area Planning Organization**  
**TECHNICAL ADVISORY COMMITTEE MINUTES**  
**January 4, 2017**

A regular meeting of the St. Cloud Area Planning Organization's (APO) Technical Advisory Committee (TAC) was held on Wednesday, January 4, 2017 at 10:00AM at Stearns County Public Works. Mr. Joseph Mueller, Senior Transportation Planner presided with the following members present:

Mike Nielson	Sartell/WSB
Chris Byrd	Benton County
Jon Mason	MnDOT, Dist #3
Ben Anderson	Stearns County Parks
Jeff Miller	Stearns County
Brian Gibson	St. Cloud APO
Joseph Mueller	St. Cloud APO
Dorothy Sweet	St. Cloud APO

The TAC meeting was called to order at 10:07 a.m. Mr. Nielson motioned to approve the October 2016 TAC meeting minutes and the TAC agenda with one addition (TIP amendment). Mr. Byrd seconded the motion. Motion carried.

**PROJECTS OF REGIONAL IMPORTANCE LIST:**

Mr. Mueller announced the main focus of the meeting was to obtain input from a technical standpoint in the creation of a list of regional priorities. The priorities list will be used by the Board members to highlight the APO's transportation-related needs and priorities when they meet with congressional staff in Washington DC and St. Paul. The priorities list from 2015 was reviewed and included Expanding I-94, Transportation Funding Equity for Central MN, Connect Northstar Commuter Rail to St. Cloud, and position St. Cloud Regional Airport as a Regional Hub.

Mr. Mueller added several other possible projects for consideration: I-94 expansion, Northstar Rail Extension, Hwy 10 Pedestrian Safety, Continue the Lake Wobegon Trail, Increase passenger air transportation options, Illustrative projects from LRP, Bike Share, Additional Mississippi River Crossing, Sauk River Bridge to connect Industrial Park West to Division St, Improving truck movement on Hwy 15 through 2<sup>nd</sup> St, Division St, and 3<sup>rd</sup> intersections.

Mr. Miller stated that Stearns County is still interested in the CR 134 expansion from West Oaks to Pinecone Road and Sartell CSAH 133 alignment from 19<sup>th</sup> Avenue.

Mr. Nielson said Roberts Road is Sartell's #1 project, and the city wants to move it from the illustrative list to the west Metro corridor project and planning dollars for CR134 and CSAH 133. He felt Sartell should take another look at Roberts Road and review the cost. He thought it was more of a St. Cloud issue.

The TAC members discussed whether the list should be prioritized but decided to let the Board members prioritize the list.

The TAC members discussed several of the additional projects suggested by Mr. Mueller. After much discussion, the TAC members generally felt the airport issue was premature. They felt strongly about restoring funding equity, expanding I-94, Northstar and connecting the Lake Wobegon Trail. In addition, Roberts Road alignment, expansion of CR 134 to four lanes and CSAH 133 new alignment were also important.

**2017 TIP AMENDMENT:**

Mr. Mueller announced that he was just notified this morning (1-4-2017) that MnDOT awarded a FY 2017 Section 5310 Project to WACOSA on Nov. 18, 2016 for a replacement bus. MnDOT has directed the APO to review the award, and if the award is consistent with the transportation program goals and priorities in the APO planning area, that the APO amend the project into our FY 2017 TIP. Total cost: \$76,000, Federal Funds \$60,800, Local Funds \$15,200. The funds come from an Enhanced Mobility for Seniors and People with Disabilities program, and is not competing with any of our funds. Mr. Nielson motioned to add this to the TIP contingent upon review by the APO, and was seconded by Mr. Byrd. Motion carried to amend the TIP upon review by the APO. Concern was expressed about the late notices we have been receiving to amend our TIP.

**ADJOURNMENT:**

The TAC meeting was adjourned at 11:04 a.m.



