



Saint Cloud

Area Planning Organization

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

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APO Executive Board Meeting
Thursday, January 18, 2018 - 5:00 p.m.
Great River Regional Library, 1300 W. St. Germain St., St. Cloud

1. Approval of Agenda
2. Public Comment Period
3. Consideration of Consent Agenda Items (*Attachments A - J*)
 - a. Minutes of September 14, 2017 Meeting (*Attachment A*)
 - b. Bills List (*Attachment B*)
 - c. Annual Resolutions
 - i. Investment Procedures (*Attachment C1*)
 - ii. Payment of Claims (*Attachment C2*)
 - iii. Official Newspaper (*Attachment C3*)
 - d. Acceptance of Saint Joseph CSAH 75 Pedestrian Crossing Study (*Attachments D1 and D2*)
 - e. Approval of Wacosa Service Agreement for 2018 (*Attachments E1 and E2*)
 - f. Approve Highway 23 Coalition Letter of Support and Resolution (*Attachments F1, F2 and F3*)
 - g. Approve Hosting Minnesota MPO Summer Conference (*Attachment G*)
 - h. Approval of Transportation Improvement Program Modification (*Attachment H*)
 - i. Accept Information Regarding BNSF Rail Abandonment in St. Cloud (*Attachment I*)
 - j. Declaration of Gift (*Attachment J*)
4. Consideration of Priorities for 2018 (*Attachments K1 and K2*)
 - a. Requested Action: Discussion and Approval if ready to do so
5. Consideration of 2018 UPWP Amendment (*Attachment L1 and L2*)
 - a. Requested Action: Approval
6. Consideration of Regional Safety Performance Targets (*Attachments M1, M2 and M3*)
 - a. Requested Action: Accept Regional Targets
7. Consideration of Stakeholder Engagement Plan (*Attachments N1 and N2*)
 - a. Requested Action: None; information only
8. Discussion on Ring Road Concept (*Attachment O*)
 - a. Requested Action: None; discussion only
9. Other Business & Announcements
10. Adjournment

St. Cloud APO meeting facilities will be accessible to mobility impaired individuals. If translation or interpretative services are required, the St. Cloud APO will make a good faith effort to accommodate these requests if time and resources permit. Please contact Dorothy Sweet at the St. Cloud APO 320-252-7568 at least three days in advance of the meeting if these special accommodations are required.

**Saint Cloud Area Planning Organization
EXECUTIVE BOARD COMMITTEE MINUTES
September 14, 2017**

A regular meeting of the Saint Cloud Area Planning Organization's (APO) Executive Board Meeting was held on Thursday, September 14, 2017 in the Array Room of the Great River Regional Library in Saint Cloud. In the absence of the APO Chair, Vice-Chair Jeff Westerlund presided with the following members present:

Mayor Dave Kleis	Saint Cloud
Councilmember John Libert	Saint Cloud
Councilmember Nick Sauer	Sauk Rapids
Mayor Rick Schultz	Saint Joseph
Township Supervisor Jeff Westerlund	LeSauk Township
Commissioner Joe Perske	Stearns County

Also Present:

Brian Gibson	Executive Director, APO
Stacy Morse	Congressman Emmer's Office
Vicki Ikeogu	APO
Alex McKenzie	APO
Dorothy Sweet	APO

APPROVAL OF AGENDA:

Mayor Schultz motioned and Councilmember Libert seconded to approve the Agenda. Motion carried.

CONSIDERATION OF MINUTES OF AUGUST 10, 2017 MEETING:

Councilmember Sauer motioned and Mayor Schultz seconded the motion to approve the August 10, 2017 Executive Board Meeting minutes. Motion carried.

CONSIDERATION OF THE BILLS:

Councilmember Libert motioned and Councilmember Sauer seconded to approve the Bills. Motion carried.

CONSIDER 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) UPDATE:

In the absence of the Senior Planner, Joseph Mueller, Mr. Gibson updated the members. The TIP is updated every year and as part of that process, we request public comments. No comments were received other than some changes in wording from MnDOT. The TAC reviewed the TIP Update and recommended approval by the Executive Board.

Mayor Schultz motioned and Mayor Kleis seconded the motion to approve. Motion carried.

CONSIDER MnDOT MEMORANDUM OF UNDERSTANDING (MOU) REGARDING PERFORMANCE TARGET SETTING:

Mr. Gibson restated that the APO is transitioning to performance based planning and programming and therefore must establish performance measures and set performance targets. USDOT has established a set of national performance measures. Each state sets its own targets for those measures. Each MPO must decide to either use their state's targets or set their own targets. MnDOT's MOU regarding how targets are to be set was included in the agenda packet. Metro Bus Director, Ryan Daniel, has indicated his agreement with the MOU.

Mayor Kleis motioned and Councilmember Sauer seconded to approve and accept MnDOT's MOU regarding performance targets. Motion carried. Mr. Gibson will obtain the required signatures on the MOU and return it to MnDOT.

CONSIDER 2017 UNIFIED PLANNING WORK PROGRAM (UPWP) ADMINISTRATIVE MODIFICATION TO ADDRESS MATCH REQUIREMENTS AND INCLUDE EQUIPMENT BUDGET:

Mr. Gibson reported that APO operations are funded by local funds, a State Grant and a Federal Grant. Matching funds designated for one grant cannot be used for the other. With Mr. Gibson's arrival at the APO last July, the 2017 UPWP was considered "behind schedule" and he had to rush to complete it for September approval by MnDOT. Because of Mr. Gibson's late start date and the rush to complete the UPWP, local match requirements were miscalculated and the APO will be \$15,700 short of our local match requirement.

At this time new traffic counters are needed since their software is no longer compatible with our computers. We also have a need for some new computers. Mr. Gibson proposed the addition of an Equipment line-item to our 2017 overhead budget for the purpose of purchasing new traffic counting equipment, computers, accessories, and other miscellaneous equipment using 100% local funds for an amount not to exceed \$16,000. The purchase will meet the local match requirements for the APO's grants. The funds would be deducted from the APO's saving account, which has a current balance of \$125,126, so no additional funds from the member jurisdictions would be required. Mr. Gibson also noted that the traffic counting equipment is common property and can be used by any of the member jurisdictions.

Councilmember Libert motioned to approve the addition to the 2017 UPWP of an Equipment line-item not to exceed \$16,000, which would be taken from the APO's savings account, and the approval of the purchase of traffic counting equipment, computers, accessories and other miscellaneous equipment. Councilmember Sauer seconded the motion. Motion carried.

CONSIDER 18-MONTH EXTENSION OF ACCOUNTING CONTRACT:

Mr. Gibson stated that the APO's contract with our accountant, Your CFO, Inc.,

based in Fargo, ND, will be expiring at the end of December, 2017. The contract allows for extensions of up to two additional years. The accountant is interested in extending the contract for 18 additional months with the recommendation that we do not bring a new accountant on-board in January because this puts the new accountant in a position of needing to work with the auditor in the audit of a fiscal year during which the accountant did not work for the APO. The 2018 salary would not exceed \$17,835, and the salary for the first six months of 2019 would not exceed \$9,140. Mr. Gibson reviewed the details and terms of the two firms that initially applied. Mayor Kleis expressed his concern, and several members agreed, that the APO's accounting services are not being provided locally. He also raised the possibility of the APO cities or county accountants providing these services for the APO. Councilmember Libert suggested extending the contract for only six months. Mayor Kleis suggested that we find out if a six month extension is acceptable with the accountant, and if not, then accept the 18 month extension.

Councilmember Sauer motioned to approve a six month extension contract with Your CFO, Inc., but if the accountant refused, then the contract could be extended to 18 months. Mayor Schultz seconded the motion and stated that the final decision would be left up to the Executive Director. Motion carried.

CONSIDER COOPERATIVE PURCHASING AGREEMENT:

Mr. Gibson reported that as a recipient of Federal funds, the APO is encouraged to enter into cooperative purchasing agreements. The Minnesota Office of State Procurement has a Cooperative Purchasing Venture (CPV) which allows us and other government bodies to join free-of-charge. Joining this CPV does not obligate the APO to purchase under the State contracts. The APO retains the freedom to follow our established procurement rules for any purchase. This agreement would give the APO another option for purchasing items.

Mayor Schultz motioned to approve entering into this Cooperative Purchasing Agreement, and Mayor Kleis seconded the motion. Motion carried.

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Gibson reported that he attended a public meeting last week for a MnDOT effort to try to establish a second daily train from Minneapolis to Chicago, hopefully by 2022.

Mr. Gibson mentioned that we are scheduled for an Executive Board meeting on Oct. 12 and a Policy Board meeting two weeks later on October 26. **Mayor Kleis motioned to cancel the October 12 Executive Board Meeting. Mayor Schultz seconded the motion. Motion carried. The APO staff will cancel the Library room reservation and will send out a notice to the Executive Board members about the cancellation.**

ADJOURNMENT:

Councilmember Sauer motioned to adjourn the meeting, and Mayor Kleis seconded the motion. Motion carried. The meeting was adjourned at 5:29 p.m.

PROPOSED January 2018 DISBURSEMENTS
 prepared 01/07/2018

Attachment B
Agenda Item #3 f

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Direct Dep.	Net Payroll (including insurance reimbursement)	01/12/2018 Payroll Paid	Payroll	\$ 8,046.02
Electronic	Social Security, Medicare & Federal Tax PAID	01/12/2018 Payroll Paid	Payroll	\$ 3,427.27
Electronic	MN Department of Revenue-Withholding PAID	01/12/2018 Payroll Paid	Payroll	\$ 602.07
Electronic	PERA	01/12/2018 Payroll Paid	Payroll	\$ 1,792.24
Electronic	Great West Annuity	01/12/2018 Payroll Paid	Payroll	\$ 229.23
Electronic	Minnesota State Retirement System	01/12/2018 Payroll Paid	Payroll	\$ 116.59
Electronic	Select Account (H.S.A.)	01/12/2018 Payroll Paid	Payroll	\$ 250.64
Direct Dep.	Net Payroll (including insurance reimbursement)	01/26/2018 Payroll Paid	Payroll	\$ 8,046.02
Electronic	Social Security, Medicare & Federal Tax PAID	01/26/2018 Payroll Paid	Payroll	\$ 3,427.27
Electronic	MN Department of Revenue-Withholding PAID	01/26/2018 Payroll Paid	Payroll	\$ 602.07
Electronic	PERA	01/26/2018 Payroll Paid	Payroll	\$ 1,792.24
Electronic	Great West Annuity	01/26/2018 Payroll Paid	Payroll	\$ 229.23
Electronic	Minnesota State Retirement System	01/26/2018 Payroll Paid	Payroll	\$ 116.59
Electronic	Select Account (H.S.A.)	01/26/2018 Payroll Paid	Payroll	\$ 250.64
Check	Association of Metropolitan Planning Orgs	Membership - Year 2018	Subscriptions and Dues	\$ 663.73
Electronic	BCBS of MN	Employee Health Insurance	Payroll	\$ 3,574.81
Check	City of St Cloud - Water/Sewer - estimate	Utilities - water / sewer	Utilities	\$ 50.00
Check	Cloudnet	Internet Service	Utilities	\$ 25.00
Check	David Turch & Associates	Lobbying Services	Lobbying	\$ 8,000.00
Check	Delta Dental	Employee dental insurance	Payroll	\$ 278.65
Direct Dep.	Dorothy Sweet	Expense Reimb - mileage	Travel / Office Supplies	\$ 5.35
Direct Dep.	Doug Diedrichsen	Expense Reimb - mileage	Travel	\$ 22.35
Credit Card	Google Inc	G Suite Basic - Commitment	Utilities	\$ 25.00
Direct Dep.	Vicki Ikeogu	Expense Reimb - mileage	Travel	\$ 33.94
Direct Dep.	Joseph Mueller	Expense Reimb - mileage & Office Supplies	Travel / Office Supplies	\$ 12.79
Electronic	Liberty Bank Credit Card	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 2,076.10
Electronic	Marco NW 7128	Copier Lease	Copy Machine	\$ 566.32
Check	Premium Water Inc - estimate	office drinking water	Utilities	\$ 35.65
Check	Principal Financial	Employee disability insurance	Payroll	\$ 293.73
Check	Schroden's Inc.	Snow Removal	Maintenance	\$ 120.00
Check	Spectrum Business (Charter) - estimate	Internet Service	Utilities	\$ 271.80
Check	SRF Consulting Group Inc	September Work - Received 12/22/17	General Regional Trans Planning Assistance	\$ 15,432.26
Electronic	Stearns Electric Association - estimate	Utilities - electric	Utilities	\$ 250.00
Check	Times Media - estimate	Public Postings	Printing/Publishing	\$ 200.00
Check	WACOSA	Office Cleaning Services	Maintenance	\$ 111.16
Check	West Central Sanitation Inc	Utility - garbage	Utilities	\$ 29.83
Electronic	Xcel Energy - estimate	Utilities - gas	Utilities	\$ 200.00
Check	Your CFO Inc	January 2018 accounting services	Accounting Services	\$ 1,450.00
	TOTAL			\$ 62,656.59

Approved December 2017 Disbursements

Prepared 01/087/2018

Method of Payment	Date	Memo and Vendor Name	What Check is for	Amount Paid
Direct Dep.	Net Payroll	(including insurance reimbursemen	12/15/2017 Payroll Paid	8,202.06
Electronic	Social Security, Medicare & Federal Tax PAI		12/15/2017 Payroll Paid	3,433.65
Electronic	MN Department of Revenue-Withholding PAI		12/15/2017 Payroll Paid	603.53
Electronic	PERA		12/15/2017 Payroll Paid	1,792.24
Electronic	Great West Annuity		12/15/2017 Payroll Paid	229.23
Electronic	Minnesota State Retirement System		12/15/2017 Payroll Paid	117.17
Electronic	Select Account (H.S.A.)		12/15/2017 Payroll Paid	250.64
Direct Dep.	Net Payroll	(including insurance reimbursemen	12/29/2017 Payroll Paid	8,046.02
Electronic	Social Security, Medicare & Federal Tax PAI		12/29/2017 Payroll Paid	3,426.67
Electronic	MN Department of Revenue-Withholding PAI		12/29/2017 Payroll Paid	602.67
Electronic	PERA		12/29/2017 Payroll Paid	1,789.29
Electronic	Great West Annuity		12/29/2017 Payroll Paid	229.23
Electronic	Minnesota State Retirement System		12/29/2017 Payroll Paid	117.17
Electronic	Select Account (H.S.A.)		12/29/2017 Payroll Paid	250.64
BCBS of MN				
Check	12/02/2017		6600.5 · Health/Dental/Life Insurance	5,000.59
Brad Golden				
Bill Pmt -Check	12/19/2017		IT Services	750.00
Cloudnet				
Bill Pmt -Check	12/19/2017		6603.1 · Telephone	25.00
David Turch & Associates				
Bill Pmt -Check	12/19/2017		902.10 · Washington Lobbyist	8,000.00
Delta Dental				
Check	12/01/2017		6600.5 · Health/Dental/Life Insurance	278.65
Google Inc.				
Credit Card Charge	12/01/2017		6603.1 · Telephone	25.00
Credit Card Charge	12/31/2017		6603.1 · Telephone	25.00
Greater St Cloud Dev Corp				
Bill Pmt -Check	12/19/2017		Membership Dues	500.00
Liberty Savings Bank				
Check	12/11/2017		VISA 2733	329.64
Check	12/29/2017		Safe Deposit Box Annual Fee	35.00
Marco NW 7128				
Check	12/02/2017		6608 · Copy Machine	566.32
Neopost USA, Inc.				
Bill Pmt -Check	12/05/2017		2000 · Accounts Payable	55.50
Premium Waters, Inc.				
Bill Pmt -Check	12/19/2017		2000 · Accounts Payable	52.18
Principal Mutual Life Insurance				
Bill Pmt -Check	12/19/2017		6600.5 · Health/Dental/Life Insurance	293.73
Schroden's Inc.				
Bill Pmt -Check	12/19/2017		6606.2 · Maintenance - snow removal	120.00
SRF Consulting Group, Inc.				
Bill Pmt -Check	12/20/2017		6622.12 · Gen Reg Trans Planning Assistan	15,395.42
Stearns Electric Association				

Method of Payment	Date	Memo and Vendor Name	What Check is for	Amount Paid
Bill Pmt -Check	12/25/2017		Utilities	166.84
		Sunset Mowing, LLC		
Bill Pmt -Check	12/19/2017		Lawn Care Services	150.00
		Xcel Energy		
Bill Pmt -Check	12/06/2017	WACOSA	6606 · Utilities and Maintenance	67.47
Bill Pmt -Check	11/28/2017		6606 · Utilities and Maintenance	115.16
		West Central Sanitation, Inc		
Bill Pmt -Check	11/14/2017		6606 · Utilities and Maintenance	29.96
		Xcel Energy		
Bill Pmt -Check	11/02/2017		6606 · Utilities and Maintenance	55.30
		Your CFO Inc		
Bill Pmt -Check	11/06/2017	October 2017	6602 · Accounting & Audit Services	1,450.00
Bill Pmt -Check	11/24/2017	November 2017	6602 · Accounting & Audit Services	1,450.00
				<u>64,026.97</u>

LIBERTY BANK DEPOSITS

	Deposit Date	Amount
NeoPost	5-Dec	55.50
City of St. Joseph	11-Dec	7,342.70
MN DOT Grant	13-Dec	36,388.61
David Then COBRA	18-Dec	1,772.82
Liberty Bank - Interest Earned	31-Dec	19.74
		<u>45,579.37</u>

Approved November 2017 Disbursements

Prepared 12/12/2017

Method of Payment	Date	Memo and Vendor Name	What Check is for	Amount Paid
Direct Dep.		Net Payroll (including insurance reimbursen	11/03/2017 Payroll Paid	8,090.71
Electronic		Social Security, Medicare & Federal Tax PA	11/03/2017 Payroll Paid	3,400.40
Electronic		MN Department of Revenue-Withholding PA	11/03/2017 Payroll Paid	597.33
Electronic		PERA	11/03/2017 Payroll Paid	1,776.79
Electronic		Great West Annuity	11/03/2017 Payroll Paid	229.23
Electronic		Minnesota State Retirement System	11/03/2017 Payroll Paid	116.59
Electronic		Select Account (H.S.A.)	11/03/2017 Payroll Paid	1,750.64
Direct Dep.		Net Payroll (including insurance reimbursen	11/17/2017 Payroll Paid	7,982.39
Electronic		Social Security, Medicare & Federal Tax PA	11/17/2017 Payroll Paid	3,317.99
Electronic		MN Department of Revenue-Withholding PA	11/17/2017 Payroll Paid	582.78
Electronic		PERA	11/17/2017 Payroll Paid	1,738.71
Electronic		Great West Annuity	11/17/2017 Payroll Paid	229.23
Electronic		Minnesota State Retirement System	11/17/2017 Payroll Paid	116.59
Electronic		Select Account (H.S.A.)	11/17/2017 Payroll Paid	250.64
Direct Dep.		Net Payroll (including insurance reimbursen	11/30/2017 Payroll Paid	7,842.07
Electronic		Social Security, Medicare & Federal Tax PA	11/30/2017 Payroll Paid	3,332.97
Electronic		MN Department of Revenue-Withholding PA	11/30/2017 Payroll Paid	585.41
Electronic		PERA	11/30/2017 Payroll Paid	1,745.60
Electronic		Great West Annuity	11/30/2017 Payroll Paid	229.23
Electronic		Minnesota State Retirement System	11/30/2017 Payroll Paid	116.59
Electronic		Select Account (H.S.A.)	11/30/2017 Payroll Paid	250.64

Amazon Market Place

Credit Card Charge	11/01/2017		902.2 · Office Expenses	9.64
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BCBS of MN

Check	11/02/2017		6600.5 · Health/Dental/Life Insurance	5,000.59
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Beacon / QPublic.net

Credit Card Charge	11/25/2017		6609 · Software & IT	30.00
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Brad Golden

Bill	11/22/2017		6609 · Software & IT	750.00
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City of St. Cloud - Water/Sewer

Bill Pmt -Check	11/14/2017		2000 · Accounts Payable	158.58
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Cloudnet

Bill Pmt -Check	11/14/2017		2000 · Accounts Payable	25.00
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CountingCars.Com

Credit Card Charge	11/28/2017		902.11 · Traffic Counting Equipment	1,729.70
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Delta Dental

Check	11/01/2017		6600.5 · Health/Dental/Life Insurance	278.65
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Design Electrical Contractor Inc.

Bill Pmt -Check	11/14/2017		6606 · Utilities and Maintenance	94.50
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Google Inc.

Credit Card Charge	11/01/2017		6603.1 · Telephone	25.00
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Institute of Transportation Engineers

Credit Card Charge	11/03/2017		6618 · Professional Development	295.00
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Liberty Savings Bank

Check	11/13/2017		VISA 2733	5,014.94
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Method of Payment	Date	Memo and Vendor Name	What Check is for	Amount Paid
		Marco NW 7128		
Check	11/02/2017		6608 · Copy Machine	566.32
		Neopost USA, Inc.		
Bill Pmt -Check	11/14/2017		6603 · Communications	55.50
		Premium Waters, Inc.		
Bill Pmt -Check	11/14/2017		6601 · Office Supplies	35.65
		Principal Mutual Life Insurance		
Bill Pmt -Check	11/04/2017		6600 · Employee Benefits	293.73
		Quill.com		
Credit Card Charge	11/21/2017		6601 · Office Supplies	63.47
Check	11/30/2017		6601 · Office Supplies	250.64
		Spectrum Business (Charter)		
Bill Pmt -Check	11/04/2017		6603 · Communications	271.80
Bill Pmt -Check	11/29/2017		6603 · Communications	273.79
		SRF Consulting Group, Inc.		
Bill Pmt -Check	11/14/2017		6622 · CPG Passthrough Expense	10,429.08
		St. Cloud Area Chamber of Commerce		
Credit Card Charge	11/14/2017		6610 · Dues & Subscriptions	195.00
		Stearns Electric Association		
Bill Pmt -Check	11/25/2017		6606 · Utilities and Maintenance	163.45
		Sunset Mowing, LLC		
Bill Pmt -Check	11/14/2017		6606 · Utilities and Maintenance	105.00
		Target Store		
Credit Card Charge	11/21/2017		6601 · Office Supplies	13.85
		Times Media		
Bill Pmt -Check	11/14/2017		6605 · Printing & Publishing	132.34
		WACOSA		
Bill Pmt -Check	11/28/2017		6606 · Utilities and Maintenance	115.16
		West Central Sanitation, Inc		
Bill Pmt -Check	11/14/2017		6606 · Utilities and Maintenance	29.96
		Xcel Energy		
Bill Pmt -Check	11/02/2017		6606 · Utilities and Maintenance	55.30
		Your CFO Inc		
Bill Pmt -Check	11/06/2017		6602 · Accounting & Audit Services	1,450.00
Bill Pmt -Check	11/24/2017		6602 · Accounting & Audit Services	1,450.00
				<u>73,644.17</u>

LIBERTY BANK DEPOSITS

	Deposit Date	Amount
Stearns County Electric - Capit	17-Nov	16.28
Stearns County	17-Nov	7,350.19
MN DOT Grant	06-Nov	42,831.06
David Then COBRA	27-Nov	1,772.82
Liberty Bank - Interest Earned	31-Oct	21.52
		<u>51,991.87</u>

Approved October 2017 Disbursements

Prepared 11/4/2017

Method of Payment	Date	Memo and Vendor Name	What Check is for	Amount Paid
Direct Dep.		Net Payroll (including insurance reimbursen	10/06/2017 Payroll Paid	8,698.33
Electronic		Social Security, Medicare & Federal Tax PA	10/06/2017 Payroll Paid	3,363.72
Electronic		MN Department of Revenue-Withholding PA	10/06/2017 Payroll Paid	590.85
Electronic		PERA	10/06/2017 Payroll Paid	1,759.84
Electronic		Great West Annuity	10/06/2017 Payroll Paid	229.23
Electronic		Minnesota State Retirement System	10/06/2017 Payroll Paid	116.59
Electronic		Select Account (H.S.A.)	10/06/2017 Payroll Paid	250.64
Direct Dep.		Net Payroll (including insurance reimbursen	09/22/2017 Payroll Paid	8,042.27
Electronic		Social Security, Medicare & Federal Tax PA	09/22/2017 Payroll Paid	3,425.94
Electronic		MN Department of Revenue-Withholding PA	09/22/2017 Payroll Paid	602.70
Electronic		PERA	09/22/2017 Payroll Paid	1,788.57
Electronic		Great West Annuity	09/22/2017 Payroll Paid	229.23
Electronic		Minnesota State Retirement System	09/22/2017 Payroll Paid	116.59
Electronic		Select Account (H.S.A.)	09/22/2017 Payroll Paid	250.64
American Planning Association				
Credit Card Charge	10/12/2017		6610 · Dues & Subscriptions	143.00
BCBS of MN				
Check	10/02/2017		6600.5 · Health/Dental/Life Insurance	5,000.59
Beacon / QPublic.net				
Credit Card Charge	10/25/2017		6609 · Software & IT	30.00
Best Buy - St Cloud MN				
Credit Card Charge	10/10/2017		902.15 · Equipment Purchases	1,020.02
Bytespeed				
Credit Card Charge	10/12/2017		902.15 · Equipment Purchases	1,264.98
Credit Card Charge	10/16/2017		902.15 · Equipment Purchases	1,453.98
CDW - G				
Credit Card Charge	10/06/2017		6609 · Software & IT	450.48
Cloudnet				
Bill Pmt -Check	10/04/2017		6603.1 · Telephone	25.00
Comfort Inn - Stillwater MN				
Credit Card Charge	10/19/2017		6604 · Travel	109.03
David Turch & Associates				
Bill Pmt -Check	10/04/2017		Lobbyist - billing for 8/1/17 to 8/31/17	4,000.00
Delta Dental				
Check	10/01/2017		6600.5 · Health/Dental/Life Insurance	278.65
Google Inc.				
Credit Card Charge	10/01/2017		6603.1 · Telephone	25.00
Liberty Savings Bank				
Check	10/11/2017		VISA 2733	10,620.35
Marco NW 7128				

Method of Payment	Date	Memo and Vendor Name	What Check is for	Amount Paid
Check	10/02/2017		6608 · Copy Machine	566.32
		Premium Waters, Inc.		
Bill Pmt -Check	10/16/2017		office water	35.65
		Principal Mutual Life Insurance		
Bill Pmt -Check	10/10/2017		6600.5 · Health/Dental/Life Insurance	293.73
		Quill.com		
Credit Card Charge	10/17/2017		6601 · Office Supplies	213.45
		Spectrum Business (Charter)		
Bill Pmt -Check	10/03/2017		6603.1 · Telephone	272.97
		SRF Consulting Group, Inc.		
Bill Pmt -Check	10/04/2017		St Joseph - CSAH 75 Ped Crossing	3,963.15
Bill Pmt -Check	10/04/2017		Regional Transportation Planning Assistanc	5,726.51
		St. Cloud Area Chamber of Commerce		
Bill Pmt -Check	10/04/2017		6618 · Professional Development	625.00
Credit Card Charge	10/12/2017		6610 · Dues & Subscriptions	195.00
		Stearns Electric Association		
Bill Pmt -Check	10/25/2017		Utilities	184.88
		Sunset Mowing, LLC		
Bill Pmt -Check	10/04/2017		6606.2 · Maintenance	140.00
		The MN Transportation Alliance Inc		
Bill Pmt -Check	10/04/2017		6610 · Dues & Subscriptions	393.00
		Traut Companies		
Bill Pmt -Check	10/04/2017		6606.2 · Maintenance	90.00
		WACOSA		
Bill Pmt -Check	10/17/2017		office cleaning	115.16
		West Central Sanitation, Inc		
Bill Pmt -Check	10/17/2017		6606.2 · Maintenance	29.96
		Xcel Energy		
Bill Pmt -Check	10/03/2017		Utilities	55.30
		Your CFO Inc		
Bill Pmt -Check	10/12/2017		6602.2 · Accounting Services	1,450.00
				<u>68,236.30</u>

LIBERTY BANK DEPOSITS

	Deposit Date	Amount
Liberty Bank - Interest Earned	31-Oct	25.58
		<u>25.58</u>

**Establishment of CY 2018 Investment Procedures
Resolution #2018-01**

WHEREAS; the St. Cloud Area Planning Organization (APO) maintains a cash and investment pool; and

WHEREAS; in accordance with Minnesota Statutes the APO maintains deposits at financial institutions for the purpose of; funding long-term liabilities, interruptions in cash flow and increasing earning through investment; and

WHEREAS; Minnesota Statutes SS 118A.04 and 118.05 authorize various types of investments for local units of government; and

WHEREAS; of these authorized types, APO investments shall be further limited to those with at least a AA rating by Standard and Poor's to protect principal; and

WHEREAS; the APO shall diversify securities and minimize concentration of investments, with no more than 75% of the investment pool in one security or within one financial/brokerage firm; and

WHEREAS; to minimize interest rate losses the APO shall invest operation funds primarily in short-term securities; and

WHEREAS; the Executive Board shall authorize investment transactions greater than \$100,000, in any one transaction, prior to the Executive Director's execution of the transaction; and

WHEREAS; the Executive Board shall authorize preferred financial institutions and preferred brokerage firms that can be used for investing purposes by the Executive Director; and

WHEREAS; qualifications for a broker/dealer shall include an association or affiliation with a regional or nationally known brokerage firm and hold a valid National Association of Security Dealers (NASD) security license.