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**TO:** Saint Cloud APO Technical Advisory Committee  
**FROM:** Joseph Mueller, Senior Transportation Planner  
**RE:** Amendment to the Transportation Improvement Program (TIP)  
**DATE:** January 27, 2017

The TIP is the document that programs Federal funding for surface transportation projects within the APO’s planning area. The TIP was approved by the Executive Board on July 14, 2016, but there have been three requested amendments:

1. Metro Bus is requesting the movement of several line items from FY 2016 to FY 2017. This change is necessary because of a delay that prevented the funds from being granted in FY 2016.
2. Wacosa has been awarded Section 5310 funds for the purchase of a bus in FY 2017.
3. MnDOT has an extended the length of a Fiber Optic cable laying project by 1.7 miles. Cost remains unchanged.

The proposed changes are summarized below:

Items to be added to FY 2017

Agency	Description	Total Funds	Federal Funds	Local Funds	Funding Source
Metro Bus	Preventative Maintenance	\$1,148,750	\$919,000	\$229,750	5307
Metro Bus	Office Equipment and Computers	\$25,000	\$20,000	\$5,000	5307
Metro Bus	Capital Maintenance Tools and Equipment	\$10,000	\$8,000	\$2,000	5307
Metro Bus	Capital Bus Shelter Amenities	\$25,000	\$20,000	\$5,000	5307
Metro Bus	Capital I.T.S. Project	\$25,000	\$20,000	\$5,000	5307
Metro Bus	Property Acquisition – 635 Franklin Ave NE	\$200,000	\$160,000	\$40,000	5307
Metro Bus	Capital Information Technology	\$425,000	\$340,000	\$85,000	5307
Metro Bus	Capital Transit Center Improvements	\$25,000	\$20,000	\$5,000	5307
Metro Bus	Purchase 2 small CNG buses	\$400,000	\$32,000	\$8,000	STP
Metro Bus	Purchase 1 small CNG bus	\$200,000	\$160,000	\$4,000	STP
Wacosa	Purchase 1 <30 ft. replacement bus	\$76,000	\$60,800	\$15,200	5310

The following projects are pre-existing, but with scope of work changes. Cost remains unchanged.

MnDOT	**ITS** MN 15, FROM .4 MILES SOUTH OF 33RD ST INTERCHANGE BRIDGE TO THE SOUTH MN 23 JCT 12TH STREET N IN ST. CLOUD, INSTALL FIBER OPTIC CABLE	\$150,000	\$120,000	\$30,000	STP
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Per Federal requirements, the APO has confirmed that fiscal constraint is maintained. Metrobus was already preapproved for the money but was told to shift the projects to 2017 from 2016. Wacosa demonstrated financial capability within its application for the 5310 funds. MnDOT continues to be fiscally sound regarding its projects; and there is no cost change for their project. The funds are coming from the FTA (Metrobus, Wacosa) and from the State of Minnesota (MnDOT).

APO staff supports a TAC approval recommendation to the Executive Board.



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**TO:** Saint Cloud APO Technical Advisory Committee  
**FROM:** Joseph Mueller, Senior Transportation Planner  
**RE:** Continue Discussion of Possible Projects of Regional Importance for 2017  
**DATE:** January 27, 2017

At the TAC's January 4 meeting, we began a discussion of possible projects of regional importance which the Executive Board would use to solicit additional transportation funds for the area.

APO staff took your comments to the Executive Board on January 12. The Board also had its own discussion about project priorities, and they requested that APO staff again engage the TAC for its advice and recommendations. The Board really does want to hear your opinions and expertise to be used as guidance for future projects and development of our communities.

The ideas and projects discussed by the Board included:

- Expanding I-94 to six lanes from Saint Michael to Saint Cloud appears to be the top priority.
- Addressing the funding equity issue for Central Minnesota and restoring funds "lost" when the distribution formula was rewritten is also important.
- Connecting the Northstar Rail corridor to Saint Cloud has support.
- Positioning the Saint Cloud airport as a regional air hub should stay on the list because we do not know from which funding source we may get funding, so the Board felt it was worthwhile to have an "air" project in case FAA funds are available.
- They asked if there is a current or expected need for another I-94 Interchange.
- There was a suggestion for expanding rail freight (i.e., BNSF) service to the region.
- They asked APO staff to approach Metro Bus for any suggestions.
  - Executive Director Gibson met with Metro Bus Director Daniel, but Metro Bus does not have any regional needs this year.
- They agreed that continuing the Lake Wobegon Trail through the metro area is important, but felt that it could be eventually funded through available funding sources.
- They discussed electronic parking meters, but felt that it was not really a regional need since Saint Cloud is the only city with parking meters.
- They discussed another Mississippi River bridge crossing, but felt that need was too far in the future to be of use this year.

When a final slate of projects is selected, APO staff will prepare a briefing booklet to be given to members of Congress. Rather than simply stating the final vision, such as, "Expanding I-94 to six lanes" we would like to refine the request to something achievable in the short-term and something for which we can provide a realistic cost estimate, such as, "Complete a planning study for the expansion of I-94 to six lanes, for \$X." To that end, APO staff would also like to discuss with you the next task or need for each of the projects so that we can prepare an achievable request.

**ST. CLOUD AREA PLANNING ORGANIZATION  
EXECUTIVE BOARD MINUTES  
January 12, 2017**

The St. Cloud Area Planning Organization's Executive Board was held on Thursday, January 12, 2017, at 5:00 p.m. at the St. Cloud APO. Vice-Chair Councilmember Jeff Goerger presided with the following Members present:

Councilmember Jeff Goerger	City of St. Cloud
Councilmember John Libert	City of St. Cloud
Mayor Rick Schultz	City of St. Joseph
Councilmember Pat Lynch (Alt)	City of Sartell
Mayor Bob Kroll	City of St. Augusta
Commissioner Joe Perske	Stearns County
Commissioner Ewald Petersen	Sherburne County
Township Supervisor Jeff Westerlund	LeSauk Township

Also Present:

Brian Gibson	Exec Director, St. Cloud APO
Joseph Mueller	St. Cloud APO
Dorothy Sweet	St. Cloud APO
Stacy Morse	Congressman Emmer's Office

**APPROVAL OF AGENDA:**

Commissioner E. Petersen motioned to approve the agenda, and Councilmember Libert seconded the motion. Motion carried.

**CONSIDERATION OF MINUTES OF NOVEMBER 10, 2016 MEETING:**

Councilmember Libert motioned to approve the November 10, 2016 meeting minutes, and Mayor Kroll seconded the motion. Motion carried.

**CONSIDERTION OF BILLS:**

Mayor Kroll motioned to approve the bills, and Commissioner Petersen seconded the motion. Motion carried.

**ELECTION OF OFFICERS TO SERVE REMAINDER OF TERM (UNTIL MAY 2017):**

Mr. Gibson noted that two board officers were not re-elected in their communities which created two openings on the Executive Board. Mayor Kroll suggested the remaining two officers advance to the Chair and Vice-Chair positions and nominating two new officers for the remaining two offices.

**Mayor Kroll motioned and Councilmember Libert seconded to move Councilmember Goerger to the Chair position. Motion carried. Councilmember Libert motioned and Mayor Schultz seconded to move Mayor Kroll to the Vice-Chair position. Motion carried. Mayor Kroll motioned and Supervisor Westerlund seconded to nominate Councilmember Libert to the Secretary position. Motion carried. Mayor Kroll motioned and Commissioner Perske seconded to nominate Mayor Miller to the Treasurer position. Motion carried.**

**CONSIDER ANNUAL RESOLUTIONS:**

Mr. Gibson announced that three resolutions need to be renewed and reapproved on a yearly basis.

*Resolution 2017-01: Establishment of CY 2017 Investment Procedures:* This resolution establishes investment procedures and preferred financial institutions and brokerage firms and remains unchanged from 2016.

**Commissioner Petersen motioned to approve Resolution 2017-01, and Mayor Kroll seconded the motion. Motion carried.**

*Resolution 2017-02: Delegation of Authority for Paying Certain Claims:* This resolution delegates the authority for certain claims to be paid via autopay. Stearns Electric was added to the previous list.