NOW, THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization, hereby, identifies the following four financial institutions and three brokerage firms as the preferred investment businesses for APO transactions.

Financial Institutions

- Wells Fargo
- U. S. Bank
- Liberty Savings Bank Investments
- Bremer Bank

Brokerage Firms

- UBS Financial
- Edward Jones
- RBC Dain Rauscher

Adopted by the St. Cloud Area Planning Organization Executive Board January 18, 2018.

ATTEST:

Jeff Westerlund
St. Cloud APO Vice-Chair

January 18, 2018
Date

Brian Gibson, PTP
St. Cloud APO Executive Director

January 18, 2018
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

Attachment C-2
Agenda Item 3. C. ii.

**Delegation of Authority for Paying Certain Claims
Resolution #2018-02**

WHEREAS, Minnesota Statute 412.271; Subd. 8 states that “a city council [Elected Board], at its discretion, may delegate its authority to pay certain claims made against the city [Organization] to an administrative official”; and

WHEREAS, Elected Boards opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds; and

WHEREAS, The procedures shall include regular and frequent review of the administrative officials' actions by the Elected Board; and

WHEREAS, A list of all claims paid under the procedures established by the elected Board shall be presented to the Elected Board for informational purposes only at the next regularly scheduled meeting after payment of the claim; and

WHEREAS, An Elected Board that delegates its authority to pay certain claims made against the organization must adopt a resolution authorizing a specified administrative official to pay the claims that meet the standards and procedures established by the Elected Board; and

WHEREAS, the APO currently utilizes auto-pay prior to Elected Board approval for BlueCross Blue Shield, Delta Dental, Stearns Electric, Xcel Energy, Google, Inc., Marco (copier lease), and Loffler (copier maintenance agreement) payments;

THEREFORE, BE IT RESOLVED, that the APO authorizes the Executive Director to auto-pay the claims as identified above that meet the standards and procedures established by this resolution and established by the APO Procurement Policy.

ATTEST:

Jeff Westerlund
St. Cloud APO Vice-Chair

Brian Gibson, PTP
St. Cloud APO Executive Director

January 18, 2018
Date

January 18, 2018
Date



Saint Cloud Area Planning Organization

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Attachment C-3
Agenda Item 3. C. iii.

Designation of Official Newspaper Resolution #2018-03

WHEREAS, Minnesota Statute 412.831 requires the annual designation of a legal newspaper of general circulation in the political subdivision as an official newspaper; and

WHEREAS, Matters as are required by law and other matters as deemed advisable and in the public interest are to be so published; and

WHEREAS, the St. Cloud Times is a qualified, legal newspaper with general circulation in the locality;

THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization designates the St. Cloud Times as its official newspaper.

ATTEST:

Jeff Westerlund
St. Cloud APO Vice-Chair

Brian Gibson, PTP
St. Cloud APO Executive Director

January 18, 2018
Date

January 18, 2018
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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Saint Joseph CSAH 75 Pedestrian Crossing Study
DATE: January 3, 2018

Stearns County State Aid Highway 75 (CSAH 75) is an important arterial roadway that runs east-west through the heart of St. Joseph. It is a principal arterial four-lane divided rural roadway with turn lanes at intersecting roadways. The combination of long crossing distances, high vehicular speeds (ranging from 45 to 60 miles per hour within the study area), and high traffic volumes (ranging from 17,900 to 22,700 vehicles per day) make pedestrian/bicyclist crossings at non-signalized intersections along CSAH 75 challenging.

The City requested APO funding in 2017 to undertake this study. The study was led by a steering committee comprised of staff from the City, Stearns County, and the APO. There was also a robust public input effort to solicit and collect the thoughts of the community members. The final recommendations can be found on pages 15 – 18 of the attached document.

Because the APO Board provided funding to the project, we are presenting the results of the study to you and requesting that the APO Board accept the document as proof of project completion. The City of Saint Joseph has already approved the document.

The APO Technical Advisory Committee reviewed the document at their meeting of December 7, 2017 and unanimously recommended acceptance of the document.

Intersection Assessment and Recommendations

To address the pedestrian/bicyclist crossing issues identified at the four signalized intersections along the CSAH 75 corridor, a range of design tactics/strategies were considered. Each tactic was evaluated based on a list of criteria developed to analyze the impact to pedestrian/bicyclist safety. When evaluating the tactics, consideration was given to reduction in vehicle speed, sight distance/visibility of the crossing, pedestrian/bicyclist exposure to vehicle traffic, pedestrian/bicyclist comfort, connectivity, and vehicle traffic flow. Ease of implementation and cost were also considered in the evaluation process. Due to the higher than expected pedestrian volumes observed at the CSAH 75/1st Avenue intersection on a Saturday during an event, and based on input received during public engagement, this intersection was included in the analysis/review.

Stearns County has a planned resurfacing project on CSAH 75 in year 2018. This project will include American with Disabilities Act (ADA) upgrades at intersections (including College Avenue, 4th Avenue/Northland Drive, 12th Avenue/CR 133, and 20th Avenue/CR 134W). Pavement markings, truncated domes and push button activators on separate poles will be included in the reconstruction projects; however, the County is still discussing if Accessible Pedestrian Signals (APS) will be included.

The potential mitigation options at the signalized intersections were discussed with the PMT to assess applicability, appropriateness, and positive and negative attributes. A summary of this process is included in Appendix E. Based on this assessment, the following improvements are recommended:

1st Avenue

- Higher than expected pedestrian volumes were observed during data collection, which was a Saturday during an event. This is considered atypical, considering Friday pedestrian crossing volumes at this location were relatively low. It is understood the event that took place the weekend of data collection significantly contributed to the increased volumes.
- In the event pedestrians consistently cross at this location (five or more per hour), additional pedestrian crossing treatments may need to be considered.
- Pedestrian crossing volume is not expected to meet a pedestrian signal warrant.
- Potentially closing this intersection was considered as an option, along with erecting a physical barrier to restrict crossing activity at this location. This option was not considered feasible from an access management perspective with it currently providing full access for the adjacent land uses.
- No recommendations now, continue to monitor.

College Avenue/CR 2

- This intersection has all of the ADA accommodations required.
- No recommendations now.

4th Avenue/Northland Drive (see Figure 6)

- Consider a phased approach – first implementing at-grade crossing improvements and then constructing the grade-separated crossing once funding is available.
- At-grade recommendations include:
 - Restrict/discourage pedestrian crossing on the west and north approaches.
 - Enhance/improve pedestrian crossing on the east and south approaches by including:
 - Marked crosswalks, push button activators on separate poles, truncated domes, median pedestrian refuge island, stop bar for traffic on CSAH 75, sidewalk connectivity (a trail spur connection is recommended north of CSAH 75 on the east side connecting CSAH 75 and the Lake Wobegon Trail (this could also be a sidewalk connection) and a sidewalk is recommended south of CSAH 75 on the west side connecting CSAH 75 and Minnesota Street), and APS.
- Long-term: consider restriping 4th Avenue/Northland Drive to provide on-street bike lanes. The City is currently updating the bicycle network as part of the Comprehensive Plan Update. Based on recommendations from the Comprehensive Plan Update, bike lanes should be considered if identified as a primary bike route.

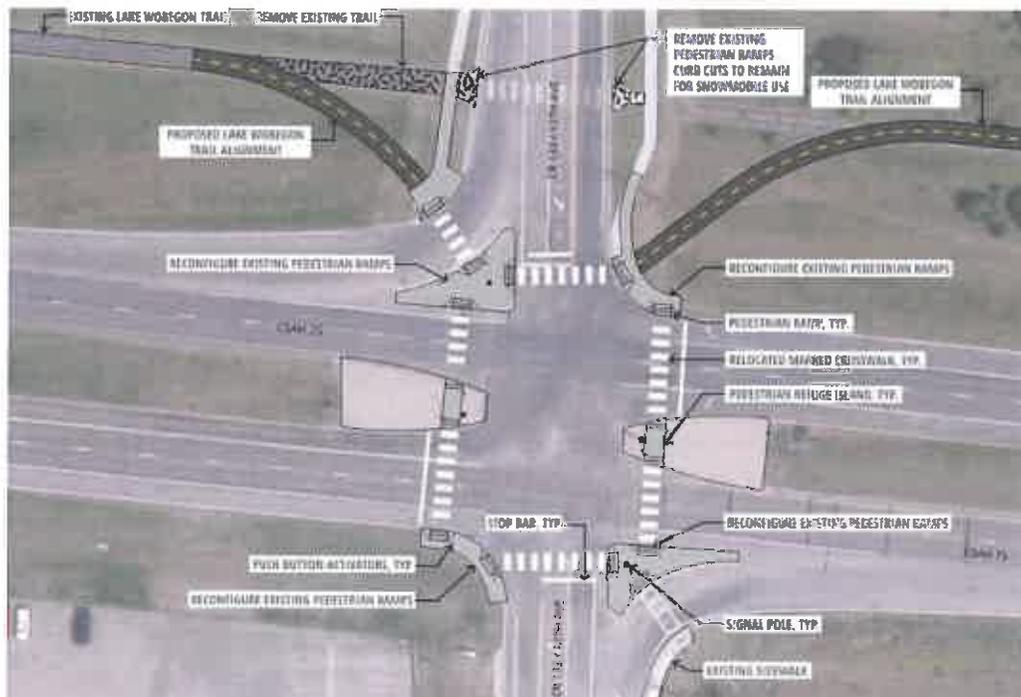
Figure 6. 4th Avenue/Northland Drive At-Grade Improvements



12th Avenue/CR 133 (see Figure 7)

- At-grade recommendations include:
 - Push button activators on separate poles, relocate marked crosswalk to align through the center median or extend the center median, increase pedestrian walk time clearance to allow pedestrians to walk across both directions on CSAH 75 (at a minimum increase walk time during non-peak time periods), and APS.
- There are multiple upcoming projects that have identified improvements/modifications to this intersection, these include:
 - Lake Wobegon Trail Extension Project plans to realign the trail to the north approach of the intersection (controlled crossing with signal) and removing the midblock crossing (snow mobiles will continue to cross midblock).
 - Stearns County resurfacing project plans to extend the eastbound left-turn lane.
 - Stearns County is planning to submit a federal funding application for intersection improvements (considering dual eastbound left turns and two northbound receiving lanes from CSAH 75 to Elm Street).

Figure 7. 12th Avenue/CR 133 At-Grade Improvements



20th Avenue/CR 134W

- At-grade recommendations include:
 - Option 1: Remove the pedestrian push buttons and install no pedestrian crossing signage (assumes no future plan to construct sidewalk connections north or south of the intersection).
 - Option 2: Pedestrian signal heads with countdown timers; push button activators on separate poles and truncated domes only if sidewalk connections are planned to be provided in the future, and APS.

The illustrations showing recommended improvements at the 4th Avenue/Northland Drive and 12th Avenue/CR 133 intersections and cost estimates are provided in Appendix F.



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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Wacosa Service Agreement for 2018
DATE: January 3, 2018

Wacosa provides cleaning services for the APO office on every other Wednesday. The attached contract for \$61.09 per hour is a 6.1% increase over the 2017 contract.

The APO Board approves an "Office Building Maintenance" budget with the approval of each Unified Planning Work Program. This contract represents annually about \$1,600 of the \$5,000 approved maintenance budget. The contract became effective as of January 1st, and is provided here for your information.

2018 Contract

Attachment E-2
Agenda Item #3 e.



WACOSA
Your Outsource Business Resource

www.WACOSA.org

WACOSA Can Do! - Community Crew Purchase of Service Agreement

320 Sundial Drive, PO Box 757
Waite Park, MN 56387

Telephone (320) 251-0087
Fax (320) 259-4679

712 Lincoln Loop, PO Box 4
Sauk Centre, MN 56378

Telephone (320) 352-6759
Fax (320) 352-3369

Customer	
Customer Name:	St. Cloud Area Planning Organization
Billing Address:	1040 County Road 4
City, State, Zip:	St. Cloud, MN 56303
Contact Name:	Dorothy Sweet
Phone Number:	320-252-7568
Email Address:	admin@stcloudapo.org

WACOSA Sales Representative	
Sales Contact:	Ann Kennedy
Direct Number:	320-309-0917
Email Address:	akennedy@wacosa.org
WACOSA Contract Manager	
Contract Manager:	Sue Steven
Direct Number:	320-251-0087 ext. 230
Email Address:	ssteven@wacosa.org

Date Bid Created: December 12, 2017
Projected Start Date: On-going
Length of Agreement: 1-1-18 to 12-31-18

Description of Duties to be Completed

See attached list of duties to be completed. See list of days WACOSA is closed and will not provide cleaning services to your company.

Crew Specifications

WACOSA crew will clean every other Wednesday of every month between the hours of 4:30pm and 5:30 pm. Crew may clean up to 1 hour with a minimum billing rate of 1 hour per day. WACOSA work crew will consist of 4 workers and 1 WACOSA supervisor.

Billing Rate

\$61.09 Per Crew Hour

WACOSA will be responsible for training of all workers at worksite. A supervisor from WACOSA will be present during the complete work shift. WACOSA will be responsible for administration of payroll and related costs for the WACOSA Community Crew. Either party reserves the right to cancel this agreement upon a written 30 day notice. Billing will be submitted monthly. WACOSA will supply all cleaning supplies and chemicals (not to include garbage bags, toilet paper, paper towels or hand soap) unless noted.

We understand the above description to be an accurate description of the work we want performed by WACOSA. We agree to the bid price stated and understand any changes in the job may result in price changes. As a quote, this price is only valid for 60 days beyond the date of origin.



 Dorothy Sweet, St. Cloud Area Planning Organization
 Brian Gibson
 12-18-17

 Date



 Sue Steven, WACOSA
 12-14-17

 Date

December 2017

On behalf of WACOSA, thank you for the work opportunities that your business provides to WACOSA workers. We are proud to provide you and your business the quality cleaning that is being done by our work crew. I am the **Contract Manager** that oversees the cleaning that is completed at your site. Please contact me at the number listed below if you have any concerns or questions at any time.

I look forward to continuing our business partnership and have enclosed the new Purchase of Service Agreement for 2018.

Attached are 2 copies of the new Service Agreement. Please note our days of service based on previous Purchase of Service Agreements. Please sign and return one of the Purchase of Service agreements in the enclosed envelope by **January 1st 2018**. The other copy is for your records. If you have further questions about this agreement please contact me at your convenience.

Again, thank you for your business and we wish you a prosperous New Year!

Sincerely,



Sue Steven
Contract Manager
320-251-0087 ext. 230
ssteven@wacosa.org



WACOSA will be CLOSED and will not provide service for your business the following days:

Monday January 1st 2018
Friday March 30th 2018
~~Monday May 28th 2018~~
Wednesday July 4th 2018
Monday September 3rd 2018
Thursday November 22rd 2018
Friday November 23rd 2018
Monday December 24th 2018
Tuesday December 25th 2018
Monday December 31st 2018



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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Consideration of Letter of Support and Resolution in Support of Minnesota State Highway 23
Corridors of Commerce Funding
DATE: January 3, 2018

The Minnesota Highway 23 Coalition is soliciting letters of support for Corridors of Commerce grant applications to widen MN-23 from two-lanes to four-lanes between Paynesville and Richmond. Even though the project area lies just outside of the APO's planning area, MN-23 is an important corridor to the Saint Cloud metropolitan area, supporting the flow of freight, services, and workers into and out of the Saint Cloud area. Any improvements to safety and mobility along the corridor are likely to impact the Saint Cloud economy.

Attached is a draft letter of support and resolution that I presented to the Technical Advisory Committee on January 4th, and for which they unanimously recommended approval. With your approval, I will obtain the Vice-Chair's signature and forward the documents to the Highway 23 Coalition for submission with the grant application.



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

TO: The Minnesota Department of Transportation
FROM: Saint Cloud Area Planning Organization Policy Board
RE: Supporting Corridors of Commerce Funding for Minnesota Highway 23 from
Paynesville to Richmond
DATE: January 18, 2018

Minnesota State Highway 23 (MN-23) is a major urban arterial through the heart of the Saint Cloud metropolitan area. It is also a vital connection between the Saint Cloud urban area and the rest of Minnesota. Whether it's goods and services flowing from the Saint Cloud urban area to surrounding communities, or workers from nearby communities commuting to their jobs in the Saint Cloud urban area, MN-23 is an important connection that supports the Saint Cloud regional economy.

While the project in question – converting MN-23 from two lanes to four lanes between Paynesville and Richmond – lies just outside the APO's planning area, we strongly believe that the project will benefit the Saint Cloud urban area and economy by improving safety and mobility of people and freight that depend upon the corridor.

The APO Policy Board supports the funding of MN-23 improvements between Paynesville and Richmond using Corridors of Commerce program funds.

Sincerely,

Jeff Westerlund
APO Policy Board Vice-Chairman



Saint Cloud
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**SAINT CLOUD AREA PLANNING ORGANIZATION
SUPPORTING CORRIDORS OF COMMERCE FUNDING FOR MINNESOTA STATE
HIGHWAY 23
RESOLUTION 2018-04**

WHEREAS, Minnesota State Highway 23 is a vitally important commerce corridor for the Saint Cloud metropolitan area, providing access and mobility for people and freight traveling to or from the Saint Cloud area; and

WHEREAS, Minnesota State Highway 23 serves a critical role in connecting central Minnesota communities to regional trade centers and highway systems, regional airports, U.S. Interstate 94, U.S. Highways 59, 12, 71, and 212 and Minnesota State Highways 7, 15, and 55; and

WHEREAS, the majority of Minnesota State Highway 23 remains a two-lane highway; and

NOW, THEREFORE, BE IT RESOLVED, that the Saint Cloud APO supports funding from the Corridors of Commerce program to complete the conversion of approximately 8.7 miles of Minnesota State Highway 23 from two lanes to four lanes between Paynesville and Richmond from 3,000 feet west of 263rd Avenue to Bridge No. 73023 over the Sauk River at Richmond.

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 18th day of January, 2018, as shown by the minutes of said meeting in my possession.

ATTEST:

Jeff Westerlund, Vice-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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Consideration of APO Hosting the Summer Minnesota MPO Planning Conference
DATE: January 3, 2018

Each year, MnDOT coordinates and hosts quarterly meetings with all Minnesota MPOs to facilitate implementation of planning goals and provide a forum for communication between the State and the MPOs, as well as facilitating communication between the MPOs themselves.

The summer meeting, however, is usually a multi-day planning conference that is hosted by one of the MPOs. Registration fees are charged to the participants to cover the costs associated with the conference. Hosting the summer conference entails finding and renting a meeting location, arranging for catering, and negotiating with a hotel for rooms. A few evening activities such as walking tours or tours of other transportation-related points of interest are often part of the conference as well.

This year's conference was originally scheduled to be held in Fargo-Moorhead. However, with the recent passing of the Metro COG Executive Director, APO staff reached out to ask if there was anything we could do to assist them. They asked if we could take on the responsibility of hosting the conference.

I believe we can accommodate the request within the existing work plan. The primary burden would fall on the Administrative Assistant and myself, but we would account for our time under General Administrative duties. There is no cost to the APO other than the required staff time to coordinate and facilitate the conference.

With your approval I will notify MnDOT and the other Minnesota MPOs that we will take over as hosts for the 2018 conference.



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TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director and Joseph Mueller, Senior Planner
RE: Transportation Improvement Program (TIP) Modification Request
DATE: January 3, 2018

In spring of 2017, the Area Transportation Partnership for MnDOT District 3 (ATP-3) awarded \$249,400 in Transportation Alternatives (TA) funding to the City of St. Cloud for the reconstruction of 33rd Street South (project # 162-090-008), which will expand the roadway to four-lanes and add a new multimodal trail running parallel to the roadway. The project is needed to accommodate expected traffic growth from a new high school being constructed adjacent to the roadway.

After reviewing their project details further and determining that the Federal review process for the project would be completed during the 2018 phase, the City of St. Cloud is seeking permission to change the year the TA money is expended, from 2021 to 2018 for Advanced Construction (AC) with AC Payback occurring in 2021. The scope of the project does not change, just the year the money is spent. This would allow the City of St. Cloud to build the project on schedule and complete the Federal review process only once, instead of needing to do a second Federal Review for 2021 for a single multi-phase project where TA funding is a small percentage of the overall funding.

The City of St. Cloud remains committed to the project being completed on time and in the same scope as denoted in their TA application by 2021.

The APO Technical Advisory Committee reviewed this TIP modification request and recommended approval. The ATP-3 has also reviewed and accepted the request.



Saint Cloud Area Planning Organization

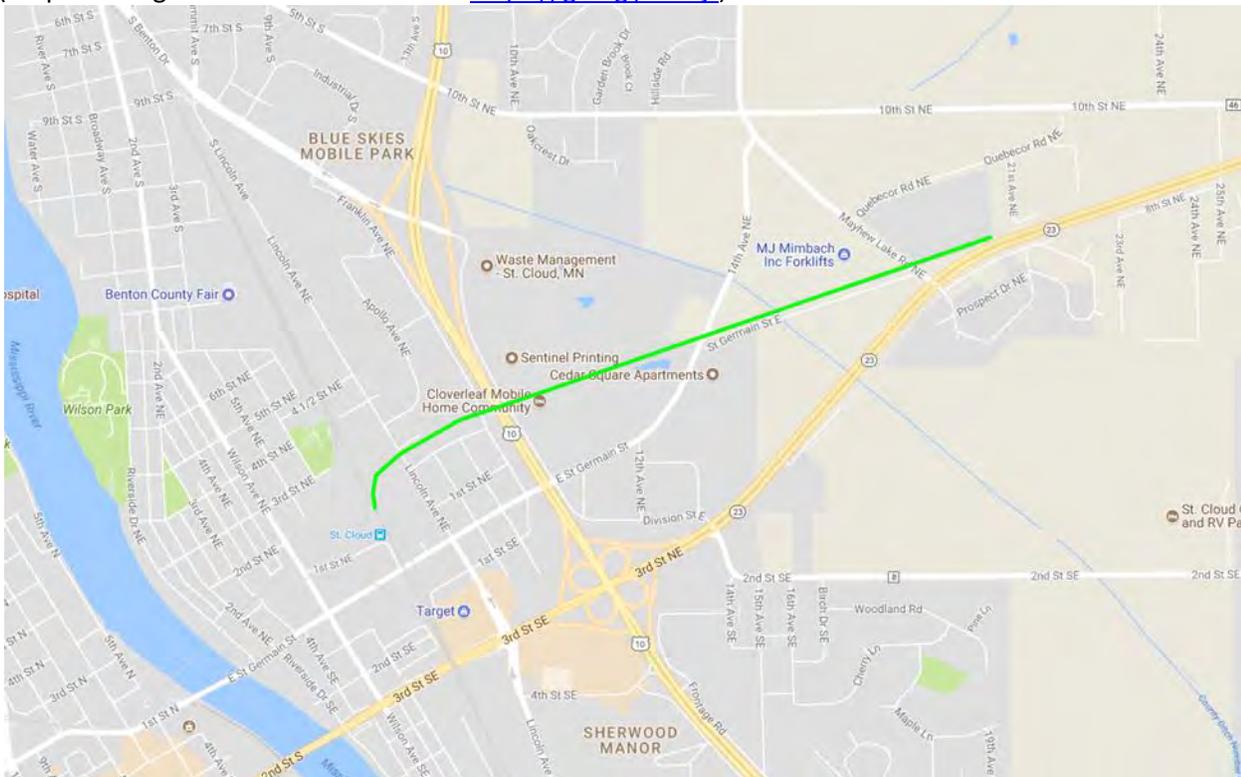
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TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director and Joseph Mueller, Senior Planner
RE: Information Concerning BNSF Rail Abandonment
DATE: January 3, 2018

The St. Cloud APO Staff recently became aware of a railway corridor that is being abandoned by the Burlington Northern – Santa Fe (BNSF) railroad. It is located on the east side of St. Cloud, adjacent to the border with Sauk Rapids in Benton County.