**Mayor Schultz motioned to approve Resolution 2017-02, and Councilmember Libert seconded the motion. Motion carried.**

*Resolution 2017-03: Designation of Official Newspaper:* The St. Cloud Times is the only legal newspaper meeting the circulation qualification for the APO planning area.

**Mayor Schultz motioned and Commissioner Petersen seconded to approve Resolution 2017-03 designating the St. Cloud Times as the Official Newspaper. Motion carried.**

### **CONSIDERATION OF PRIORITIES FOR 2017:**

Mr. Gibson presented that 2015 list of regional priorities for review and possible updating in anticipation of the APO's annual trip to Washington DC in the Spring. Board members were encouraged to consider the priorities and other unmet regional transportation needs.

The 2015 priorities included:

- Expand I-94 Corridor to six-lanes from Rogers to Saint Cloud;
- Restore Federal transportation funding for the central Minnesota to reduce inequities;
- Connect the Northstar Commuter Rail to Saint Cloud from Big Lake
- Position the Saint Cloud Regional Airport as a regional air hub

During the development of the current Long-Range Transportation Plan (LRTP), the following issues were raised as needs, but were not addressed in the LRTP:

- Continuing the Lake Wobegon Trail eastward through the metro region
- Installing electronic parking meters
- Developing a bike share program for downtown, SCSU, and trailheads
- Building an additional Mississippi River crossing
- Building a Sauk River Bridge to connect Industrial Park West to Division Street
- Improving truck movement on TH15 through 2nd Street, Division Street, and 3rd Street intersections
- Any of the Illustrative projects shown on the last page of this memo

The TAC committee discussed these priorities and issues last week but did not take any official action. The TAC members generally felt the airport issue was premature. They felt strongly about restoring funding equity, expanding I-94, Northstar and connecting the Lake Wobegon Trail. In addition, Roberts Road alignment, expansion of CR 134 to four lanes and CSAH 133 new alignment were also important.

The Executive Board raised questions about and discussed several priorities including electronic parking meters, BSNF, ridership between St. Cloud and big Lake, President Elect Trump's support of infrastructure, expanding I-94, airport study, Highway 10, beltway and river crossing/bridge connecting

Industrial Park West to Division Street. The general consensus was to keep four issues on the list of priorities.

**Because very few engineers were present at the TAC meeting, Councilmember Libert motioned and Mayor Schultz seconded to wait until next month to finalize the priority list so that more TAC committee members and engineers could be involved in discussing and creating the priorities list.**

**Ms. Morse from Congressman Emmer's office stressed the importance of having two top priorities emphasized and highlighted on the priorities list.**

#### **PRESENTATION OF DRAFT ADA SELF-EVALUATION:**

Mr. Gibson reviewed the Federal Highway Administration's recent request for all Minnesota MPOs to identify ADA barriers and opportunities for improvement within the organization and its processes. The goal is to have all MPOs self-certify for ADA compliance for the 2019-2022 Transportation Improvement Program submittal. Mr. Gibson recently reviewed the ADA requirements, completed a physical premises check of the APO building and summarized the process and results for the board. Possible changes to be considered may include expanding the Personnel policy, making reference to or append information to the Public Participation Plan, requiring an auxiliary services request statement on all public meeting notices, identifying specifics to provide auxiliary services, establishing procedures for investigation and resolving complaints alleging disability discrimination by members of the public, holding public input meetings near a fixed route bus stop, upgrading garage space, lowering urinal and flush control, ensuring office supplies and other storage are accessible, and implementing short and long range improvements to the APO website. Mr. Gibson requested the board's approval to release the draft document for public review and comment. Funding is available to implement the upgrades for ADA compliance

**Mayor Schultz motioned and Councilmember Libert seconded to approve the release of the draft ADA document for public review. Motion carried.**

#### **PRESENTATION OF PROCUREMENT POLICIES UPDATE:**

Mr. Gibson stated that four Requests for Proposals (RFPs) were sent out in 2016. He noted that the federal requirements were recently updated and that the APO's policies did not reflect all of the new requirements, but the updated version will contain the required Federal clauses. In the event of an inconsistency in policy between state and federal requirements, the more restrictive version will be followed. In the event of a direct conflict in policy between state and federal requirements, the federal requirements would be followed. Changes to the policy will also include that the Executive Director may authorize up to \$1500 in expenditures, the Chair can authorize up to \$10,000, board approval required over \$10,000 and APO personnel may accept gifts up to \$25 in value per year. Mr. Gibson requested review and feedback. The policy will be finalized and approval will be sought at the February Executive and Policy Board meetings.