(Map showing the abandoned corridor: <https://goo.gl/ueRtjJ>)



The St. Cloud APO Staff believes this presents a unique opportunity for at least two possible uses, which could be used in conjunction together:

- 1) Use the corridor as a start to multimodal trail corridor that would depart eastward towards Foley and the Milaca region.

2) Use a portion of the abandoned corridor (nearest the current St. Cloud Amtrak station) as a potential north-end maintenance garage and siding for a future NorthStar Rail Commuter Train expansion up to St. Cloud. The remaining portion of the corridor to the east is not necessary for NorthStar's needs would then be used for a multimodal trail.

With either of these potentials, acquiring the corridor would be recommended to ensure the land remains available for transportation uses. APO Staff contacted MnDOT about them possibly acquiring the land as part of their statewide rail bank system. This would allow the land to be preserved from future private development and be able to be released, either to a city, county, or NorthStar in the future depending on what plans are developed and set in motion in the future. The state rail banking system is recommended over the 'Rails to Trails' conservancy system. If the 'Rails to Trails' method is used, the abandonment process is immediately halted, and BNSF retains ownership over the actual land in the corridor. BNSF would then lease the space necessary for a multimodal trail. However, there is always the risk that the lease could be not renewed, or canceled, by BNSF at any time if they choose to reactivate the corridor for freight rail usage in the future, resulting in the loss of any trail that had been constructed. By adding the corridor to the statewide rail bank through MnDOT, or acquiring the corridor via a local member jurisdiction, this potential issue can be avoided. MnDOT has indicated they are not interested in adding the land to the rail bank and would *strongly* prefer a local government entity acquire the corridor.

APO Staff wanted to alert Board members to this unique opportunity for alternative transportation development. This information was also presented to the Technical Advisory Committee on January 4th.



Saint Cloud
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TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Declaration of Gift
DATE: January 3, 2018

APO Ethical Standards state, in part:

“No employee shall solicit nor accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors. However, unsolicited gifts or favors valued at \$25 or less per calendar year may be accepted without consequence, but shall be reported to the Executive Board.”

In December, APO staff received a box of See’s candy and peanut brittle from WSB & Associates.

(It was delicious.)



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TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Consideration of Regional Priorities for 2018
DATE: January 3, 2018

Each year, the APO Chair and Executive Director make a trip to Washington DC to meet with Congressional members and inform them of our regional transportation priorities. For the past two years, those priorities have largely remained unchanged (see attached 2017 briefing booklet).

Between now and March, APO staff will be working with both Board members and the Technical Advisory Committee to update the briefing booklet as desired by the member jurisdictions in anticipation of an April trip to Washington DC.

We respectfully ask that you review the booklet and come to the meeting prepared to discuss any changes you would like to make.



Saint Cloud Area Planning Organization

2017 Regional Transportation Priorities

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



Widen I-94 from St. Michael to St. Cloud

This 45-mile stretch of I-94 is, arguably, the most critical corridor for the movement of people and goods in all of Minnesota. Average Annual Daily Traffic ranges from just over 40,000 vehicles per day near Saint Cloud to over 60,000 vehicles per day at Saint Michael. Each day, 6,000 to 8,000 freight trucks use this corridor, more than any other highway in Greater Minnesota, and the amount of freight movement is expected to increase by 80% (by weight) over the next 25 years. Each year, there are over 1.8 million visitor trips on I-94 between the Twin Cities and the Alexandria/Brainerd Lakes Region. Between 2015 and 2045, the Minnesota State Demographer projects that Wright and Sherburne Counties will be the fastest growing counties in the State, growing by 39% and 32%, respectively. While average traffic speeds in this portion of the I-94 corridor are generally above 55 mph, it is important that we do not wait until there is a problem to respond, especially knowing the time that will be needed to plan, design, and construct major improvements.

We are seeking funding for a corridor planning study to improve operations along the corridor. The Minnesota Department of Transportation will be the recipient of the funds and will manage the study. We anticipate a budget of **\$10,000,000** will allow the study to be completed for all 45-miles of the corridor and identify strategies and improvements to help keep the corridor operating efficiently now and for the next 20-years.



Connect Northstar Commuter Rail to Saint Cloud

The first phase of the commuter rail line between Big Lake and downtown Minneapolis was completed in 2009 and has consistently provided over 700,000 rides annually. The original vision of the Northstar Corridor Development Authority included service to Saint Cloud (now called Phase 2). Currently, Saint Cloud residents can reach the train station in Big Lake by bus, but it is widely anticipated that more people would use the train if they could board it in Saint Cloud. The members of the APO strongly believe that extending rail service to Saint Cloud will result in a substantial increase of ridership. According to the American Community Survey (2009-2013), 1,625 residents of Stearns County currently work in Hennepin County. If only 10% of those residents began to use the Northstar line for their daily work trip commute, they would add over 84,000 annual trips to the line. Additional increases could be expected for special event trips such as Twins and Vikings games. And there would be a corresponding reduction in automobile trips on the regions highways. In short, the APO feels that the Saint Cloud metro area (population 117,000) is a much stronger anchor point for the Northstar line than Big Lake (population 10,500).

The primary barrier to extending the line appears to be that the Northstar train “rents” track capacity from the Burlington Northern Santa Fe (BNSF) railroad, which has a strong desire to use its available capacity for moving freight trains, not passenger trains. The State of Minnesota is currently in discussions with Amtrak to undertake a 6-month demonstration of rail demand from Saint Cloud to Minneapolis, possibly beginning in the Fall of 2017.



Develop the Saint Cloud Regional Airport into a Regional Air Hub

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

Economic development and air service expertise is essential to research, analyze, and develop models and strategies to continue development of the airport and maximize the return on investment by growing utilization. **We are seeking funding for a comprehensive, market-based study to develop a strategic plan.** The 2016 legislature approved inclusion of \$250,000 for a study as part of a bonding bill. This allocation has carried forward to the 2017 legislature and is included in the Governors proposed bonding bill legislation. An additional **\$500,000** will allow us to complete the plan, including community engagement, and provide a broader and more sustainable governance and funding structure for airport operations.

STC Passengers

Year	Passengers	% Change
2011	34,483	
2012	32,011	-7.17%
2013	29,822	-6.84%
2014	29,830	0.03%
2015	26,765	-10.27%

STC Fuel Revenue

Year	Revenue	% Change
2011	\$17,747	
2012	\$16,833	-5.15%
2013	\$17,767	5.55%
2014	\$38,989	119.45%
2015	\$35,797	-8.19%



MnDOT District	2015 Pop	2045 Pop	Pop Change	% Change
ATP 1: Duluth	364,089	352,351	-11,738	-3.22%
ATP 2: Bemidji	261,202	278,803	17,601	6.74%
ATP 3: Saint Cloud	644,007	779,208	135,201	20.99%
ATP 4: Detroit Lakes	252,023	270,434	18,411	7.31%
ATP 5: Twin Cities	2,990,550	3,444,491	453,941	15.18%
ATP 6: Rochester	515,056	589,301	74,245	14.41%
ATP 7: Mankato	267,677	283,970	16,293	6.09%
ATP 8: Willmar	238,512	265,849	27,337	11.46%

Source: Minnesota State Demographic Center

Address Funding Equity Issue for Central Minnesota

The Minnesota Department of Transportation changed the Federal fund distribution formula to local agencies for 2018 and beyond. The 2017 formula distributed funds based 100% on population. The formula that will be used starting in 2018 will distribute funds based 50% on population and 50% on County State-Aid Highway and Municipal State-Aid Streets. This will result in a significant relative loss of Federal funds for Central Minnesota cities and counties. However, the Saint Cloud District has historically been one of the fastest growing areas of Minnesota, and is expected to continue to be the fastest growing area in Minnesota until at least 2045. The APO seeks to increase funding for ATP 3.

ATP	MNDOT District	2017 ATP Managed Funding (millions)	2018 ATP Managed Funds (millions)	2017-2018 Funding Change (millions)	2017 - 2018 Pct. Change	2019 ATP Managed Funds (millions)	2020 ATP Managed Funds (millions)	2021 ATP Managed Funds (millions)	2017-2021 Funding Change (millions)	2017 - 2021 Pct. Change
1	Duluth	\$8.00	\$8.50	\$0.50	6.25%	\$9.00	\$9.10	\$9.10	\$1.10	13.75%
2	Bemidji	\$3.50	\$4.80	\$1.30	37.14%	\$5.00	\$5.20	\$4.90	\$1.40	40.00%
3	St. Cloud	\$13.30	\$13.00	-\$0.30	-2.26%	\$13.60	\$14.20	\$14.40	\$1.10	8.27%
4	Detroit Lakes	\$4.90	\$6.50	\$1.60	32.65%	\$6.60	\$6.80	\$6.70	\$1.80	36.73%
5	Twin Cities	\$56.10	\$62.90	\$6.80	12.12%	\$65.90	\$68.20	\$69.20	\$13.10	23.35%
6	Rochester	\$10.40	\$10.90	\$0.50	4.81%	\$11.10	\$11.60	\$11.20	\$0.80	7.69%
7	Mankato	\$6.20	\$7.20	\$1.00	16.13%	\$7.60	\$7.90	\$7.60	\$1.40	22.58%
8	Willmar	\$4.70	\$5.80	\$1.10	23.40%	\$6.20	\$6.30	\$6.00	\$1.30	27.66%
Total		\$107.10	\$119.60	\$12.50		\$125.00	\$129.30	\$129.10	\$22.00	

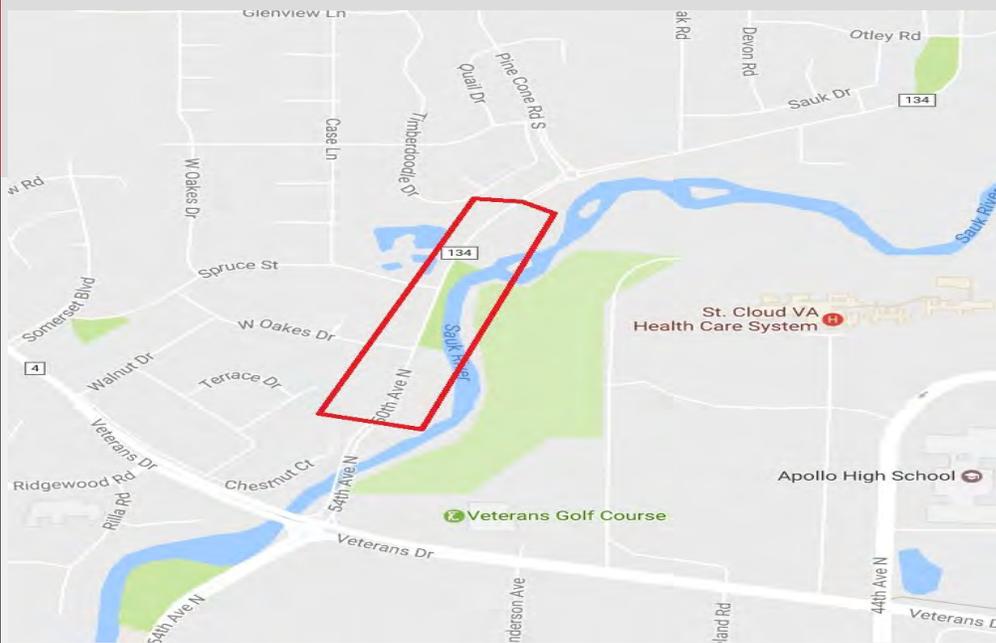
ATP Managed Funding includes Surface Transportation Program (STP), Transportation Alternatives, and Highway Safety Improvement Program (HSIP)



Other Unfunded Transportation Needs

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





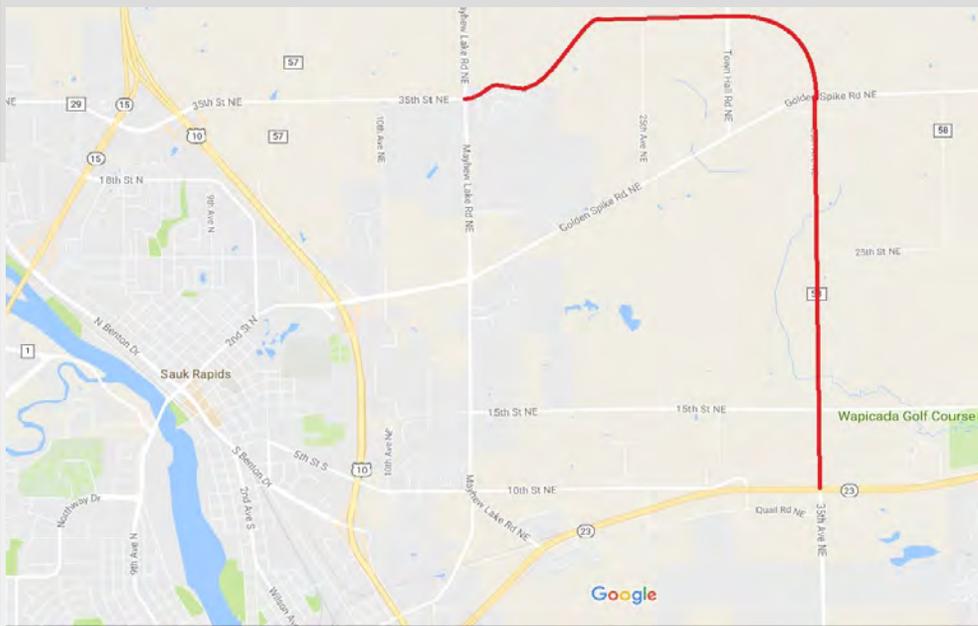
Stearns County Road 134: Expand to Four-Lanes from Sauk River Bridge to Pinecone Road

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

For more information, contact:

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

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



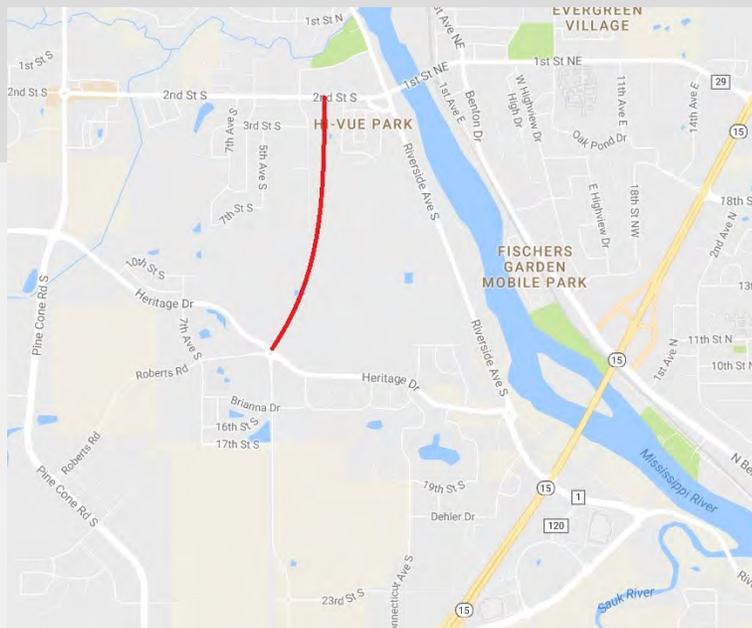
Benton County CSAH 29: Construct a New Alignment to Connect Existing Highways

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

For more information, contact:

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

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



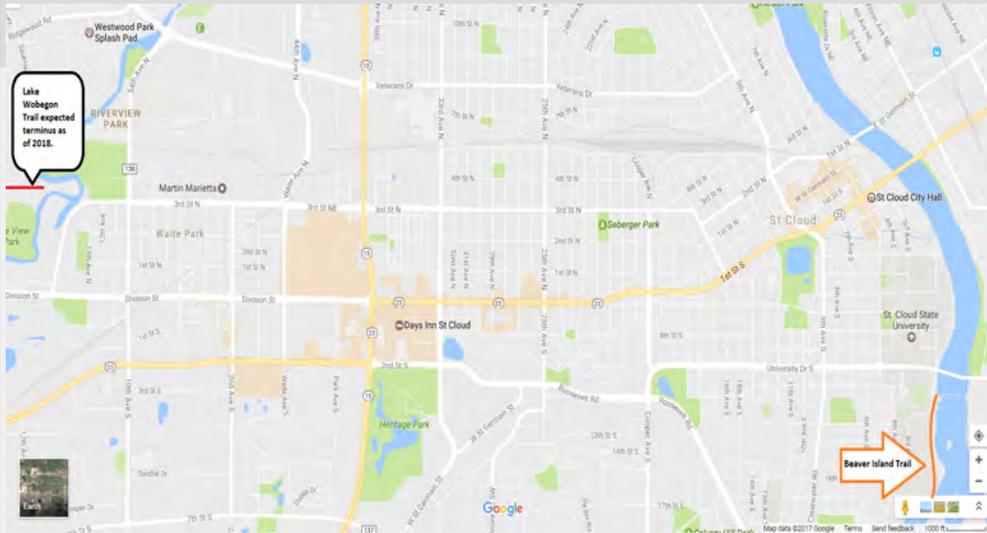
Sartell 50th Avenue: Construct a New Alignment to Connect Existing Roadways

As identified in the West Metro Corridor Study, the 50th Avenue Project is important to the Saint Cloud area transportation system. The project will provide increased disbursement of traffic entering the City of Saint Cloud, providing relief from the congested TH 15 Corridor. TH 15 is currently operating at a Level of Service E with no funding available in the near future for improvements. This project will help alleviate growing problems on the trunk highway system and will reduce emergency response time to the south portion of Sartell by approximately 7-10 minutes.

For more information, contact:

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

Total Cost	Local Cost	Federal Request
\$4,000,000	\$800,000	\$3,200,000



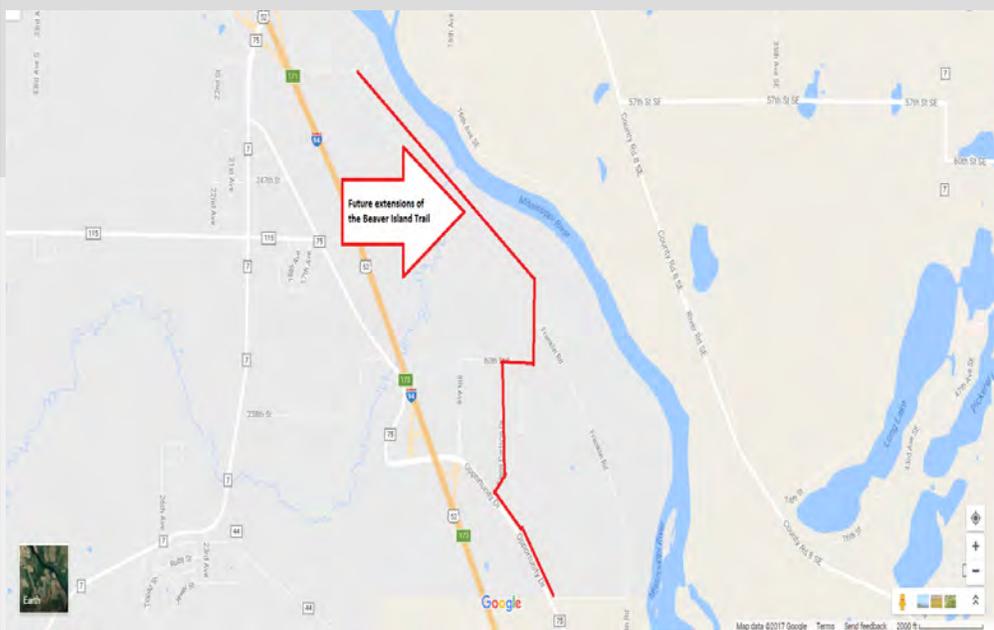
Lake Wobegon Trail Extension to the Beaver Island Trail in Saint Cloud

It is anticipated that an extension of the popular Lake Wobegon Trail from Saint Joseph to Waite Park will occur in 2017 or 2018, which will leave the terminus of the trail approximately five miles from the Beaver Island Trail. The Beaver Island Trail runs through Saint Cloud from the campus of Saint Cloud State University to Schwan’s Home Service and The Chip Shoppe bakery on Heatherwood Road. Upcoming extensions of the Beaver Island Trail are expected to take that trail to Saint Cloud’s southeastern city limits, approximately one mile south of the I-94/Opportunity Drive interchange, along CR 75. Connecting the Lake Wobegon Trail to the Beaver Island Trail will provide a continuous trail corridor from Fergus Falls through downtown Saint Cloud and the Saint Cloud metro area—a distance of over 117 miles—and provide for the possibility of further extensions to Clearwater, Monticello, and points south-east.

For more information, contact:

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

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



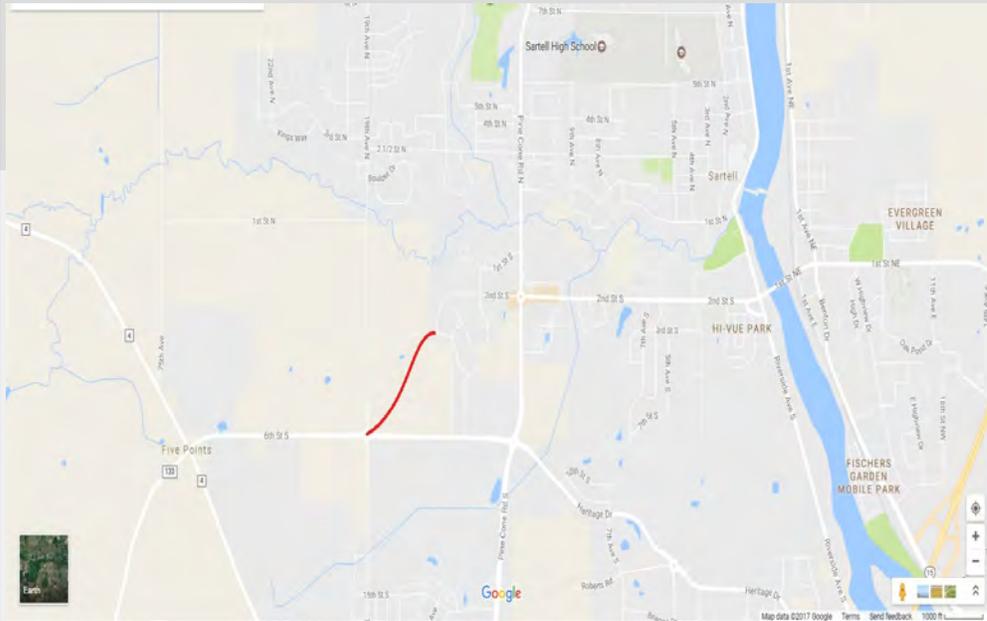
Beaver Island Trail Extension

Extensions of the Beaver Island Trail will occur in phases, beginning at the current terminus on Heatherwood Road. The intent is to connect the jobs in the Opportunity Drive area with the population centers of the City, and—by connecting the Beaver Island Trail to the Lake Wobegon Trail—to provide a trail corridor through the entire metropolitan area. The costs shown below are for the extension of the trail from River Bluff Park in Saint Cloud to Warner Lake in Clearwater.

For more information, contact:

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

Total Cost	Local Cost	Federal Request
\$1,500,000	\$300,000	\$1,200,000



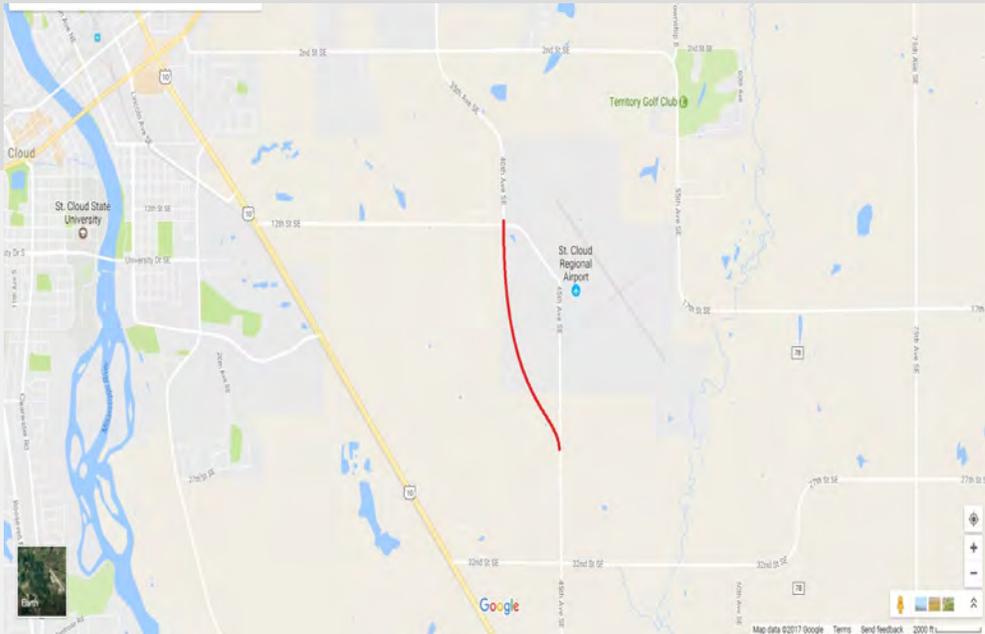
Stearns CSAH 133 Connection from Theisen Road to 19th Avenue

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

For more information, contact:

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

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



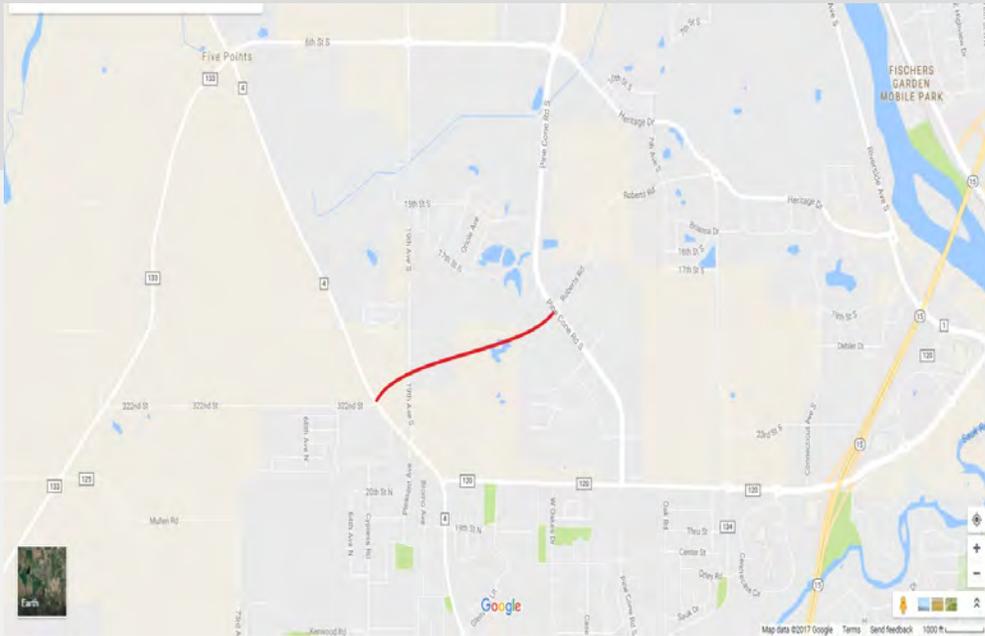
Sherburne County CSAH 7: Realign Roadway

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

For more information, contact:

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

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



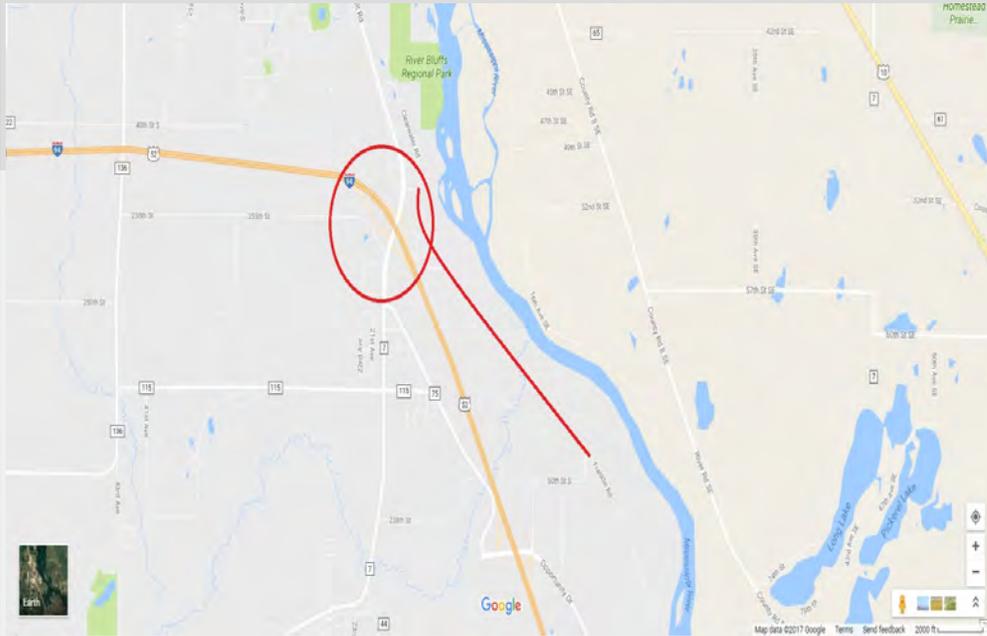
Roberts Road Extension in Sartell

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

For more information, contact:

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

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



Redesign I-94 Interchange at CSAH 75 and Connect Heatherwood Road to Franklin Road

This request is for funding to complete the necessary planning and does not include a request for construction or right-of-way funding.

For more information, contact:

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

Total Cost	Local Cost	Federal Request
\$200,000	\$40,000	\$160,000



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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Consideration of Unified Planning Work Program (UPWP) Amendment
DATE: January 3, 2018

The UPWP accomplishes two things:

1. It is the APO's annual operating budget, and
2. It identifies upcoming planning studies and tasks in support of the Long-Range Transportation Plan (LRTP) and the APO's overall mission of a cooperative, continuous, and comprehensive planning process.

The 2018 UPWP, as approved by the APO Board, assumed the availability of unspent Federal funds allocated in previous years. APO staff has since been informed that those unspent funds will not be available in FY 2018, and so we must amend the UPWP.

The primary recommended changes are:

1. Delaying the APO website update until 2019;
2. Reducing the Federal match and the total budget for the Travel Demand Model Support; the scope of the project will also change to remove improvements to the model and focus instead on model calibration and modeling activities for the Long-Range Transportation Plan update;
3. Removing the Federal funds from the Saint Cloud CSAH 75 Corridor Study Refresh and instead using \$20,000 from the City of Saint Cloud and \$80,000 in APO local funds to complete the project;
4. Removing the Federal funds from the Benton County ADA Transition Plan and instead using \$36,000 from Benton County and \$24,000 in APO local funds to complete the project.

This proposed amendment was presented to the Technical Advisory Committee on January 4th, and they unanimously recommended approval.

With your approval APO staff will finalize the amendment and communicate it to MnDOT for their approval.

Saint Cloud Area Planning Organization
2018 Work Activities by Revenue Source

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$165,001	\$21,694	\$5,423	\$19,557	\$211,675
200 Budget & UPWP	\$10,328	\$1,358	\$339	\$1,224	\$13,250
300 Transportation Improvement Program (TIP)	\$24,944	\$3,280	\$820	\$2,957	\$32,000
400 Transportation System Performance Monitoring (TSPM)	\$14,635	\$1,924	\$481	\$1,735	\$18,775
500 Transportation Project Development	\$15,726	\$2,068	\$517	\$1,864	\$20,175
600 Long Range Transportation Plan (LRTP)	\$50,083	\$6,585	\$1,646	\$5,936	\$64,250
610 LRTP - Bicycle/Pedestrian Planning	\$21,397	\$2,813	\$703	\$2,536	\$27,450
620 LRTP - Transit Planning	\$13,330	\$1,752	\$438	\$1,580	\$17,100
700 Transportation Planning Coordination and Meetings	\$80,834	\$10,628	\$2,657	\$9,581	\$103,700
800 Transportation Modeling, Mapping & Support	\$35,857	\$4,714	\$1,179	\$4,250	\$46,000
900 Locally Funded Activities	\$0	\$6,000	\$1,500	\$12,375	\$19,875
<i>Sub-Total for APO Staff and Operations</i>	<i>\$432,137</i>	<i>\$62,815</i>	<i>\$15,704</i>	<i>\$63,594</i>	<i>\$574,250</i>
Consultant Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	\$48,000
Consultant Services: APO Website Update	\$16,000	\$0	\$0	\$4,000	\$20,000
Consultant Services: Travel Demand Model Support	\$60,000	\$0	\$0	\$15,000	\$75,000
	\$8,873			\$19,311	\$28,184
Consultant Services: Saint Cloud CSAH 75 Corridor Study Refresh	\$80,000	\$0	\$0	\$20,000	\$100,000
	\$0			\$100,000	
Consultant Services: Benton County ADA Transition Plan	\$24,000	\$0	\$0	\$36,000	\$60,000
	\$0			\$60,000	
Grand Total Expenses	\$612,137 \$441,010	\$62,815	\$15,704	\$186,594 \$290,905	\$877,250 \$810,434



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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director and Alex McKenzie, Planning Technician
RE: Consideration of Regional Safety Performance Targets
DATE: January 3, 2018

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

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

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

If an MPO agrees to support a State HSIP target, the APO would;

- Work with the State and safety stakeholders to address areas of concern for fatalities or serious injuries within the metropolitan planning area.
- Coordinate with the State and include the safety performance measures and the State's HSIP targets for those measures in the MTP (Metropolitan Transportation Plan).
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes such as applicable portions of the HSIP, including the SHSP.
- Include a description in the TIP (Transportation Improvement Program) of the anticipated effect of the TIP toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets.

If an MPO establishes its own HSIP target, the APO would;

- Establish HSIP targets for all public roads in the metropolitan planning area in coordination with the State.

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

Attachments (A), (B), and (C) displays the data used to forecast the proposed targets. Bolded numbers on the tables represent projected rates based on past trends. On the graphs, the blue line represents known data and the red line is the projected rate 5 years in the future.

MnDOT targets are as follows:

- Traffic Fatalities – 375
- Fatality Rate – 0.62 /100MVMT
- Serious Injuries – 1,935
- Serious Injury Rate – 3.19/100MVMT
- Non-motorized Fatalities and Serious Injuries - 348

The proposed APO safety targets for the calendar year 2018:

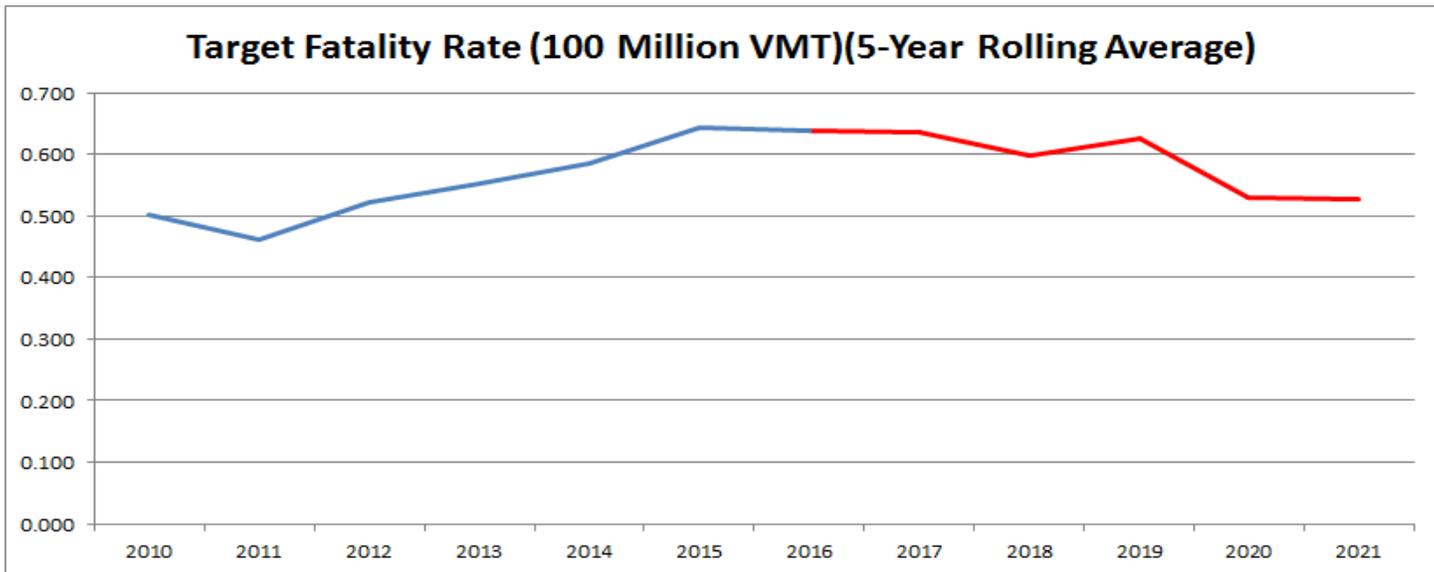
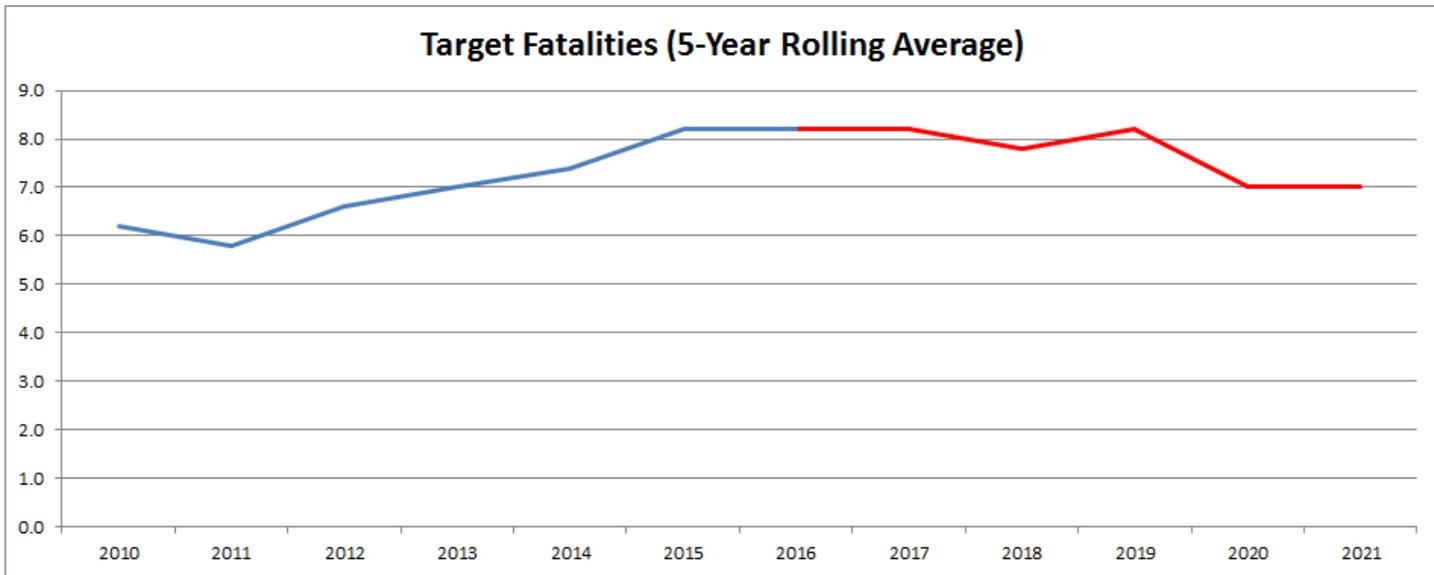
- Traffic Fatalities – 7.8
- Fatality Rate – 0.598/100MVMT
- Serious Injuries – 13.9
- Serious Injury Rate - 1.070/100MVMT
- Non-motorized Fatalities and Serious Injuries - 7

This information was presented to the Technical Advisory Committee (TAC) on December 7th, and they recommended that the APO adopt the proposed APO safety targets for 2018.

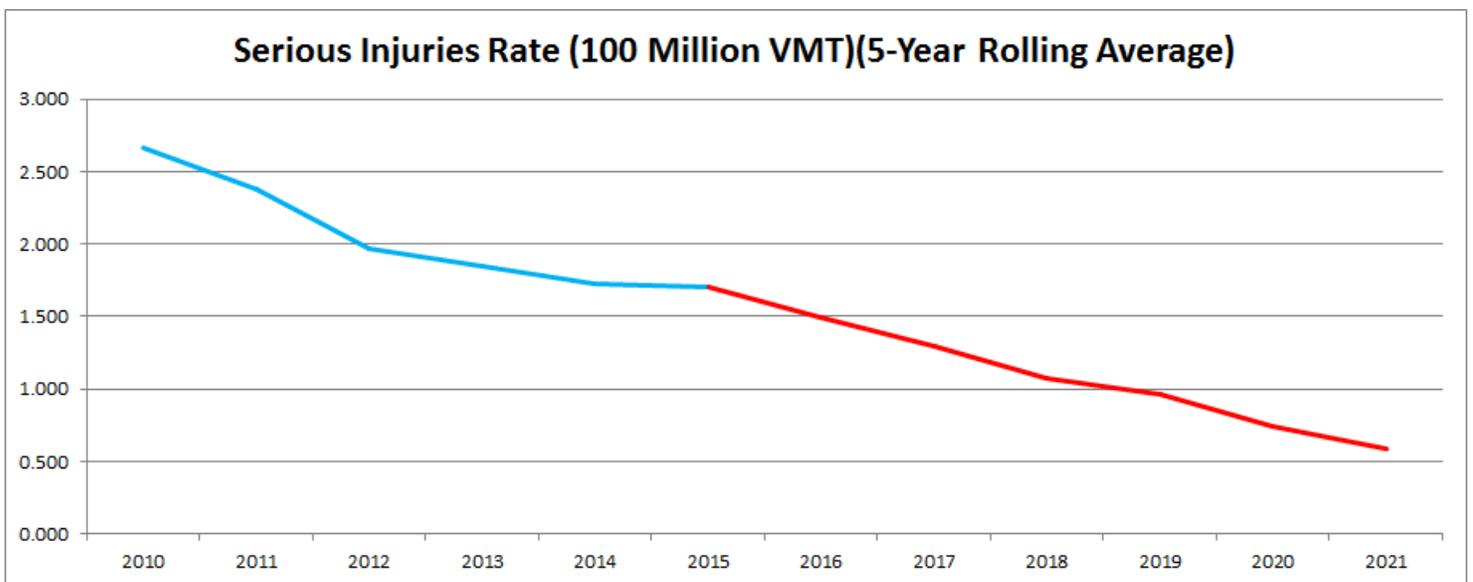
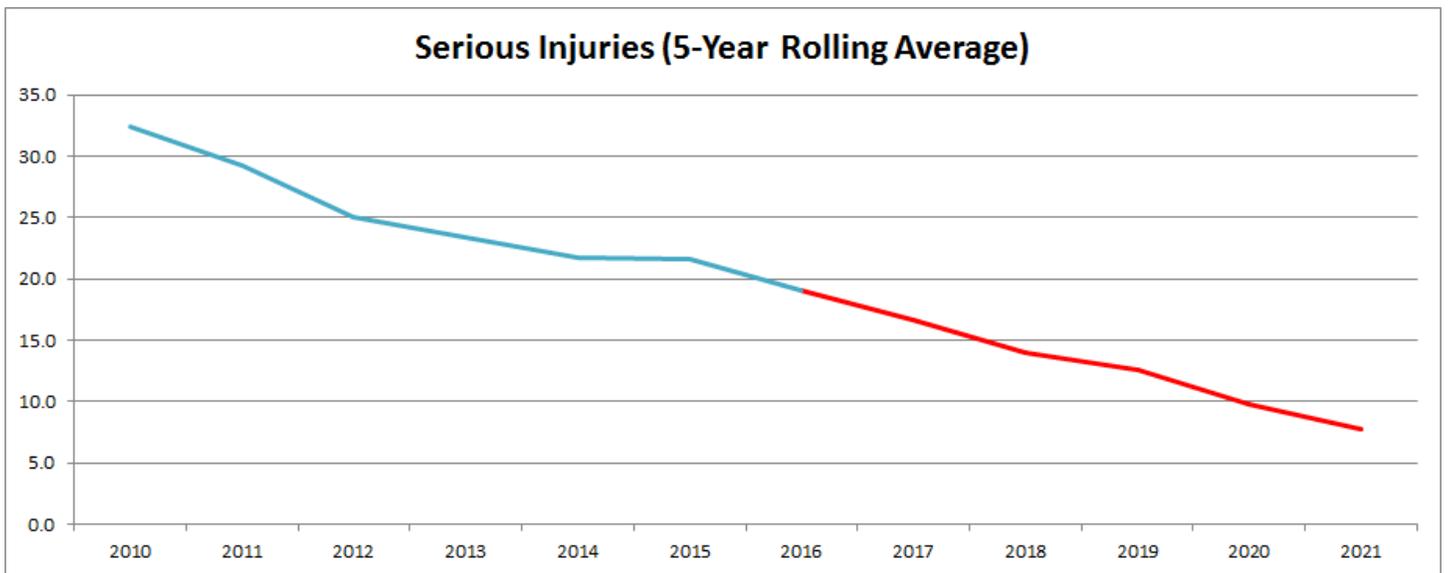
Requested Action Today:

Approve the TAC's recommendation of the proposed APO safety targets for 2018.

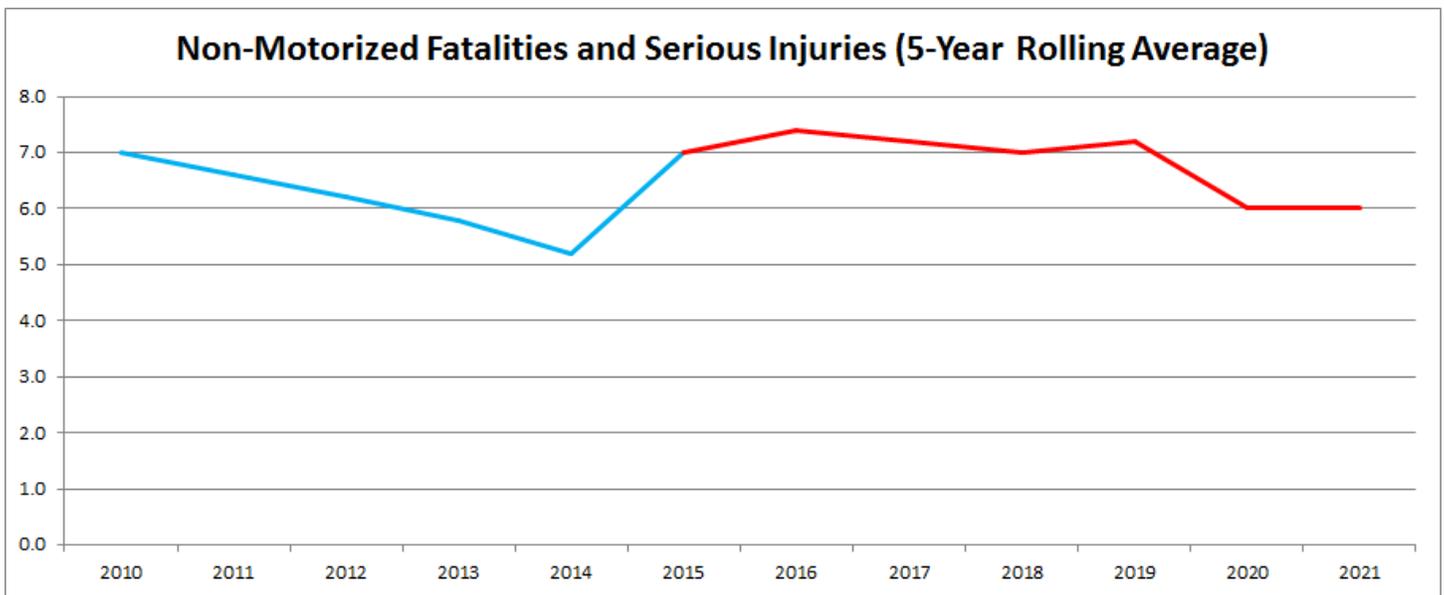
Year	Fatalities	Fatalities (5-Year Rolling Average)	Vehicles Miles Traveled (VMT)	VMT (5-Year Rolling Average)	Fatality Rate (100 Million VMT)	Fatality Rate (100 Million VMT)(5-Year Rolling Average)
2010	9	9.0	1,269,217,483	1,233,471,574	0.71	0.501
2011	7	8.0	1,261,608,525	1,245,292,840	0.55	0.463
2012	7	7.7	1,264,710,468	1,268,402,934	0.55	0.521
2013	9	8.0	1,262,788,059	1,268,104,840	0.71	0.553
2014	5	7.4	1,267,194,947	1,265,103,896	0.39	0.585
2015	13	8.2	1,292,538,846	1,269,768,169	1.01	0.644
2016	7	8.2	1,319,190,887	1,281,284,641	0.53	0.639
2017	7	8.2	1,318,983,302	1,292,139,208	0.53	0.635
2018	7	7.8	1,328,183,771	1,305,218,351	0.53	0.598
2019	7	8.2	1,321,768,195	1,316,133,000	0.53	0.625
2020	7	7.0	1,330,464,582	1,323,718,147	0.53	0.529
2021	7	7.0	1,343,423,397	1,328,564,649	0.52	0.527



Year	Serious Injuries	Serious Injuries (5-Year Rolling Average)	Vehicles Miles Traveled (VMT)	VMT (5-Year Rolling Average)	Serious Injuries Rate (100 Million VMT)	Serious Injuries Rate (100 Million VMT)(5-Year Rolling Average)
2010	20	32.4	1,269,217,483	1,233,471,574	1.58	2.663
2011	27	29.2	1,261,608,525	1,245,292,840	2.14	2.376
2012	24	25.0	1,264,710,468	1,268,402,934	1.90	1.972
2013	23	23.4	1,262,788,059	1,268,104,840	1.82	1.846
2014	15	21.8	1,267,194,947	1,265,103,896	1.18	1.724
2015	19	21.6	1,292,538,846	1,269,768,169	1.47	1.703
2016	14	19.0	1,319,190,887	1,281,284,641	1.07	1.488
2017	12	16.6	1,318,983,302	1,292,139,208	0.90	1.289
2018	10	13.9	1,328,183,771	1,305,218,351	0.73	1.070
2019	9	12.6	1,321,768,195	1,316,133,000	0.65	0.963
2020	5	9.9	1,330,464,582	1,323,718,147	0.38	0.745
2021	3	7.7	1,343,423,397	1,328,564,649	0.26	0.583



Year	Non-Motorized Fatalities and Serious Injuries	Non-Motorized Fatalities and Serious Injuries (5-Year Rolling Average)
2010	3	7.0
2011	4	6.6
2012	7	6.2
2013	7	5.8
2014	5	5.2
2015	12	7.0
2016	6	7.4
2017	6	7.2
2018	6	7.0
2019	6	7.2
2020	6	6.0
2021	6	6.0





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

Attachment M-3
Agenda Item #6

Resolution 2018-05
Establishment of Targets for Safety Performance Measures

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization (APO) agrees to plan and program projects so that the projects contribute to the accomplishment of MPO's calendar year 2018 HSIP targets for number of fatalities, rate of fatalities, number of serious injuries, rate of serious injuries, and number of non-motorized fatalities and non-motorized serious injuries; and

Be it further resolved, that the St. Cloud Area Planning Organization (APO) commits to a 2018 performance target of 7.8 traffic fatalities, fatality rate of 0.598 per 100 million vehicle miles traveled, 13.9 serious injuries, serious injury rate of 1.070 per 100 million vehicle miles traveled, and 7 non-motorized fatalities and serious injuries for the metropolitan planning area.

Adopted by the St. Cloud Area Planning Organization Executive Board January 18, 2018.

ATTEST:

Jeff Westerlund
St. Cloud APO Vice-Chair

Brian Gibson, PTP
St. Cloud APO Executive Director

January 18, 2018
Date

January 18, 2018
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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director and Vicki Ikeogu, Transportation Planner
RE: Presentation of Draft Stakeholder Engagement Plan
DATE: January 3, 2018

The Code of Federal Regulations (23 CFR §450.316) requires all metropolitan planning organizations like the Saint Cloud Area Planning Organization to develop and use a documented public participation plan that defines a process for providing citizens, affected public agencies, and others with reasonable opportunities to be involved in the metropolitan transportation planning process. The attached Stakeholder Engagement Plan (SEP) updates the APO's 2012 Public Participation Plan. In addition, the document has been combined with an updated version of the August 2015 Title VI Compliance Plan.