#### **PRESENTATION OF CHANGES IN FEDERAL RULES FOR MPOs:**

Mr. Gibson announced that the US Department of Transportation finalized a rule change for MPOs in mid-December 2016. The goal of this is to better align the planning regulations with statutory provisions concerning the establishment of metropolitan planning area (MPA) boundaries and the designation of MPOs.

The rule does two main things:

1. The rule clarifies that an MPA must include an entire urbanized area (UZA) and the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPOs may need to adjust their boundaries, consider mergers, or, if there

are multiple MPOs designated within a single MPA, coordinate with the other MPOs to create unified planning products for the MPA. Specifically, the rule requires MPOs within the same MPA to develop a single metropolitan transportation plan (MTP), a single transportation improvement program (TIP), and a jointly established set of performance targets for the MPA.

2. The rule requires MPOs to work with State DOTs to develop a dispute resolution process.

Because the St. Cloud APO has a good working relationship with MnDOT, no problems are anticipated meeting the requirements of Rule #2. In the long term, if there is an urbanized area (UZA) being served by multiple MPOs, the MPOs must either merge or defend the continued separation to the USDOT.

No MPOs in Minnesota are directly affected by the first point, but the APO planning boundary and the Met Council planning boundary are currently separated by approximately 25 miles. The Met Council's current planning boundary includes Albertville. By 2020, it may include Monticello, which would narrow the separation to only about 16 miles. At some point, it seems likely that the APO's planning boundary and the Met Council's planning boundary will touch, at which point, the MPOs will need to begin merger discussions or prepare to defend continued separation.

**OTHER:**

Mr. Gibson announced the Stearns County Open House to Discuss Roadway System and their ADA Transition Plan on January 24 from 5-7 p.m. at the Stearns County West Side Service Center, Room 121 B/C/D.

Councilmember Libert announced that he is co-chair of the Governor's Fishing Opener, a three day event on the Mississippi River. Contact Mr. Libert if you would like access. Hosts with boats are needed.

**ADJOURNMENT:**

The meeting was adjourned at 5:50 p.m.



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**TO:** Saint Cloud APO Technical Advisory Committee  
**FROM:** Joseph Mueller, Senior Transportation Planner  
**RE:** Long-Range Transportation Plan (LRTP) Development Schedule and Tasks  
**DATE:** January 27, 2017

Pursuant to our Federal requirements, APO staff is beginning the process of updating the regional LRTP with a new horizon year of 2045. An overview of the project schedule so far includes:

- March – May, 2017
  - Early Public Input opportunities
- May-July, 2017
  - Goal and Objective setting
- May-Sept, 2017
  - Landuse inventory
- Oct-Dec, 2017
  - Roadway congestion analysis
- Dec-Feb, 2018
  - Performance Measure identification/analysis
- Dec-Feb, 2018
  - Financial analysis
- Roadway Project identification
  - Feb-May 2018
- Environmental Justice analysis
  - Jan – Mar, 2019

*\*Timeline is subject to change.*

As part of the early public input process, the APO will be placing ads in city newsletters directing the reader to our website for a brief survey on existing conditions and any issues or problems they can identify. In addition, we will be holding a series of public input open-house style events at which residents can stop by at their convenience to provide their input to APO staff. This is the schedule of events we have so far:

- March 16<sup>th</sup>, from 10:30 am until 7:30 pm at the Array Community Room in the Great River Library, 1300 West Saint Germaine Street, Saint Cloud;
- Metro Bus has given us permission to hold an event in the transit center, date to be determined;
- We are in discussions with the City of Sartell to find a location and date
- We would like to hold an event in Saint Joseph, location and date yet to be determined
- Any other suggestions for locations?