The draft document has been submitted to MnDOT and St. Cloud Metro Bus for review and comment. APO staff is presenting this document for initial review and comment by the Board prior to releasing it for public review and comment.

We ask that all comments and feedback on the SEP be made via email (ikeogu@stcloudapo.org) or phone (320-252-7568 ext. 206) by 5 p.m. Friday, Jan. 19.

The APO will begin its mandated 45-day public comment period on the draft document on Monday, Jan. 29.

Requested Action Today:
Information only; no action needed.

Month
2018

Stakeholder Engagement Plan



Prepared by the
Saint Cloud Area
Planning
Organization

Month 2018

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.



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GLOSSARY OF TERMS

Accessible Formats: Formats that are alternative to standard print or online materials that are accessible to people with disabilities. This may include large print, recorded audio and other electronic formats, and Braille.

Americans with Disabilities Act (ADA): Civil rights legislation passed in 1990 and effective July 1992 that sets design guidelines for accessibility to public facilities and public meetings for individuals with disabilities.

Bicycle Pedestrian Advisory Committee (BPAC): The Bicycle Pedestrian Advisory Committee consists of citizen volunteers representing the APO planning area who have a special interest in bicycle and pedestrian issues. The BPAC reviews transportation studies, plans, and projects from a citizen's perspective.

Environmental Justice (EJ): Identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of programs, policies, and activities on minority populations and low-income populations in the United States. Each Federal agency, including Metropolitan Planning Organizations like the Saint Cloud Area Planning Organization, must comply with this executive order.

Federal Highway Administration (FHWA): A branch of the U.S. 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.

Federal Transit Administration (FTA): A branch of the U.S. Department of Transportation that provides financial and technical assistance to local public transit systems and oversees safety measures for those systems.

Fixing America's Surface Transportation (FAST) Act: The FAST Act was signed into law on Dec. 4, 2015 by President Obama. The Act reauthorized the federal-aid highway program through fiscal year 2020, while consolidating the number of federal programs to focus resources on key national goals and reduce duplicative programs. The Act also emphasizes expedited project delivery.

Limited English Proficiency (LEP): Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English.

Long Range Transportation Plan (LRTP): A transportation plan addressing no less than a twenty (20) year planning horizon. The LRTP includes both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system.

Minnesota Department of Transportation (MnDOT): The state department of transportation for Minnesota. MnDOT's mission is to plan, build, operate and maintain a safe, accessible, efficient and reliable multimodal transportation system that connects people to destinations and markets throughout the state, regionally, and around the world.

Saint Cloud Area Planning Organization (APO): The APO is the Metropolitan Planning Organization serving nineteen (19) jurisdictions and representing 131,666 residents as of the U.S. Census Bureau 2011-2015 American Community Survey Five (5) Year Estimates. There are nine (9) jurisdictions who are subscribed, planning partner members of the APO. Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus) is also a subscribed, planning partner member.

Stakeholder: A stakeholder is any person or group that is affected by a transportation plan, program, or project, including those not aware they are affected. Stakeholders may also be any person or group that thinks they may be affected by a transportation plan, program, or project even if they are not actually affected. Examples of stakeholders include: non-governmental organizations, traditionally underserved communities, residents of affected geographic areas, commuters and tourists, transportation professionals, and government agencies.

Stakeholder Engagement Plan (SEP): The public participation plan of the Saint Cloud Area Planning Organization.¹

Technical Advisory Committee (TAC): The Technical Advisory Committee consists of fourteen (14) voting members representing local and state planners, engineers and transit operators from Benton, Stearns, and Sherburne counties and the Minnesota Department of Transportation (MnDOT). The TAC reviews plans and programs from a technical perspective and makes recommendations to the APO's decision-makers.

Title VI: A portion of the Civil Rights Act of 1964 that prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance.

Transportation Improvement Program (TIP): The TIP covers a five (5) year time frame, and all projects included in the TIP must be consistent with the LRTP. The TIP is a comprehensive listing of the region's surface transportation projects – including transit, highway, local roadway, bicycle and pedestrian investments – that receive federal or state funds, or are regionally significant regardless of funding source.

Unified Planning Work Program (UPWP): The UPWP is a one (1) year work program and is reflective of the actions and activities to maintain a comprehensive, continuous, and coordinated transportation planning process. The UPWP represents the planning priorities to be carried out within the Saint Cloud Metropolitan Area.

¹ Public participation plans are required by 23 CFR §450.316. This Stakeholder Engagement Plan is intended to fulfill the Saint Cloud APO's requirement for such a plan.

INTRODUCTION

Background

This Stakeholder Engagement Plan (SEP) hereafter referred to as the SEP, updates the Saint Cloud Area Planning Organization's (APO) 2012 Public Participation Plan. The updated SEP reinforces the APO's commitment to meaningful public involvement in its planning and programming efforts.

As part of its planning and programming process, the APO will involve citizens, member jurisdictions, affected public agencies, representatives of transportation agency employees or unions, public and private providers of transportation, and other parties who have a known interest in the process.

It is the goal of the APO to ensure that no one who uses services provided by the organization or its member jurisdictions will be excluded from participation, denied benefits, or discriminated against while using these services on the basis of their race, color, or national origin in compliance with Title VI of the Civil Rights Act of 1964.

APO programs shall also adhere to the following executive orders:

- EO 12898: Federal Action to Address Environmental Justice in Minority and Low-Income Populations.
- EO 13166: Improving Access to Services for Persons with Limited English Proficiency.

Utilizing proper stakeholder engagement techniques helps to improve decision-making at all levels by incorporating technical and non-technical input. The SEP provides the vision and the process for engaging the full range of community constituents in regional decision-making. It allows for addressing public priorities and concerns, minimizing negative impacts, and improving public agency-to-community relationships.

Purpose

The APO's SEP establishes a transparent decision making process to provide detailed information regarding how the public will be involved in the APO's planning and programming processes, including: 1) the Long-Range Transportation Plan (LRTP), 2) the Transportation Improvement Program (TIP), and 3) the Unified Planning Work Program (UPWP). It also provides general guidance for all other planning products done by the APO, such as region-wide planning studies, corridor studies, and sub-area studies.

The APO's SEP is also used to satisfy the St. Cloud Metropolitan Transit Commission's (St. Cloud Metro Bus) public participation process for its project programming.

This updated SEP is based on evaluating previous public involvement efforts both within and outside the scope of the APO. The SEP has been updated for compliance with the 2015 Fixing America's Surface Transportation (FAST) Act provisions and was prepared in accordance with Federal Highway Administration (FHWA) regulations (23 CFR §450.316)

Authority

The Code of Federal Regulations (23 CFR §450.316) requires all metropolitan planning organizations like the APO to develop and use a documented public participation plan that defines a process for providing citizens, affected public agencies, and others with reasonable opportunities to be involved in the metropolitan transportation planning process. This SEP document fulfills that requirement.

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color and national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance including organizations like the APO. The Civil Rights Restoration Act of 1987 broadened the scope of the Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs are federally assisted or not.

APO Mission Statement

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:

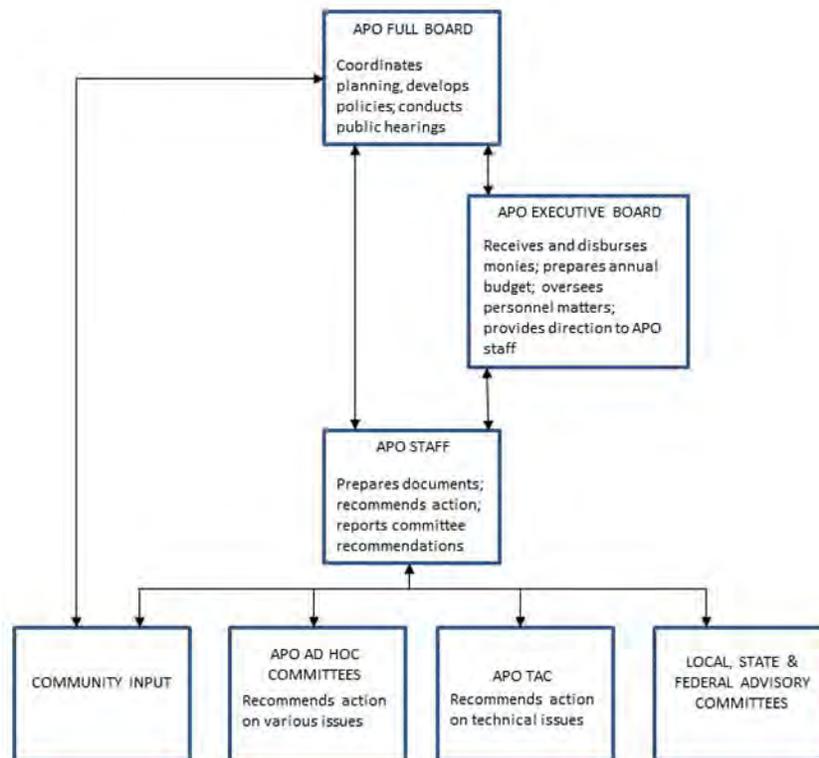
- Public service oriented by providing accountability to constituents and exhibiting the highest standards of ethical conduct.
- Creative problem solvers by anticipating potential challenges and developing creative solutions based on professional knowledge, public involvement, and collaboration with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

Organizational Structure

As a comprehensive, intergovernmental transportation-planning agency for the Saint Cloud Metropolitan Planning Area, the APO receives local, state, and federal funds to administer programs and improvement projects.

The APO currently has two (2) governing boards – the Policy Board and the Executive Board – which are the decision-making bodies of the APO and provide guidance and direction to staff. The Boards are advised by a Technical Advisory Committee (TAC) and a TAC subcommittee for bicycle and pedestrian issues.

Figure 1: APO Organizational Chart



Policy Board

The full Policy Board is comprised of representatives from nine (9) member jurisdictions, as well as representatives from the Saint Cloud Metro Bus. The APO’s metropolitan planning area is comprised of nineteen (19) jurisdictions, representing 131,666 residents as of the U.S. Census Bureau 2011-2015 American Community Survey Five (5) Year Estimate. The Policy Board consists of thirty-six (36) members of which thirty-one (31) are elected officials from local governing boards (e.g., city, county, and township).

Non-elected persons representing planning and community interests hold the remaining five (5) voting membership positions. The Policy Board is responsible for the adoption of policies on all transportation matters.

Executive Board

As a subcommittee of the Policy Board, the Executive Board is a smaller working body, responsible for detailed analysis of operational matters. This committee is comprised of eleven (11) members who currently hold voting membership on the Policy Board. The Executive Board has been authorized by the Policy Board to:

1. Prepare an agenda for regular meetings of the APO Policy Board;
2. Receive and disburse monies within the approved budget;
3. Handle personnel matters consistent with the APO's Personnel Policies;
4. Prepare the annual budget and work program;
5. Nominate a slate of officers for the annual meeting;
6. Provide direction to the Executive Director;
7. Speak for the APO;
8. Recommend action and policy to the APO Policy Board.

Technical Advisory Committee (TAC)

The Technical Advisory Committee consists of fourteen (14) voting members representing local and state planners, engineers and transit operators from Benton, Stearns, and Sherburne counties and the Minnesota Department of Transportation (MnDOT). The TAC reviews plans and programs from a technical perspective and makes recommendations to the APO's decision-makers. During the TAC's review of transportation planning products, the recommendation of the APO staff is considered and both recommendations are carried forward for consideration and final action by the Executive and/or Policy Board.

Bicycle Pedestrian Advisory Committee (BPAC)

The Bicycle Pedestrian Advisory Committee consists of citizen volunteers representing the APO planning area who have a special interest in bicycle and pedestrian issues. The BPAC reviews transportation studies, plans, and projects from a citizen's perspective and makes recommendations to the TAC.

Board/committee	Membership	Responsibilities	Meeting Frequency	Meeting Materials (hard copy)	Meeting Materials (electronic copy)	Information on Website	Past Meeting Minutes
Policy Board	Appointed representatives from local units of government (elected and non-elected)	Administrative leadership with authority on budget, policy, and planning activities	Meetings held three times a year	Members only	Email list of interested parties	Full agenda packet	Available on website
Executive Board	Subcommittee of the Policy Board	Advise Policy Board on appropriate actions. Can act as a decision making body on behalf of the Policy Board in some cases.	Generally held once a month on the second Thursday of the month	Members only	Email list of interested parties	Full agenda packet	Available on website
Technical Advisory Committee	Technical staff from local units of government and cognizant agencies	Advise Policy and Executive Boards on planning and policy activities	First Thursday of every month	Members only	Email list of interested parties	Full agenda packet	Available on website
Bicycle Pedestrian Advisory Committee	Technical staff and citizen members	Advise the TAC on bicycle and pedestrian issues	As needed	Members only	Email list of interested parties	Full agenda packet	Available on website

Figure 2- Summary of APO Boards and Committees

FEDERAL AND STATE REQUIREMENTS AND REGULATIONS

Federal Policy

Federal statutes and regulations provide general guidelines for locally developed public involvement processes and procedures. The APO's SEP incorporates Federal Highway Administration (FHWA) regulatory requirements (23 CFR 450.316).

The principle objectives of the APO's SEP are outlined in detail below and are generally set forth pursuant to the requirements outlined in 23 CFR 450.316:

- To establish a consistent means of notification and involvement for the public;
- To actively seek input and involvement from a wide variety of individuals, groups, and organizations affected by the transportation system;
- To establish and facilitate effective public involvement early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions;
- To promote informed and thoughtful public input in regards to the decision-making process by providing access to information in a timely manner;
- To fully document and consider public input;
- To utilize public involvement in the development of transportation plans, programs, and projects which are representative of local, regional, and state priorities/needs while incorporating a range of transportation options;
- To develop a public participation plan in consultation with interested parties and to update it periodically as necessary;
- To employ to the maximum extent practicable, visualization techniques, which may include: Artist renderings, computer model images, computer simulations, drawings, flowcharts, maps, models, photo manipulation, scenario planning tools, simulated photos, sketches, videos, or visual preference surveys;
- To require a minimum public comment period of forty-five (45) days before the APO's SEP is adopted, revised, or updated;
- To provide for the early involvement of various transportation interest groups (e.g., traffic, bicyclists, pedestrians, rideshare, parking, transportation safety and enforcement agencies, rail operators, toll authorities, airport, private transportation providers, public officials, freight shippers, environmental resources, and permit agencies);
- To coordinate APO's SEP with statewide public participation plans to enhance public consideration and understanding of the issues, plans, and programs as well as to reduce redundancies and costs; and
- To evaluate, on a periodic basis, APO's SEP to verify that the process is open to all individuals with interest and that the procedures of this policy are being implemented and followed in accordance with federal regulation and that the objectives/criteria set forth therein is administered appropriately.

The Fixing America's Surface Transportation (FAST) Act was signed into law on Dec. 4, 2015 by President Obama. The Act reauthorized the Federal-Aid Highway Program through fiscal year 2020, while consolidating the number of federal programs in order to focus resources on key national goals and reduce duplicative programs. The Act also emphasizes expedited project delivery.

The FAST Act continues the previous transportation act's commitment to public participation, directing Metropolitan Planning Organizations (MPOs) like the APO to have a public participation plan that provides people, "affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan."

The FAST Act directs MPO public participation plans to "be developed in consultation with all interested parties," and "provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan."

It further directs MPOs "to the maximum extent practicable" to "hold any public meetings at convenient and accessible locations and times," to "employ visualization techniques to describe plans," and to "make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information."

Title VI

The APO strives to be consistent with Title VI of the Civil Rights Act of 1964 (23 USC 140, 23 CFR 200, and 49 CFR 21) which ensures that no person shall, on the ground of race, color, sex, national origin, or physical handicap, be excluded from participating in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the U.S. Department of Transportation.

Title VI Coordinator Responsibilities

The APO's Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the APO's compliance with Title VI regulations. Compliant processing procedures against the APO for alleged violation of Title VI regulations can be found in Appendix A of this document.

Title VI Coordinator's responsibilities are as follows:

1. Process the disposition of Title VI complaints received by the APO.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of state highway programs, e.g. affected citizens and impacted communities.
3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of consultant contractors and other recipients of Federal-Aid Highway Fund contracts administered through the APO.
5. Review APO program directives. Where applicable, include Title VI language and related requirements.
6. Conduct training programs on Title VI and other related statutes for APO employees and recipients of federal highway funds. Post a copy of the Title VI Plan on the APO website. Post the Title VI Plan on the Employee Bulletin Board and bulletin boards near the front desk at the APO worksite. Inform all employees that a copy of the Title VI Plan is available upon request. Instruct all new employees about the Title VI Plan during orientation.
7. Prepare a yearly report of Title VI accomplishments and goals, as required.
8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
9. Conduct post-grant reviews of APO programs and applicants for compliance with Title VI requirements.
10. Identify and take corrective action to help eliminate discrimination.
11. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within ninety (90) days of identification of a deficiency.

The person responsible for ensuring the APO's compliance with Title VI regulations is the APO Executive Director. However, he or she may delegate specific monitoring or compliance tasks to staff members. Any member of the public may contact the APO's Executive Director to discuss Title VI compliance by one of the following means:

- By Mail: 1040 County Road 4, Saint Cloud, MN 56303
- By Phone: (320) 252-7568
- By Email: admin@stcloudapo.org

Environmental Justice

Presidential Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations further supported Title VI. The order reads:

“Each Federal agency shall make achieving Environmental Justice part of its mission by identifying and addressing as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

EO 12898 was signed into law by President Clinton in 1994.

Metropolitan Planning Organizations (MPOs) like the APO are required to identify disproportionately high or adverse effects to these populations. The APO has established a process identifying significant Environmental Justice (EJ) populations and incorporates an EJ analysis into its planning process to identify baseline information on EJ populations at a regional level. The APO analyzes the distribution of potential benefits and adverse impacts and identifies measures to mitigate adverse impacts.

During planning processes, the APO follows the three (3) federally mandated EJ principles:

- Identify and appropriately address disproportionate adverse human health and environmental impacts on people-of-color and low-income populations;
- Ensure the full and fair participation by all potentially affected communities; and
- Prevent denial/delay/reduction of benefits for people-of-color and low-income populations.

Americans with Disabilities Act of 1990

Under the Americans with Disabilities Act (ADA) of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

The Act includes provisions that ensure those with disabilities have accommodations included in transportation facility development, are able to access the sites where public participation activities occur, and are guaranteed access to information available at those forums.

The APO continues to strive to be consistent with the ADA by utilizing meeting facilities that comply with the requirements of the law. Specific public involvement activities related to ADA compliance include an ADA stakeholder list and notifications, ADA compliant meeting facilities, and allowance of ample time for comment, including alternate formats of documents and feedback forms.

Other Federal Regulations

In addition, the APO strives to be consistent with EO 13116: Improving Access to Services for Persons with Limited English Proficiency. This order states that people who speak limited English should have meaningful access to federally-conducted and federally funded programs and activities. It requires that all federal agencies identify the need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services.

In order to comply with EO 13116, the APO has developed a Limited English Proficiency (LEP) plan to address the APO's responsibilities as a recipient of federal financial assistance. The plan has been prepared in accordance with Title VI and its discrimination on the basis of race, color, or national origin.

More information on APO Limited English Proficiency can be found on page 44 of this document.

Minnesota Open Meeting Law

The Minnesota Open Meeting Law was originally enacted in Laws 1957, chapter 773, section 1. It is now codified in Minnesota Statutes, chapter 13D. The Minnesota Supreme Court has articulated three purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences;
- To assure the public's right to be informed; and
- To afford the public an opportunity to present its views to the public body.

The Minnesota Supreme Court has held that the open meeting law applies to all gatherings of members of a governing body, whether or not action is taken or contemplated with the exception of advisory groups or committees that do not make decisions but instead recommend action by other decision-making bodies.

The open meeting law does not apply to chance or social gatherings of members of a public body. However, a quorum of a public body may not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.

The Minnesota Open Meeting Law requires that votes in open meetings be recorded and those notes – or minutes – be made available to the public. Meetings must be held in a public place within the jurisdictional boundary area.

All public bodies must:

- Keep schedules of regular meetings on file at their offices.
- Post notice of special meetings (meetings held at a time or place different for regular meetings) on their principal bulletin board. The public body must also either mail notice to people who have requested such mailings, or publish notice in the official newspaper, at least three (3) days before the meeting.
- Make good faith efforts to notify news media that have filed written requests (with telephone numbers) for notice of emergency meetings called because of circumstances that require immediate consideration. Because of the nature of these meetings, a three (3) day notice would not be feasible.

At least one copy of any printed material prepared by the public body and distributed or available to all members of the public body must also be made available in the meeting room for inspection by the public.

Closed meetings defined under the Minnesota Open Meeting Law can be applied to:

- Performance evaluations and disciplinary hearings of an individual who is subject to its authority.
 - The public body must summarize the conclusions of the evaluation at its next open meeting.
- Meetings discussing labor negotiations.
- Meetings addressing certain security issues.
 - Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- Meetings discussing certain issues relating to government property sales or purchases.
 - An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting.

Civil penalties and fees can be enforced for intentional violation of the open meeting law.

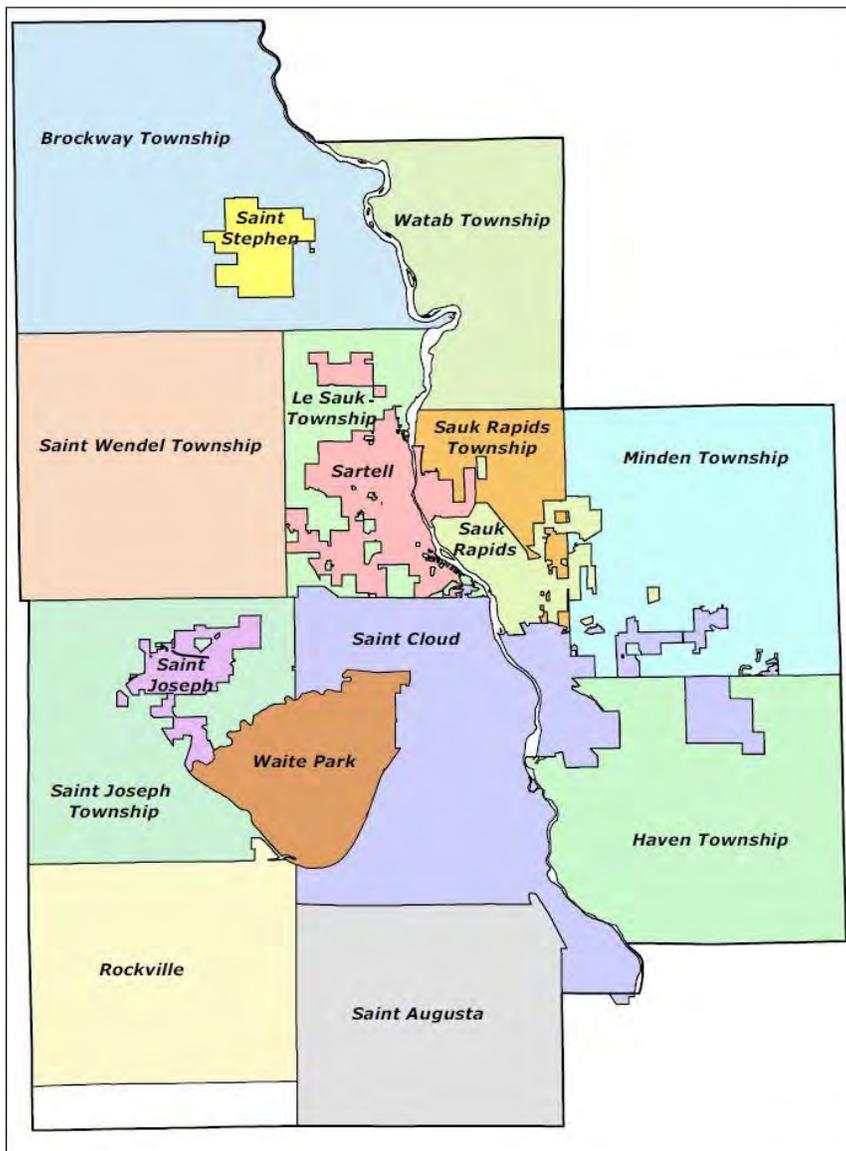
As a public governing body, the Minnesota Open Meeting Law is applicable to the APO.

DEMOGRAPHIC ANALYSIS AND METHODOLOGY

APO Planning Area

The APO Urbanized Area is designated by the U.S. Census Bureau every decennial census year. Criteria for defining this area include population density and density of development. The APO approves a twenty (20) year planning boundary that includes the Census-defined Urbanized Area, but which also considers expected urbanized growth within that time period. Member jurisdictions include Stearns County, Benton County, Sherburne County, City of Saint Cloud, City of Sartell, City of Sauk Rapids, City of Waite Park, City of Saint Joseph, and LeSauk Township.

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



Demographic Data

According to the U.S. Census Bureau's 2011-2015 American Community Survey 5-Year Estimates, the Saint Cloud Area Planning Organization has a population of 131,666. In comparison to the most recent U.S. Census in 2010, the population for the APO's jurisdiction has increased by 1,441 people or 1.1 percent.

In order to be in compliance with Federal and State regulations, the APO is mandated to document specific demographic characteristics including people-of-color, people living in poverty, people with disabilities, and individuals who have limited English proficiency. In conjunction with Title VI, Executive Order 12898 on Environmental Justice, the Americans with Disabilities Act, and Executive Order 13116 on LEP, the APO is to be mindful of the locations of these populations throughout the planning process in order to limit disproportionate adverse effects and insure equitable access to transportation and transportation resources.

Figure 3 – APO jurisdictional map
People-of-color

A total of 15,417 area residents have been identified by the U.S. Census Bureau's 2011-2015 ACS 5-Year Estimates as being people-of-color. This corresponds to a regional average of 11.7 percent of the population being identified as people-of-color.

People-of-color as defined by ACS includes the following individuals who identify as: Black/African-American alone; American Indian and Alaska Native alone; Asian alone; Native Hawaiian and other Pacific Islander alone; some other race; or two (2) or more races.

Populations for people-of-color within the Saint Cloud APO’s jurisdictional boundaries have increased. According to the 2010 U.S. Census, the APO area had a population of 13,858 people who identified as people-of-color. That number has increased by approximately 1,500 people in the past five (5) years.

APO Area Population		
Year	2010	2015
Total Population	130,225	131,666
People-of-Color	13,858	15,417
Percent of population who are People-of-Color*	10.6%	11.7%
Caucasian Population	116,367	116,249
Percent Caucasian*	89.4%	88.3%

* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

People who have identified as Caucasian make up the largest portion of the APO jurisdictional area at 89.4 percent of the population identifying as such. This percentage includes those who have identified their ethnicity as being Hispanic or Latino (2.7 percent of the APO’s population). The next largest racial group is black or African-American at 5.6 percent followed by Asian at 2.4 percent.

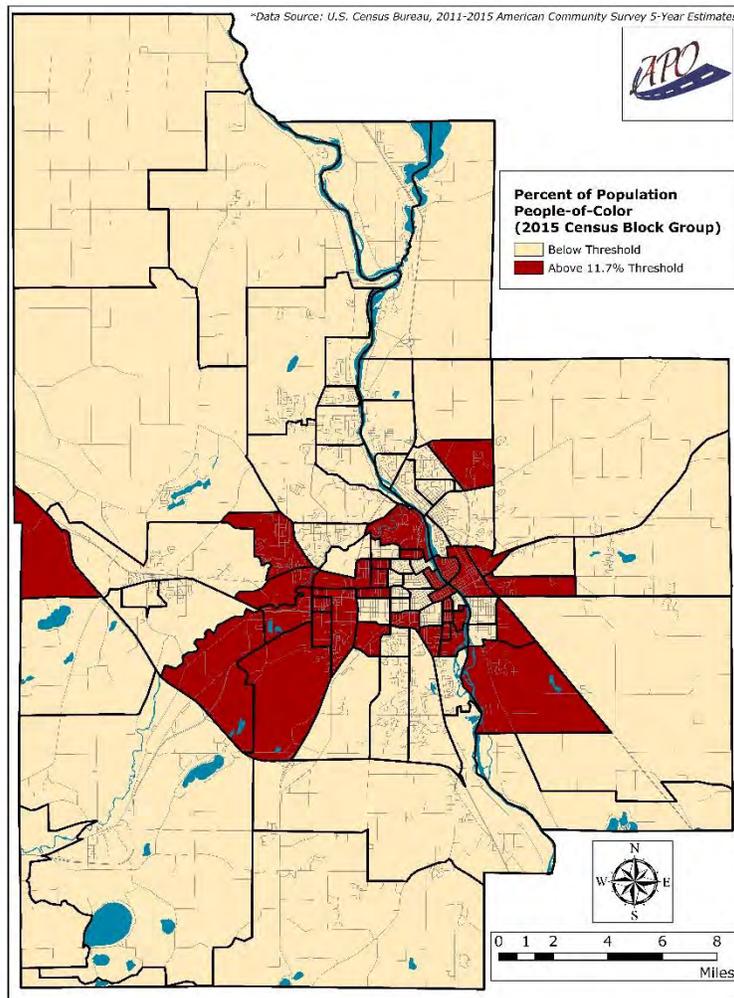
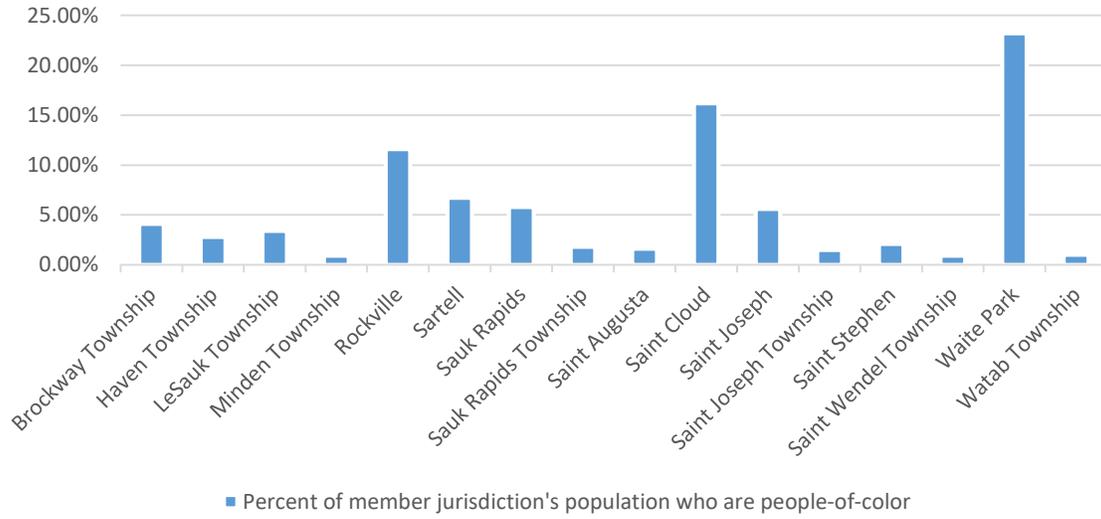
Out of the APO member jurisdictions, Waite Park boasts the largest percentage of individuals who identify as people of color – 23.2 percent of its population. St. Cloud had the next largest percentage of its population identifying as people of color at 16.2 percent, followed by Rockville at 11.6 percent and Sartell at 6.7 percent.

Saint Cloud APO member jurisdictions	Population Total	Percent of member jurisdiction’s population who are People-of-Color*
Brockway Township	2,763	4.1%
Haven Township	1,841	3%
LeSauk Township	1,629	3.4%
Minden Township	1,524	0.9%
Rockville	2,481	11.6%
Sartell	16,274	6.7%
Sauk Rapids	13,196	5.8%
Sauk Rapids Township	454	1.8%
Saint Augusta	3,486	1.6%
Saint Cloud	66,298	16.2%
Saint Joseph	6,749	5.6%
Saint Joseph Township	1,231	1.5%
Saint Stephen	953	2.1%
Saint Wendel Township	2,218	0.9%
Waite Park	7,429	23.2%
Watab Township	3,140	1%
Totals	131,666	11.7%

*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Percent of member jurisdiction's population who are people-of-color



Low-income populations

A total of 21,797 individuals over the age of five (5) have been identified as being low-income according to ACS data. That represents 17.7 percent of the APO jurisdictional area's population over the age of five (5) – 122,849 people.

The number of individuals ages five (5) and older identified as living in poverty has increased by 2,510 people within the past five (5) years.

Individuals living in poverty		
Year	2010	2015
Population 5-years and older	117,608	122,849
Individuals living in poverty	19,287	21,797
Percent of individuals living in poverty*	16.4%	17.7%

* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

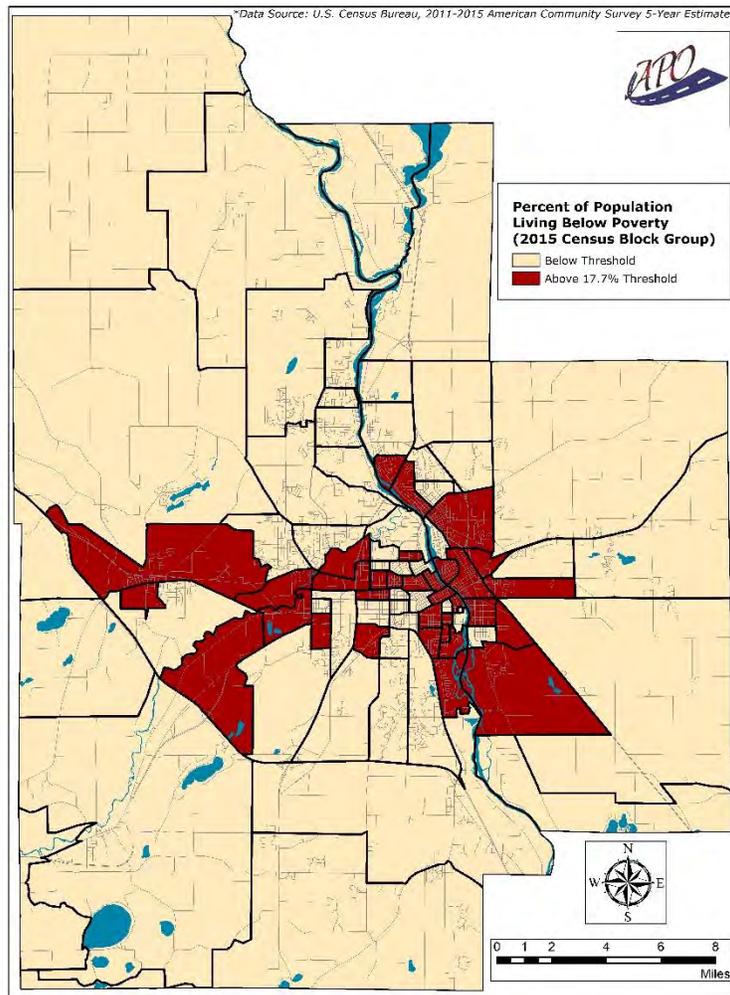
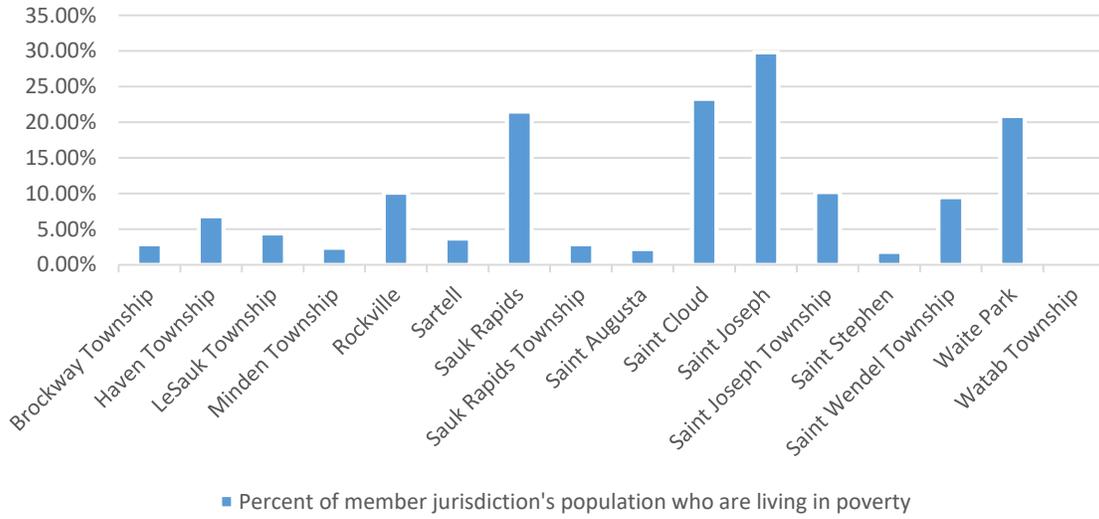
Out of the APO member jurisdictions, Saint Joseph has the largest percent of its population living in poverty at 29.8 percent. Saint Cloud has reported the second largest percentage of its population living in poverty at 23.3 percent, followed by Sauk Rapids at 21.5 percent, and Waite Park at 20.9 percent.

Jurisdiction	Population 5-years and older	Percent of individuals living in poverty*
Brockway Township	2,747	2.9%
Haven Township	1,841	6.8%
LeSauk Township	1,629	4.4%
Minden Township	1,524	2.4%
Rockville	2,481	10.1%
Sartell	16,125	3.7%
Sauk Rapids	12,952	21.5%
Sauk Rapids Township	454	2.9%
Saint Augusta	3,480	2.2%
Saint Cloud	61,724	23.3%
Saint Joseph	5,124	29.8%
Saint Joseph Township	1,231	10.2%
Saint Stephen	949	1.8%
Saint Wendel Township	116	9.5%
Waite Park	7,350	20.9%
Watab Township	3,126	5.2%
Totals	122,849	17.7%

*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Percent of member jurisdiction's population who are living in poverty



People with Disabilities

The U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates has reported 15,050 people within the Saint Cloud APO's jurisdictional boundary as having some form of a disability. This data source utilizes information from people who are not institutionalized. The total number of people who are not institutionalized in the APO area is 129,380. Based on this information, it is determined approximately 11.6 percent of the APO area's population has identified as having a disability.

No data was collected from the 2010 Census on the number of people with disabilities.

People with disabilities		
Year	2010	2015
Population total	N/A	131,666
Population of non-institutionalized individuals	N/A	129,380
Population of non-institutionalized individuals with disabilities	N/A	15,050
Percent of population of non-institutionalized individuals with disabilities	N/A	11.6%

* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Out of the APO's member jurisdictions, Sauk Rapids has reported the highest percentage of its population as identifying as having a disability at 14.1 percent. That is followed by Sauk Rapids Township at 13.7 percent, Saint Cloud at 12.3 percent, and Haven Township at 12.4 percent.

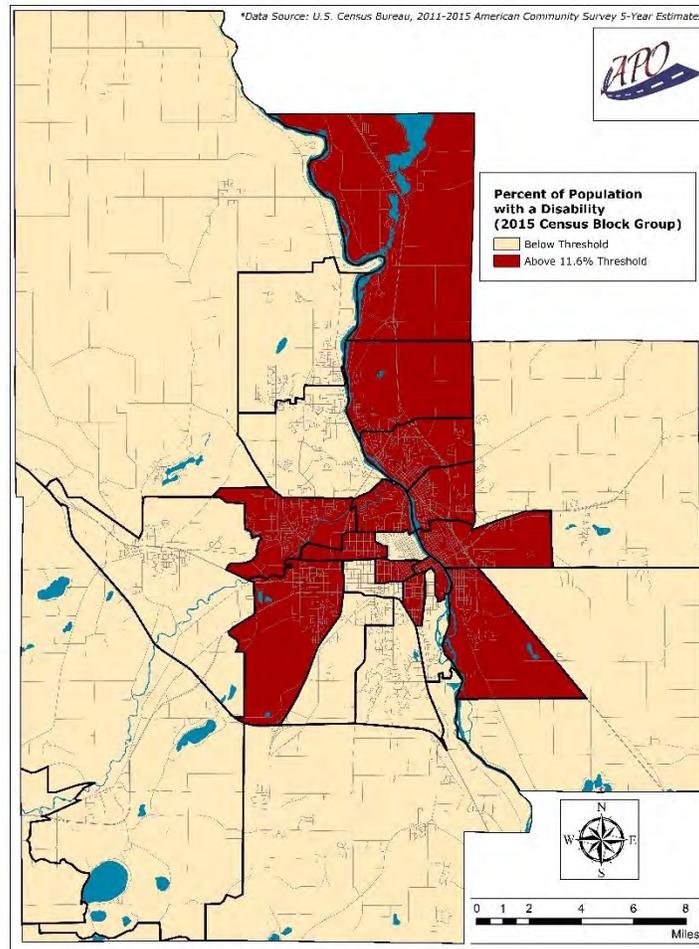
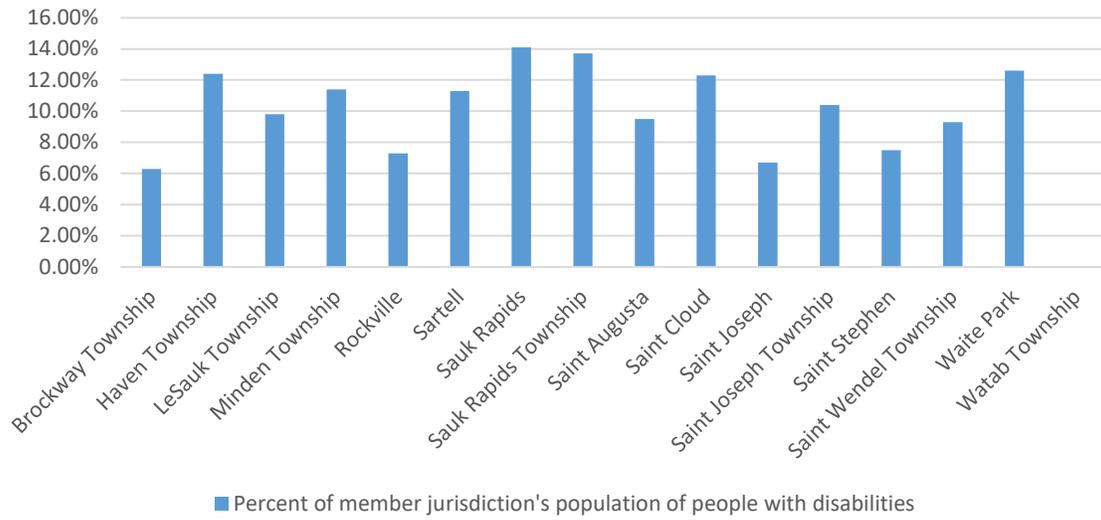
People with disabilities		
Jurisdiction	Total population**	Percent of population identifying as having a disability*
Brockway Township	2,763	6.3%
Haven Township	1,841	12.4%
LeSauk Township	1,629	9.8%
Minden Township	1,524	11.4%
Rockville	2,481	7.3%
Sartell	16,113	11.3%
Sauk Rapids	12,986	14.1%
Sauk Rapids Township	454	13.7%
Saint Augusta	3,473	9.5%
Saint Cloud	64,453	12.3%
Saint Joseph	6,749	6.7%
Saint Joseph Township	1,231	10.4%
Saint Stephen	953	7.5%
Saint Wendel Township	2,218	9.3%
Waite Park	7,377	12.6%
Watab Township	3,135	12%
Totals	129,380	11.6%

* Percentages have been rounded to the nearest tenth

** Total population is the total of non-institutionalized individuals

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Percent of member jurisdiction's population of people with disabilities



Limited English Proficiency

A total of 3,922 people over the age of five (5) have been identified by ACS as being able to speak English less than very well. That represents 3.2 percent of the APO jurisdictional area's population over the age of five (5) – 122,849 people.

Languages Spoken at Home		
Year	2010	2015
Population 5-years and older	119,738	122,849
Language other than English	6,670	10,491
Percent of population who speak a language other than English	5.6%	8.5%
Speak English less than 'very well'	2,491	3,922
Percent of population who speak English less than 'very well'	2.1%	3.2%

* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

ACS data breaks down the languages spoken by Spanish, other Indo-European languages, Asian and Pacific Island languages, and other languages. A majority (37.4 percent) of the individuals identified as speaking another language fall under the "other languages" category.

Waite Park has the percentage of its population speaking English less than very well at 9.8 percent. This is followed by Rockville at 8 percent, Saint Cloud at 4.2 percent, and Saint Joseph at 3.8 percent.

Jurisdiction	Population 5 years and over	Percentage* of population that speaks English only	Percentage* of population who speak English less than 'very well'
Brockway Township	2,591	97.8%	0%
Haven Township	1,765	97.6%	0.3%
LeSauk Township	1,564	97.1%	1.1%
Minden Township	1,460	99.2%	0%
Rockville	2,281	91.1%	8%
Sartell	15,166	95.7%	0.5%
Sauk Rapids	11,937	96.4%	0.9%
Sauk Rapids Township	438	97.7%	0%
Saint Augusta	3,230	98.6%	0.9%
Saint Cloud	62,041	88.6%	4.2%
Saint Joseph	6,408	93.4%	3.8%
Saint Joseph Township	1,169	99.1%	0%
Saint Stephen	882	97.3%	0.6%
Saint Wendel Township	2,157	98.5%	0.3%
Waite Park	6,792	80.2%	9.8%
Watab Township	2,968	97.7%	0%

Totals	122,849	91.4%	3.2%
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*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Jurisdiction	Population 5 years and over	Percentage* of Spanish speakers who speak English less than 'very well'	Percentage* of other Indo-European language speakers who speak English less than 'very well'
Brockway Township	2,591	0%	0%
Haven Township	1,765	0.2%	0%
LeSauk Township	1,564	0%	0%
Minden Township	1,460	0%	0%
Rockville	2,281	7.6%	0.4%
Sartell	15,166	0.1%	0.3%
Sauk Rapids	11,937	0.7%	0%
Sauk Rapids Township	438	0%	0%
Saint Augusta	3,230	0.3%	0.2%
Saint Cloud	62,041	0.4%	0.8%
Saint Joseph	6,408	0%	0%
Saint Joseph Township	1,169	0%	0%
Saint Stephen	882	0%	0.6%
Saint Wendel Township	2,157	0.1%	0.1%
Waite Park	6,792	4.6%	0.2%
Watab Township	2,968	0%	0%

Jurisdiction	Population 5 years and over	Percentage* of Asian and Pacific Island language speakers who speak English less than 'very well'	Percentage* of other language speakers who speak English less than 'very well'
Brockway Township	2,591	0%	0%
Haven Township	1,765	0.1%	0%
LeSauk Township	1,564	1.1%	0%
Minden Township	1,460	0%	0%
Rockville	2,281	0%	0%
Sartell	15,166	0.1%	0%
Sauk Rapids	11,937	0.2%	0%
Sauk Rapids Township	438	0%	0%
Saint Augusta	3,230	0.4%	0%
Saint Cloud	62,041	0.9%	2%

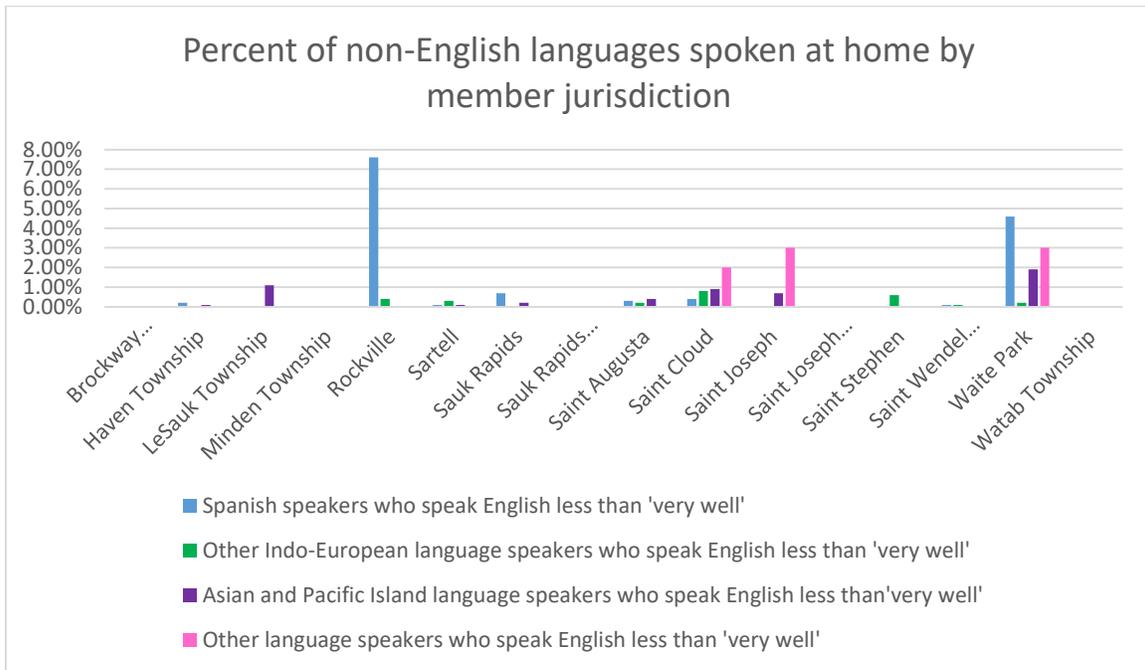
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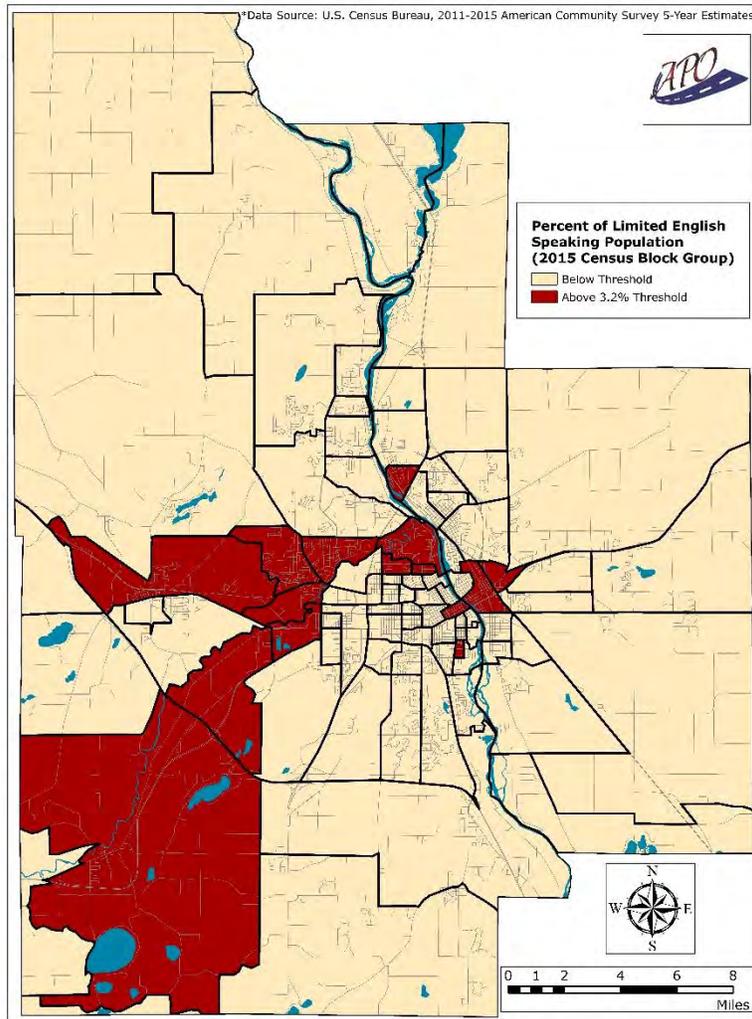
Saint Joseph	6,408	0.7%	3%
Saint Joseph Township	1,169	0%	0%
Saint Stephen	882	0%	0%
Saint Wendel Township	2,157	0%	0%
Waite Park	6,792	1.9%	3%
Watab Township	2,968	0%	0%

**Percentages
been rounded
nearest tenth.
U.S. Census
2011-2015
Community
5-Year
Estimates*

*

*Percentages have been rounded to the nearest tenth.
Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates





Other demographic data

While not federally obligated to track accessibility to personal vehicles and age demographics, the APO does acknowledge that these demographics will have an impact on stakeholder engagement tactics.

Zero Vehicle Households

According to the most recent ACS 5-Year Estimates, approximately 7.7 percent of total households within the APO jurisdiction – 50,017 – do not have access to a personal vehicle. That number equates to 3,861 occupied housing units.

Vehicle disadvantaged		
Year	2010	2015
Total occupied housing units	49,628	50,017
Total occupied housing units without a vehicle	3,446	3,861
Percent of total occupied housing units without a vehicle*	6.9%	7.7%

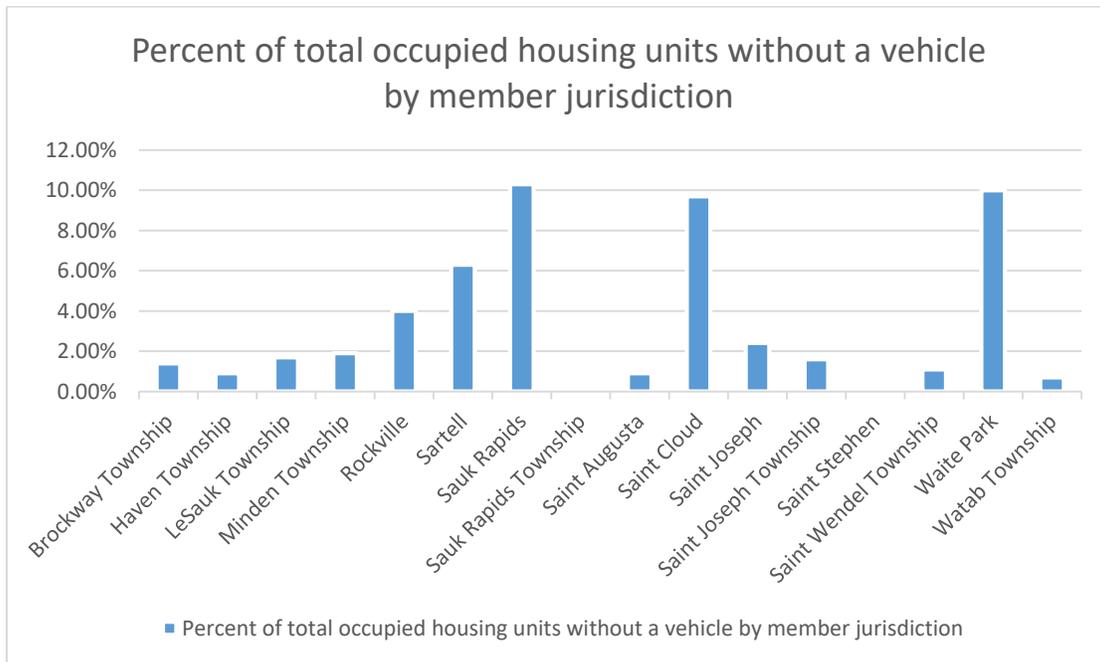
* Percentages have been rounded to the nearest tenth.

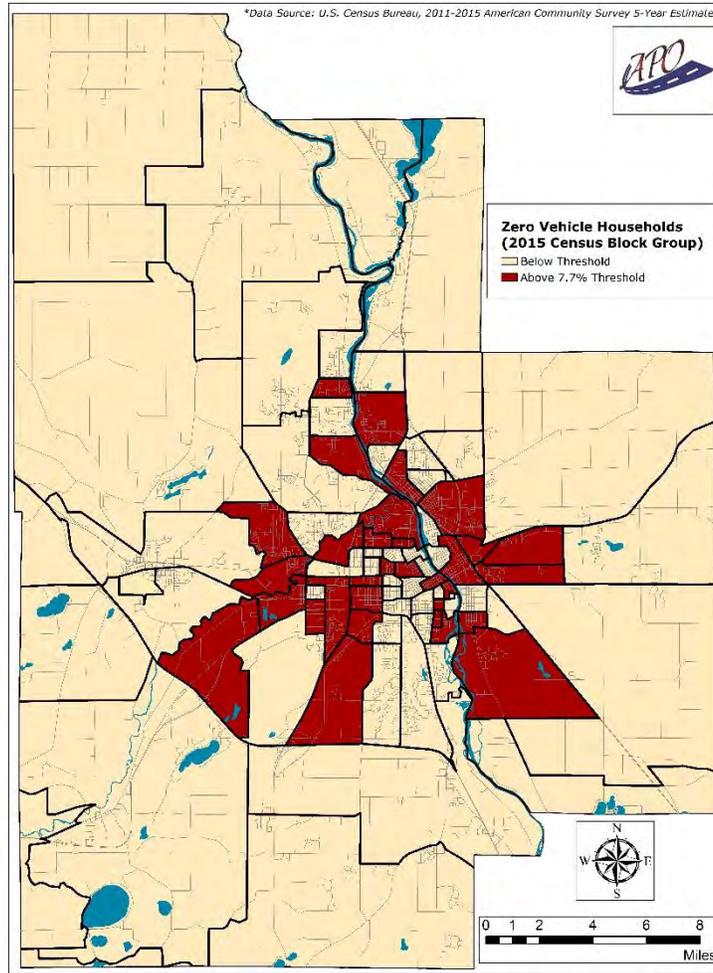
Sources: U.S. Census Bureau, Census 2000; U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Jurisdiction	Total occupied housing units	Percent of total occupied housing units without a vehicle*
Brockway Township	1,054	1.4%
Haven Township	629	0.9%
LeSauk Township	694	1.7%
Minden Township	618	1.9%
Rockville	941	4%
Sartell	6,203	6.3%
Sauk Rapids	5,215	10.3%
Sauk Rapids Township	213	0%
Saint Augusta	1,252	0.9%
Saint Cloud	25,204	9.7%
Saint Joseph	1,737	2.4%
Saint Joseph Township	491	1.6%
Saint Stephen	333	0%
Saint Wendel Township	825	1.1%
Waite Park	3,322	10%
Watab Township	1,223	0.7%
Totals	50,015	7.7%

*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates





Persons Age 65 and Older

A total of 15,314 people within the APO area are 65-years-old or older according to the U.S. Census Bureau’s 2011-2015 ACS 5-Year Estimates. With a total population of 131,666, the number of those who are sixty-five (65) or older make up 11.6 percent of the population.

Persons age 65 and older		
Year	2010	2015
Total population	130,220	131,666
Total population age 65 and older	13,943	15,314
Percent of total population age 65 and older*	10.7%	11.6%

** Percentages have been rounded to the nearest tenth.*

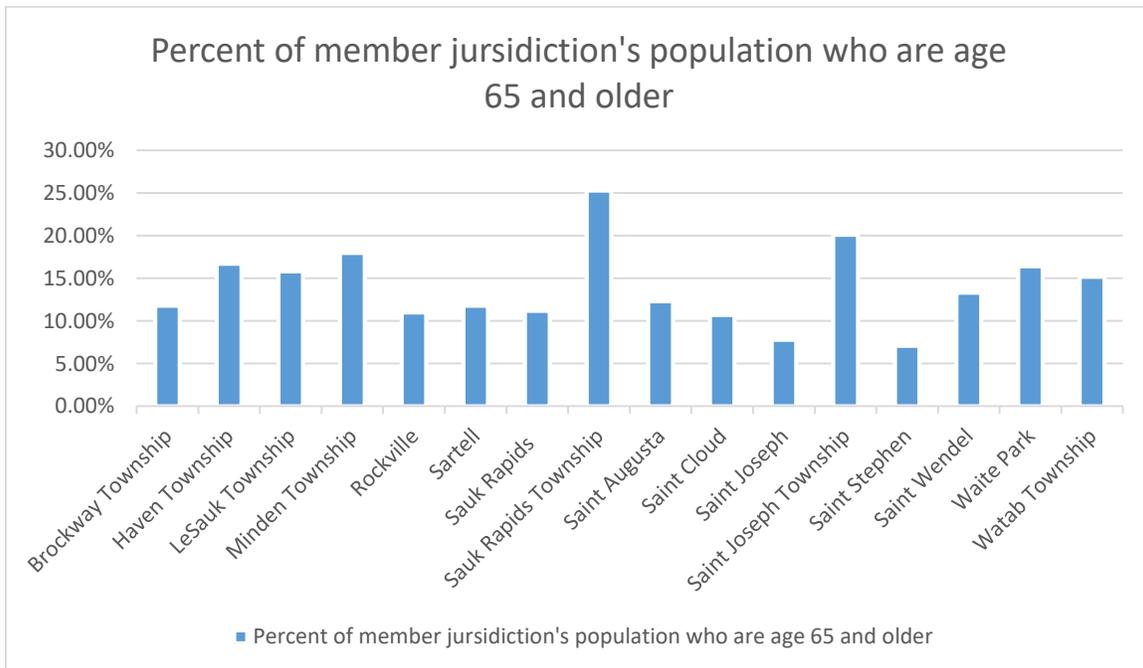
Sources: U.S. Census Bureau, Census 2000; U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Based on its population, Sauk Rapids Township has the largest percentage of people over the age of sixty-five (65) residing within its jurisdiction. The township reports about 25 percent of its population is over age sixty-five (65). The jurisdictions with the next largest percentage of seniors is Saint Joseph Township with 20.1 percent of its population over age sixty-five (65), Minden Township at 18 percent and Haven Township at 16.7 percent.

Jurisdiction	Population	Percent of population age 65 and older*
Brockway Township	2,763	11.8%
Haven Township	1,841	16.7%
LeSauk Township	1,629	15.8%
Minden Township	1,524	18.0%
Rockville	2,481	11.0%
Sartell	16,274	11.8%
Sauk Rapids	13,196	11.2%
Sauk Rapids Township	454	25.3%
Saint Augusta	3,486	12.3%
Saint Cloud	66,298	10.7%
Saint Joseph	6,749	7.8%
Saint Joseph Township	1,231	20.1%
Saint Stephen	953	7.1%
Saint Wendel Township	2,218	13.3%
Waite Park	7,429	16.4%
Watab Township	3,140	15.2%
Totals	131,666	11.6%

*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

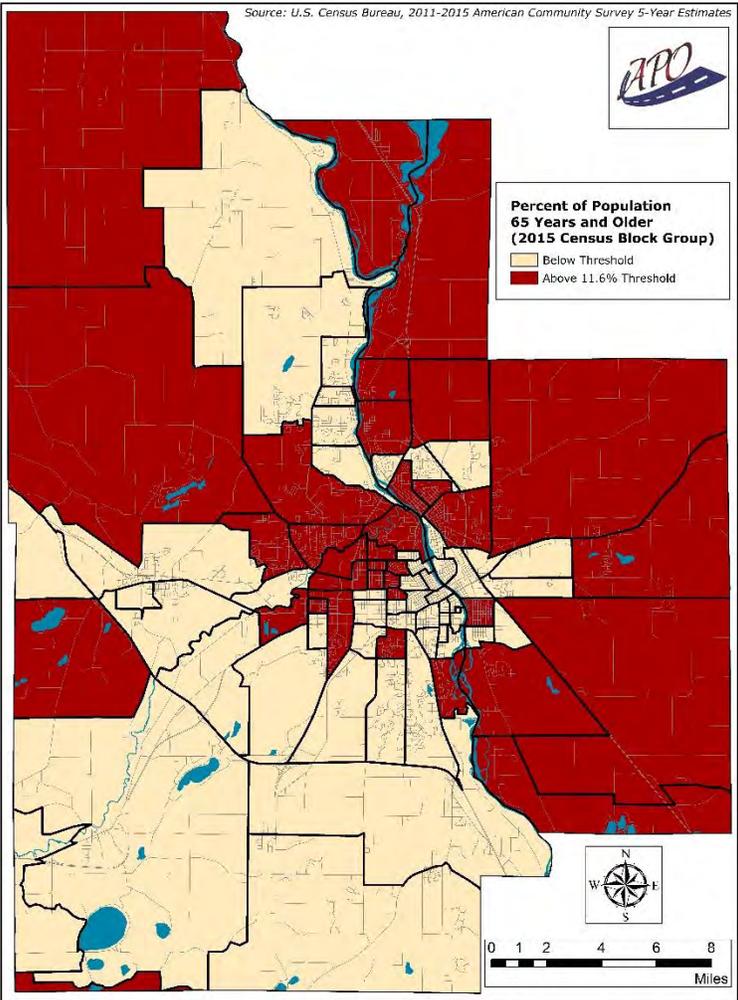


Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates



**Percent of Population
65 Years and Older
(2015 Census Block Group)**

Below Threshold
Above 11.6% Threshold



SEP GOALS AND STRATEGIES

Federal public participation regulations offer significant guidance to the APO as it strives to educate and engage the public in meaningful ways that allow for fully informed participation and engagement. As such, the APO has created a set of goals and corresponding strategies to aid in the public development and implementation of the SEP and other plan and program activities.

Goal 1: Provide early, accessible, and continuous opportunities for public involvement from diverse stakeholders.

Strategies

- Develop and maintain a master contact database of area stakeholders to insure all interested parties have a reasonable opportunity to engage in the transportation planning process.
- Maintain updates to the APO website, www.stcloudapo.org, to include information relating to all public outreach events hosted by the APO.
- Advertise public meetings, open houses, and other public-centric affairs through appropriate means, such as social media, legal notices in the newspaper of record, press releases on the APO website, and through the stakeholder contact database.
- Provide a minimum of seven (7) days' notice of upcoming public meetings to ensure opportunities for full participation and accommodations for persons with disabilities are met. The APO will make a good faith effort to provide services as requested such as interpreters, enlarged print materials, and other services as needed.
- Host public meetings at sites and times reasonably available, convenient, and accessible to potentially affected citizens. This includes transit accessibility.
- Ensure materials posted to the APO website and social media sites are accessible to vision impaired users.
- Additional strategies from the Limited English Proficiency (LEP) Plan may apply; see LEP Plan starting on page 44.

Goal 2: Provide reasonable public access to technical and policy information used in the development of plans and projects.

Strategies

- Maintain updates to the APO website to include electronic copies of information provided to the boards and advisory committees for decision-making purposes, as well as final copies of adopted documents, plans, or policy information.
- At all public Board and Committee meetings, make at least one (1) printed copy of all materials provided to the Board or Committee members available for public inspection.
- At least seven (7) days prior to all public input meetings, provide informational and source materials on the APO website so that members of the public may review the information before attending the meeting, and so that any person who cannot attend the meeting can still receive the information.
- Provide technical materials in a variety of formats that are easily understood whenever possible.
- Ensure materials posted to the APO website and social media sites are accessible to vision impaired users.
- Additional strategies from the Limited English Proficiency (LEP) Plan may apply; see LEP Plan starting on page 44.

Goal 3: Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

Strategies

- Require adequate public notice of public involvement activities and time for public review and comment at key decision points.
 - A minimum public comment period of thirty (30) days is required for the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP) and amendments to either document.
 - A minimum public comment period of forty-five (45) days is required for the adoption of, or amendments to, the SEP.
- Provide a reasonable variety of methods for public comment including, but not limited to, open public meetings, open houses, public hearings, printed comment forms, online comment forms, social media surveys, email, or U.S. mail.
- Include in the final document a review of public comments received and the final disposition of those comments.
- Summarize the public comments and their disposition for the APO Policy Board prior to the approval of the final document. If public comments substantially change a draft document, provide a second public comment period with a revised draft document that reflects the incorporated changes.

PUBLIC INVOLVEMENT TECHNIQUES

Public participation is an on-going activity of the APO with numerous techniques occurring on a continuous basis. Public participation is also an integral part of one-time activities such as corridor studies and recurring activities such as the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP).

This section contains descriptions of public participation tools currently used by the APO. Public involvement techniques will be routinely evaluated for effectiveness and efficiency.

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

Advertising of Public Meetings: Notice of public involvement opportunities may include posting of notices in public places and direct notification of stakeholders identified in the process. The APO utilizes public legal notices in local newspaper of record to advertise public meetings and public input opportunities.

News Media: The APO notifies news media through general purpose meeting notifications and project specific press releases. The APO may also submit letters to the editor of the newspaper of record on current trends in the transportation that would have implications on the APO jurisdiction. The APO maintains a current list of media contacts.

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

Social Media: The APO utilizes appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the APO's on-going planning process. Further details on the APO's social media policy can be found in Appendix B of this document.

Citizen Surveys: On a project specific basis citizen surveys will be used to collect data and other relevant information. These surveys are available both online and in hard copy. This information is generally documented within the transportation plan or study.

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

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

Speakers Bureau: APO staff members are available to provide general and project-specific information as requested by interested community groups. Staff members also may assist in performing public outreach to community and advocacy groups.

Ensuring Accessible Meetings: For meetings to be successful, everyone involved must have an equal opportunity to participate. Three components are key to presenting meetings that are accessible to people with disabilities: where the meeting is held, how the meeting room furniture is arranged, and how the meeting information is communicated. APO staff shall use the guidance provided in [Accessible Information Exchange: Meeting on a Level Playing Field](#) (see Appendix E or

<https://www.ada.gov/business/accessiblemtg.htm>) when preparing for public meetings, and shall make all reasonable good-faith efforts to provide auxiliary services if requested to do so.

MEASURING SUCCESS OF PUBLIC INVOLVEMENT TECHNIQUES

For the APO, accountability includes a commitment to monitor and evaluate the effectiveness of the policies and practices toward achieving shared outcomes and a willingness to adjust course to improve performance if needed. The SEP will have both qualitative and quantitative measures that will be used throughout.

The following are some of the steps that the APO will take to measure and evaluate the work around public engagement on specific projects:

- **Before the Project**
 - At the beginning of each project-related planning effort, APO staff will perform an assessment of groups that will be directly affected or may have an interest. Audience assessments will specifically address groups that are historically underrepresented in planning efforts.
- **During the Project**
 - Participation in public engagement activities will be monitored and recorded. To the extent possible, demographic data of public participants will also be recorded to assist in determining which communities and groups were actively engaged.
- **Annually**
 - On an annual basis, staff will survey a sample of participants via Survey Monkey or another online survey tool to assess the following qualitative elements:
 - Were the methods and structure of the outreach effort engaging?
 - Did participants feel their time and opinions were valued?
 - Was their contribution documented in the final product?
 - Would they participate in another APO outreach activity?
 - APO staff will compile data collected during the public outreach session via sign-in sheets at in-person engagements. See Appendix C for an example.
 - The APO will also notate the number of individuals who participated in related discussions on the APO's social media platforms and online information-gathering sites.

APO staff will conduct a review of all public outreach efforts on an annual basis and will use information gathered to help modify any perceived deficiencies in public outreach strategies. This annual report will be made available on the APO website.

ENGAGEMENT TACTICS USED IN THE DEVELOPMENT OF APO PLANS AND STUDIES

There are two key transportation initiatives of the APO that are specially called out in federal law as needing early and continuing opportunities for public participation: development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).

Long Range Transportation Plan

Requirements

The APO is required to adopt a Long Range Transportation Plan (LRTP) which outlines a short- and long-range list of transportation improvements (including policy considerations) regarding the surface transportation system for the Saint Cloud Metropolitan Area. The LRTP is updated every five (5) years, or more frequently if necessary. At a minimum, the plan includes the following:

- Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways/bicycle facilities, and intermodal connectors);
- Operational and management strategies;
- Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure;
- Transportation and transit enhancement activities;
- Financial plan and coordinated implementation matrix.

The full list of Federal requirements for the development of the LRTP can be found in 23 CFR 450.322.

Engagement tactics for the LRTP

Because of its comprehensive, long-term vision, the LRTP provides the earliest and the best opportunity for interested persons and public agencies to influence APO's policy and investment priorities for transportation. It is at this stage where investment priorities and major planning-level concepts are established, and broad, regional impacts of transportation on the public and the environment are addressed.

Public input will be sought from the public and identified stakeholders early and often throughout the development of the LRTP, including at critical points in the development of the plan.

The following parameters are used for engaging stakeholders in public input opportunities surrounding the development or update of the LRTP:

- Public notice is posted no less than seven (7) days prior to a public meeting.
- A period of no less than thirty (30) days is provided for which public comments can be submitted.
- All materials made available at public meetings will also be made available electronically via the APO website in accessible formats so that persons who cannot attend a public meeting can still receive the information.
- Upon request, materials may also be provided in a language other than English if feasible and reasonable to do so.
- Presentations and question and answer portions of public input meetings will be video recorded and posted to the APO website.

When a public meeting is scheduled to be held, a public notice in the form of a legal notice will be published in the St. Cloud Times, the newspaper of record for the planning area, posted on the APO website, posted on available social media outlets, and sent to those identified on the interested persons list.

The APO may use other additional forms of public notice including press releases and letters to the editor if deemed appropriate to disseminate public notice information regarding the LRTP development or update.

At a minimum, the public notification for print and digital platforms will include the following information: a brief description of the anticipated planning process and actions to be taken; the LRTP's purpose and effect on the region; a general schedule of the LRTP's development or update; an explanation of the opportunities that will be available for public comment and participation; and an APO contact if further information is desired.

Availability of Draft Plan

The APO shall make the draft LRTP available to the public. At such time as a draft LRTP is published, it will be available for public inspection at the APO office, 1040 County Road 4 in St. Cloud, and on the APO's website in an accessible format. Printed copies of the draft LRTP shall be mailed upon request. Translation of the draft LRTP into additional languages may be completed upon request and if reasonable and feasible to do so.

Documenting and Addressing Public Input

With due consideration given to public comments or any other applicable information received from the previous procedural steps, the APO will prepare the final LRTP. All comments received, either through the public involvement process or through the interagency consultation process, shall be documented in the final LRTP, along with a report on the final disposition of every comment. Groups of similar comments may be addressed collectively rather than individually.

If the final LRTP contains substantive changes from the one which was made available for public comment or if the plan includes new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, the APO will re-implement engagement tactics for the LRTP as stated above. The final LRTP will document the public involvement process, present a summary of all public comments received and demonstrate the APO's consideration to these comments.

Changing the LRTP

Changes to the LRTP are classified as technical corrections, administrative modifications, or amendments.

- **Technical Corrections:** Minor error corrections that do not change the substance of the LRTP can be made by APO staff without public notice, TAC review, or Board approval. Examples of such errors include, but are not necessarily limited to, spelling, syntax, punctuation, verb agreement and mathematical calculation errors as long as the correction of such errors does not substantially change the content of the LRTP.
- **Administrative Modifications:** More than a minor error correction, administrative modifications make substantial changes to the content of the LRTP, but do not require a coordinated review by FHWA or FTA, or a determination of conformity by these entities. Administrative modifications may be inclusive of, but not limited to, the following: Descriptive material, traffic or demographic estimates or forecasts, numerical data, project descriptions, etc. No public notifications are required for administrative amendments. Administrative modifications require coordination with MnDOT. Administrative modifications shall be reviewed by the TAC and considered for approval by the APO Board.
- **Amendments:** Major changes to the LRTP shall require an amendment. Amendments are inclusive of, but not necessarily limited to:
 - The addition or deletion of any project or group of projects including those that are regionally significant in nature;
 - Substantive alterations to the goals, objectives, policies, performance measures, and strategies of the LRTP;
 - The addition of a project from the illustrative project list with a re-demonstration of fiscal constraint (i.e., a project for which no Federal funding had been previously identified);
 - A major change in the project cost or project and/or project phase initiation dates;
 - A major change in project design concept or design scope;
 - If the total estimated project costs for all projects exceeds the fiscal constraint threshold (i.e., the estimate of all revenue that is reasonably expected to be available to pay for projects).

An amendment to the LRTP is subject to the requirements of the public involvement process outlined herein. The public notice requirements as outlined earlier in this section are followed for amendments to the LRTP. Following the public input process, amendments are reviewed by the TAC and considered for approval by the Board.

Development of the Transportation Improvement Program

Requirements

The Transportation Improvement Program (TIP) implements the policy and investment priorities adopted by the APO in the LRTP. In this way, public comments made as part of the LRTP are reflected in the TIP as well. The TIP covers a four (4) year time frame, and all projects included in the TIP must be consistent with the LRTP. The TIP is a comprehensive listing of the region's surface transportation projects – including transit, highway, local roadway, bicycle and pedestrian investments – that are scheduled to receive federal or state funds, or are regionally significant regardless of funding source.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or programmed) to the projects are available to implement the projects or project phases.

At a minimum, the TIP shall include the following:

- A list identifying all regionally significant projects requiring action by the FHWA or the FTA within the defined four (4) year period after the initial adoption of the TIP;
- A financial plan demonstrating how the approved TIP can be implemented and an indication of resources (public or private) that can be reasonably expected to be available in order to complete the projects;
- Identification of other financial alternatives/strategies to implement projects;
- A list of additional "illustrative" projects that would be included in the approved TIP if reasonable additional resources beyond the funds recognized in the required financial plan were available; and
- An outline of project descriptions and applicable project phases.

The full list of Federal requirements for the development of the TIP can be found in 23 CFR 450.324.

Engagement tactics for the TIP

Public input will be sought from the public and interested persons at two critical points in the development of the TIP:

1. At the start of the TIP development process, public input will be sought regarding needs/deficiencies, proposed strategies/policies, and projects/improvements that are important to the public; and
2. Following the development of the draft TIP, the document will be made available to the general public for their review and comment.

The following parameters are used for engaging stakeholders in public opportunities surrounding the development or update of the TIP:

- Public notice is posted no less than seven (7) days prior to a public meeting.
- A period of no less than thirty (30) days is provided for which public comments can be submitted.
- All materials made available at public meetings will also be made available electronically via the APO website in accessible formats so that persons who cannot attend a public meeting can still receive the information.
- Upon request, materials may also be provided in a language other than English if feasible and reasonable to do so.
- Public input meetings will be video recorded and posted to the APO website.

When a public meeting is scheduled to be held, a public notice in the form of a legal notice will be published in the St. Cloud Times, the newspaper of record for the planning area, posted on the APO website, posted on available social media outlets, and sent to those identified on the interested persons list.

The APO may use other additional forms of public notice including press releases and letters to the editor if deemed appropriate to disseminate public notice information regarding the TIP development or update.

At a minimum, the public notification will include the following information: a brief description of the anticipated planning process and actions to be taken; the TIP's purpose and effect on the region; a general schedule of the TIP's development or update; an explanation of the opportunities that will be available for public comment and participation; and an APO contact if further information is desired.

Availability of Draft TIP (and Interim Support Materials)

The APO shall make the draft TIP available to the public. At such time as a draft TIP is published, it will be available for public inspection at the APO office, 1040 County Road 4 in St. Cloud, and on the APO's website in an accessible format. Print copies of the draft TIP can be mailed upon request. Translation of the draft TIP into additional languages may be completed upon request and if reasonable and feasible to do so.

Documenting Substantive Changes to a Draft TIP

With due consideration given to public comment or any other applicable information received from the previous procedural steps, the APO will prepare the final TIP. All comments received, either through the public involvement process or through the interagency consultation process, shall be documented in the final TIP, along with a report on the final disposition of every comment. Groups of similar comments may be addressed collectively rather than individually.

If the final TIP contains substantive changes from the one which was made available for public comment or if the plan includes new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, the APO will re-implement engagement tactics for the TIP as stated above. The final TIP will document the public involvement process, present a summary of all public comments received and demonstrate the APO's consideration to these comments.

Changing the TIP

Changes to the TIP are defined as either technical corrections, administrative modifications, or amendments. Any changes to the TIP through the use of technical corrections, administrative modifications, or amendments must be reported to MnDOT to be accurately reflected in the Statewide Transportation Improvement Program (STIP). Administrative modifications and amendments shall be reviewed by the TAC and considered for approval by the Board. An amendment to the TIP is also subject to the requirements of the public involvement process outlined herein. The public notice requirements as outlined earlier in this section are followed for amendments to the TIP. Following the public input process, amendments are reviewed by the TAC and considered for approval by the Board.

- **Technical Corrections:** Minor error corrections that do not change the substance of the TIP can be made by APO staff without public notice, TAC review, or Board approval. Examples of such errors include, but are not necessarily limited to, spelling, syntax, punctuation, verb agreement, project number changes to the TIP, and mathematical calculation errors as long as the correction of such errors does not substantially change the content of the TIP.
- **Administrative Modifications:** More than a minor error correction, administrative modifications make substantial changes to the content of the TIP, but do not require a coordinated review by FHWA or FTA, or a determination of conformity by these entities. Administrative modifications to the TIP are required when:
 - A previously programmed project is moved into a different fiscal year, but fiscal constraint is maintained.
 - Sources of project funding change, but fiscal constraint is maintained.
 - Splitting or combining projects already in the program, with no change in overall project schedule or funding.
- **Amendments:** The TIP requires an amendment when:
 - Adding or deleting a project from the current approved TIP. This includes adding a new individual FHWA or FTA funded project or a regionally significant project.

- Any increase or decrease occurs in a project cost and/or funding which could have an impact on fiscal constraint.
- A phase of work is added or subtracted to the project but fiscal constraint is maintained.
- The scope or termini of a project are changed, but fiscal constraint is maintained.
- An illustrative project (i.e., a project for which no Federal funding had previously been identified) is proposed to be included in the approved TIP.

Development of Corridor and Planning Related Studies

Participation in corridor and planning related studies provides the most grassroots form of public involvement and engagement. It allows residents to look closely at and consider alternatives for a particular geographical area within the APO's planning area. Deciding to invest in a major infrastructure improvement is often a big undertaking, comprised of varying perspectives, concerns, costs and potential impacts. Facilities that carry significant numbers of cars, trucks, buses, and trains are generally not perceived to be ideal neighbors, yet they are vital components of a healthy region. Decisions frequently reflect the dilemmas and tradeoffs between maintaining mobility and safety for people and goods, while minimizing costs and impacts (particularly on residential areas). Public policies have been established to promote cost-effective and contextually sensitive (including environmentally sensitive) improvements; however, social, physical, institutional, and financial factors must be weighed in each situation.

The purpose of public involvement is to make better decisions, create a better end product and decrease the time required to implement by 1) facilitating a dialogue with a broad cross-section of citizens in the planning process, 2) organizing and recording information and other input for consideration and use by staff, planning partners, and the Board, and 3) informing citizens about the impact their input has on the development of regional policies. Accordingly, the APO strives to provide opportunities for citizens to help shape the region's future through an early, open, and active engagement process so decision-makers understand and incorporate civic insights.

Each outreach activity and the applicable results will be incorporated within the appendices of the respective study.

At critical points in the development of these studies, public input will be sought from the public and interested persons regarding existing conditions/operations, identified needs/deficiencies, proposed strategies/policies, and identified projects/improvements.

The following parameters are used for engaging stakeholders in public opportunities surrounding the development of corridor or planning studies:

- Public notice is posted no less than seven (7) days prior to a public input opportunity².
- A period of no less than thirty (30) days is provided for which public comments can be submitted.
- All materials made available at public meetings will also be made available electronically via the APO website so that persons who cannot attend a public meeting can still receive the information.
- Public input meetings will be video recorded and posted to the APO website.

The public notice in the form of a legal notice will be published in the St. Cloud Times, the newspaper of record for the planning area, posted on the APO website, posted on available social media outlets, and sent to those identified on the interested persons list. Additional notifications will be circulated to any other relevant publications if applicable.

The APO may use other additional forms of public notice including press releases and letters to the editor as deemed appropriate to disseminate public notice information regarding the corridor or planning related studies.

² Public input opportunities may include (but shall not necessarily be limited to) traditional public input meetings, project open houses, planning charrettes and workshops, public exhibits and displays, public surveys, and others. Project managers will decide on a case-by-case basis how best to reach and engage stakeholders and the general public for each planning study.

At a minimum, the public notification will include the following information: a brief description of the anticipated planning process and actions to be taken; the corridor or planning related study's purpose and effect on the region; a general schedule of the study's development or update; an explanation of the opportunities that will be available for public comment and participation; and an APO contact if further information is desired.

Availability of Draft Corridor and Planning Related Studies

The APO shall make all significant materials developed throughout the process of the corridor and/or planning study, including the draft study document, available to the public for review and comment. Significant materials used in support of the study's development including the drafts will be posted to the APO website. At such time as a draft study is published, it will be available for public inspection at the APO office, 1040 County Road 4 in St. Cloud, and on the APO's website.

Development of the Unified Planning Work Program

In order to ensure the timely planning and implementation of metropolitan transportation priorities identified in the LRTP, the APO is required to adopt a Unified Planning Work Program (UPWP). The UPWP is an annual document that serves as the organization's operating budget, and identifies the planning studies, projects, and other planning work to be funded or undertaken by the APO. The UPWP is a tool to help implement the policies and priorities of the adopted LRTP. Public involvement in the development of the UPWP is not required by Federal law or regulation. However, since all meetings of the TAC and APO Board are open to the public, the development of the UPWP can be monitored as the draft document is created and presented to the TAC and the APO Board. The public will be provided an opportunity to comment in person at APO Board or advisory committee meetings.

Development of the UPWP occurs annually, so public comments on regional planning priorities are always welcome at the APO. Persons with comments or who are interested in the development of the UPWP are encouraged to call, mail or email the APO Executive Director. The APO's mailing address is 1040 County Road 4, Saint Cloud, Minnesota 56303, and the phone number is 320-252-7568. Specific contact information can be found on the APO website (www.stcloudapo.org).

The full list of Federal requirements for the development of the UPWP can be found in 23 CFR §450.308.

Development of the SEP

The Stakeholder Engagement Plan reflects the APO's existing practices for public involvement, consultation with interested parties, interagency consultation and agency governance and operations, all documented in one place for public reference. A draft SEP will go through a 45-day public comment period.

This comment period will include:

- Notifying the APO membership, interested parties, stakeholders, community organizations representing Title VI groups, Americans with Disabilities Act groups and Environmental Justice groups, as well as federal resource agencies of the opportunity to comment on the plan;
- Posting the draft SEP online on the APO's website;
- Agenda information items to APO Boards and advisory committees;
- Opportunities to provide a public comment in person at APO Board or committee meetings; and
- Notification on social media.

Figure 3 – Stakeholder Engagement Matrix

Plan or Document	Public Meeting Notification Requirements	Length of Notice Prior to Public Meeting	Comment Period	Other Considerations	Environmental Justice/Title VI
Long Range Transportation Plan (LRTP) and LRTP Amendment	Legal notice in newspaper of record	7 days	30 days	Press release. Materials posted to website. Speakers bureau. Social media. Visualization techniques. Citizen surveys.	Notified as part of interested persons list.
Transportation Improvement Program (TIP) and TIP Amendment	Legal notice in newspaper of record	7 days	30 days	Press release. Materials posted to website. Speakers bureau. Social media. Visualization techniques.	Notified as part of interested persons list.
Corridor/Planning Study	Legal notice in newspaper of record	7 days	30 days	Press release. Material posted to website. Speakers bureau. Visualization techniques. Citizen surveys.	Direct notification required if project(s) shown to have potential impact; or if a transit or bike/pedestrian related issue
Unified Planning Work Program (UPWP)	N/A	N/A	N/A	Materials posted to website.	Notified of Board and advisory committee meetings as part of interested persons list.
Stakeholder Engagement Plan (SEP)	Legal notice in newspaper of record	Public meeting not required.	45 days	Materials posted to website. Social media.	Notified as part of interested persons list.

TITLE VI PROVISIONS

Saint Cloud Area Planning Organization Title VI Notice to the Public

The paragraph below is inserted into all significant publications that are distributed to the public, such as future versions and updates of the LRTP. The text is available on the agency's website. The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

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 our website at: www.stcloudapo.org, or you can view a copy at our offices at 1040 County Road 4, St. Cloud, MN 56303.

A shortened version of the above paragraph may be used in publications where space or cost is an issue:

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at: www.stcloudapo.org, or you can view a copy at our offices at 1040 County Road 4, St. Cloud, MN 56303.

Agenda and Website Title VI Notice

The following paragraph is placed on the bottom of every agenda distributed to the public by the APO. This notification shall also be translated into Somali, Laotian, Hmong, and Spanish to assist in informing LEP populations.

Saint Cloud Area Planning Organization (APO) meeting facilities will be accessible to all persons of all abilities. Please contact the APO at 320-252-7568 or at admin@stcloudapo.org at least three (3) days in advance of the meeting if you require special accommodations. This also applies for interpretative or translation services. The APO will make a good faith effort to accommodate these requests if time and resources permit.

Other Title VI Provisions

In order to reach those that utilize specialized software to help magnify documents (electronic or print), all written APO correspondence shall be styled with Veranda font with a font size ranging between 10 and 14.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Plan Summary

The APO has developed its LEP plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the APO used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the Saint Cloud Planning Area who may be served by the APO.
2. The frequency with which LEP persons come in contact with APO programs or services.
3. The nature and importance of programs or services provided by the APO to the LEP population.
4. The interpretation services available to the APO and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

Meaningful Access: Four-Factor Analysis

The number or proportion of LEP persons in the service area who may be served or are likely to require APO services.

The U.S. Census Bureau 2011-2015 American Community Survey Five (5) Year Estimates have determined 10,491 individuals within the Saint Cloud APO jurisdictional area over the age of five (5) speak a language other than English at home. That is equivalent to 8.5 percent of the population over the age of five (5). Of this, the ACS data has estimated 3,922 of those individuals – or 3.2 percent of the population over five (5) years of age – speak English less than very well.

The frequency with which LEP persons come into contact with APO services or programs.

The APO staff reviewed the frequency with which its Board, staff, and contractors have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the APO has had no requests for interpreters and no requests for translated program documents. The APO Board, APO staff, and APO contractors or sub recipients have had very little contact with LEP persons.

The nature and importance of services and programs provided by the APO to the LEP population.

The APO is responsible for metropolitan multimodal transportation planning and programming in the region. It uses a continuous, cooperative, and comprehensive planning process that identifies the region's needs and sets priorities for the future. The APO encourages all members of the public, including LEP individuals, to become involved. The Board, APO staff, and APO contractors are most likely to contact LEP individuals through public meetings and other general public involvement opportunities. Involvement in APO planning activities by citizens is voluntary and not considered a vital, immediate, or emergency direct service. Inclusive public participation is a priority for APO transportation planning studies and programs.

The resources available to the APO and overall costs to provide LEP assistance

Given the small size of the LEP population within the APO Planning Area and the financial constraints, full multi-language translations of large planning documents or agenda packets are not considered to be warranted. The APO will consider any such requests on a case by case basis as they arise. In addition, should the need arise, the APO has reviewed its available resources that could be used for providing LEP assistance and that information is on file at the APO office.

Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a LEP person and may be entitled to language assistance with respect to the APO's programs and services. Language assistance can include interpretation, which means oral or

spoken transfer of a message for one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How APO staff may identify an LEP person who needs language assistance:

- Post notice of LEP plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- APO staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises. Examples of "I Speak" cards can be found in Appendix D of this document.
- APO staff will be surveyed annually as part of the annual monitoring process.
- When APO sponsors an informational meeting or event, an advanced public notice of the event will be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be provided at the event, it will help identify the need for future events.

Language Assistance Measures

Although there is a low percentage in the Saint Cloud Planning Area of LEP individuals, that is, persons who speak English "less than very well," the APO will strive to offer the following measures:

1. APO staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - Interpretive services will be provided, within reason, for public meetings, if advance notice is provided to the APO and such services are readily available.
 - The APO will make translated versions (or provide for interpretation of relevant sections) of all documents/publications available upon request, within a reasonable time frame and if resources permit.

Staff Training

The following training will be provided to all staff on an annual basis:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

All contractors or subcontractors performing work for the Saint Cloud APO will be required to follow the Title VI/LEP guidelines. Such assurance will be made at time of establishing the contract.

Translation of Documents

The APO weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, the APO will consider the translation of documents (or portions thereof) on a case by cases basis, as requested.

Translation resources have been identified and are kept on file at the APO. Google's Translate program, located at <http://translate.google.com>, can also provide users with HTML content in other languages. This resource is an imperfect system, but has a potential to provide enough information for an LEP individual or group to gain an initial understanding of APO documents in response to an initial contact. However, when and if the need arises for LEP outreach related to APO programs and services, the APO will coordinate with

counties, cities, townships, and other planning partners in the APO Planning Area to determine an appropriate course of action in regards to existing interpretive and outreach resources available.

Monitoring

The APO will review the LEP Plan annually with its self-certification procedure per 23 CFR 450.334. The Plan will be updated as needed. An annual review and update will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the APO's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the APO fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.
- Maintain a Title VI compliant log, including LEP to determine issues and basis of complaints.

Dissemination of the Saint Cloud APO LEP Plan

- Post signs at conspicuous and accessible locations notifying LEP persons of the LEP Plan and how to access language services; such as public meetings of the APO.
- Include as part of public notices and related materials that LEP persons needing interpretative service need to contact the APO.
- Include as part of the APO website.
- Post in the front desk area of the APO offices, employee bulletin board and bulletin boards in the common area and conference room.
- Display notices at Board, TAC, and BPAC meetings.

CONCLUSION

The APO recognizes its obligation under the FAST Act to foster community participation in plan and program development and to fulfill metropolitan needs for multimodal planning. The APO maintains a commitment of sharing information and seeking public involvement prior to making decisions. Accordingly, all staff and participants are encouraged to make recommendations for improving the APO public involvement process and the SEP.

APPENDIX A

TITLE VI COMPLAINT PROCEDURE

Scope of Title VI Complaints

The scope of Title VI covers all external APO activities. Adverse impacts resulting in Title VI complaints can arise from many sources, including advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to compete for or obtain a contract with the APO for the furnishing of goods and/or services. Examples include advertising for proposals; prequalification or qualification; proposals and awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, etc.

Complaints can originate as a result of project impacts on individuals or groups. For example, social and economic, traffic, noise, air quality, access, accidents, and failure to maintain facilities.

Formal Title VI Complaint Procedure

The APO Title VI Policy assures that no person or groups of persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the APO, its recipients, sub-recipients, and contractors. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

The APO uses the following detailed, internal procedures for prompt processing of all Title VI complaints received directly by it. These procedures include but are not limited to:

1. Any person or groups of person who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may individually, or through a legally authorized representative, make and sign a complaint and file the complaint with the APO. Allegations received do not have to use the key words "complaint," "civil rights," "discrimination," or their near equivalents. It is sufficient if such allegations imply any form of unequal treatment in one or more of the APO's programs for it to be considered and processed as an allegation of a discriminatory practice.
2. The complaint **must** be filed, in writing, no later than one hundred eighty (180) calendar days after the date of the alleged discrimination. The APO's Title VI Complaint Form **must** be used. A copy of this form can be found in Appendix D of this document.
3. The complaint may also be filed with the U.S. Department of Transportation, Office of the Secretary, 1200 New Jersey Ave. SE (S-33), Washington, D.C. 20590. The complaint **must** be filed, in writing, no later than one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. DOT.
4. Immediately, upon receipt of a Title VI complaint, the APO will determine a course of action. Possible courses of action include:
 - Title VI complaints filed against the APO are referred to MnDOT for processing. MnDOT notifies the U.S. DOT Division Office of the complaint.
 - Title VI complaints filed against the APO (e.g., contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, etc.) are processed by the APO in accordance with the U.S. DOT approved complaint procedures. MnDOT is available to provide assistance.
 - i. A copy of the complaint, together with a copy of the APO report of the investigation and recommendations, are forwarded to the U.S. DOT within sixty (60) days of the date the complaint was received by the APO.
 - ii. A copy of the complaint, together with a copy of the APO report of the investigation and recommendations, are provided to MnDOT's Office of Civil Rights, MS 170, 395 John Ireland Blvd., St. Paul, MN 55155, for informational purposes only.
 - iii. The U.S. DOT makes the final agency decision.

5. The APO reviews and determines the appropriate action regarding every complaint. The APO will recommend to the U.S. DOT, with a copy to MnDOT, not to proceed with or continue a complaint investigation if:
 - The complaint is, on its face, without merit.
 - The same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions.
 - The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identity) has made it impossible to investigate further.
6. If an investigation is to be initiated, the APO determines the method of investigation and who will conduct the investigation.
7. The entire investigation process, including the submission of the final report of the investigation and recommendations to the U.S. DOT, with a copy to MnDOT, is to be carried out in a period not to exceed sixty (60) calendar days from the date the original complaint was received by the APO.
8. The APO acknowledges receipt of the allegation(s) within ten (10) working days. The complainant is notified of the proposed action to be taken to process the allegation(s). The notification letter contains:
 - The basis for the complaint.
 - A brief statement of the allegation(s) over which the APO has jurisdiction.
 - A brief statement of the APO jurisdiction over the recipient to investigate the complaint; and
 - An indication of when the parties will be contacted.
 - Depending on the nature of the complaint, the complaint will be referred to the following for final decision:
 - i. U.S. DOT.
 - ii. U.S. Department of Justice (DOJ)
9. The APO also notifies the U.S. DOT, with a copy to MnDOT within ten (10) calendar days of receipt of the allegations. The following information is included in the notification to the U.S. DOT:
 - Name, address, and phone number of the complainant.
 - Name(s) and address(es) of persons alleged to have been involved in the act.
 - Basis of alleged discrimination (i.e., race, color, national origin).
 - Date of the alleged discriminatory act(s).
 - Date complaint was received by the APO.
 - A brief statement concerning the nature of the complaint.
 - Other agencies (Federal, state, or local) with which the complaint has been filed.
 - An explanation of the actions the APO proposed to take to resolve the issues raised in the complaint.
10. The investigation consists of an in-depth, personal interview with the complainant(s). Information gathered in this interview includes but is not limited to: identification of each complainant by race, color, national origin; name of the complainant; a complete statement concerning the nature of the complaint, including names, dates, places, and incidents in the complaint; the date the complaint was filed; and any other pertinent information the investigator(s) feel is relevant to the complaint. The interview(s) is recorded, either on an audio tape or by an investigator taking notes. The investigator(s) arrange for the complainant to read, make necessary changes to, and sign the interview transcript or interview notes.
11. Following the interviews, the investigator(s) develops a report of the investigation and recommendations based on the facts. The report contains the investigator's(s') findings, conclusions concerning each issue raised in the complaint, and recommendations for corrective action. The report is the last document prepared by the investigator(s). Any other actions taken as a result of the investigator's(s') findings and conclusions are the responsibility of APO management.
12. The complainant receives a letter from the APO detailing the findings and any recommendations for corrective action to be taken based on the facts. All issues in the complaint are addressed. The complainant is informed that the final determination is made by the U.S. DOT.
13. The APO forwards the report of the investigation and recommendations to the U.S. DOT, with a copy to MnDOT. Included with the report is a copy of the complaint, copies of all documentation pertaining

to the complaint, the date the complaint was filed, the date the investigation was completed, and any other pertinent information.

14. The U.S. DOT makes the final agency decision.

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS

The APO shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: Active investigations conducted by the FTA and entities other than FTA; lawsuits; and complaints naming the recipient.

The list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint.

As of **INSERT DATE**, there were **xx** of complaints, lawsuits or active investigations against the Saint Cloud APO.

MINORITY REPRESENTATION ON BOARDS AND COMMITTEES

The membership of the Saint Cloud APO consists of xx Policy Board members, all of whom are residents of Minnesota. The members represent the Cities of Saint Cloud, Saint Joseph, Sartell, Sauk Rapids, and Waite Park; the Counties of Stearns, Benton, and Sherburne, the Township of LeSauk, and Saint Cloud Metro Bus. Each member (or their appointed alternate) is entitled to one full vote. No eligible voting member has more than one vote. Two-thirds of the membership are local elected officials or their alternates. All of the Executive Board members are elected officials and xx of Policy Board members are elected officials.

Members of the Technical Advisory Committee are chosen by the jurisdictions and put forth for membership. The APO places no restrictions on membership on the basis of race, color, national origin, gender, age, income status or disability.

When asking agencies to appoint members, we encourage them to consider appointing minority members in order to include that representation.

	Non Hispanic White	Black or African American	American Indian/ Alaska Native	Asian	Native Hawaiian/ Pacific Islander	Hispanic or Latino	Some Other Race
Executive Board	100%	0%	0%	0%	0%	0%	0%
Policy Board	100%	0%	0%	0%	0%	0%	0%
Technical Advisory Committee*	100%	0%	0%	0%	0%	0%	0%
Bicycle/ Pedestrian Advisory	No formal Committee exists. Interested community members attend depending upon subject matter being discussed at meetings.						

***One non-voting member is African-American**

Saint Cloud Area Planning Organization Title VI Complaint Form

Part I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Part II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Part III:				
I believe the discrimination I experienced was based on (check all that apply):				
[] Race [] Color [] National Origin [] Other _____				
Date of Alleged Discrimination (Month, Day, Year): _____				

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If additional space is needed, please attach extra sheet(s).

Part IV

Remedy Sought [State the specific remedy sought to resolve the issue(s).]

Part V

Have you previously filed a Title VI complaint with this agency?	Yes	No
--	-----	----

Part VI

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes No

If yes, check all that apply:

- Federal Agency: _____
- Federal Court: _____ State Agency: _____
- State Court: _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Part VII

INSTRUCTIONS

GENERAL

1. Under Title VI of the Civil Rights Act of 1964 and the related statutes and regulations, no person or group(s) of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Saint Cloud Area Planning Organization (APO). Any person or group(s) of persons who feel they have been discriminated against may file a complaint.
2. Instructions provided within this form are not meant to be all inclusive. Complainants are responsible for all procedural requirements.
3. Complainants **must** include all required information and **must** meet all timeframes as defined in the Saint Cloud APO Title VI Complaint Procedure.
4. Legible copies of all available pertinent documentation should be attached to this form.
5. All complaint forms must be submitted to: Saint Cloud APO, attn.: Title VI Coordinator, 1040 County Road 4, St. Cloud, MN 56303.

PART I: Complete all information in this section.

PART II: Check applicable box.

PART III: Check all boxes that apply indicating the basis for the complaint. The discrimination **must** be based, at least, on the listed categories. Enter the date of the alleged discrimination. State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

PART IV: State the minimum remedy acceptable for resolution of this complaint.

PART V: Check applicable box.

PART VI: Check box(es) that apply and provide information if applicable.

PART VII: Complete information if applicable.

PART VIII: Sign and date this section to verify the information contained in Parts I through VII.

Complaints filed with the U.S. Department of Transportation

Discrimination complaints based on race, color, national origin, may be filed with the Secretary, U.S. Department of Transportation, Room 4132, 400 Seventh St. SW, Washington, D.C. 20590. The complaint **must** be filed, in writing, no later than one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. Department of Transportation.

APPENDIX B

SOCIAL MEDIA PLAN

The Saint Cloud Area Planning Organization (APO) is a comprehensive, intergovernmental transportation planning agency for the Saint Cloud metropolitan area. The organization is committed to coordinating long-range planning, in a fair and mutually beneficial manner, on selected issues transcending inter-jurisdictional boundaries for the betterment of the entire Saint Cloud area. The APO provides technical assistance to members and facilitates problem solving through constant, cooperative, intergovernmental communication.

In accordance with 23 CFR 450.316, as part of the APO's public outreach efforts to solicit comments and discussion on pertinent transportation issues, information must be available in electronically accessible formats. Through the use of social media, the APO is further able to comply with these federally mandated regulations.

It is the intent the APO will utilize social media to interact with residents and gain insight into the important issues facing the Saint Cloud metropolitan area. This effort is in addition to the comments and interaction that currently occurs through the organization's website: www.stcloudapo.org.

The views expressed by public users in comments are their own and do not necessarily reflect the opinions, policies, or priorities of the APO.

Communications with the APO, whether through social media, email, or traditional mail are subject to Minn. Stat. Chapter 13, the Minnesota Government Data Practices Act. The APO takes public comments seriously and will consider all comments received. Removal of data from a social media post does not mean that the comments were not given appropriate consideration.

The official Facebook page for the Saint Cloud APO is www.facebook.com/stcloudapo. By liking and/or following this page, participants can expect regular updates covering the following topics:

- News releases on the organization.
- Information about public meetings and public participation outreach events.
- News (including photos and videos) of regional interest.
- Polls and other survey techniques used to provide feedback on APO plans.
- Shared content from other Facebook users or websites APO staff members believe would be of interest to followers and that support the goals and mission of the APO.

The number of daily posts to the Saint Cloud APO social media page(s) will vary. Responses to comments will occur 8 a.m. to 4:30 p.m. CST/CDT Monday through Friday with the exception of holidays.

Public comments on posts made by the APO are highly encouraged. Individual users are fully responsible for anything they post in comments including links, videos/photos and other material.

The APO uses social media platforms to inform residents and stakeholders about important relevant issues and to solicit public input on draft plans, policies, and other products of the APO. The APO Executive Director reserves the right to remove comments and/or block users if users engage in the following behaviors:

- Threats of violence or other potentially criminal behavior.
- Hate speech.
- Profanity, obscenity, or vulgarity.
- Nudity in pictures or videos.
- Defamation to a person or people.
- Name calling and/or personal attacks.
- Comments that are promotional in nature.

- Comments that infringe on copyright.
- Spam comments.
- Other comments the APO Executive Director deems inappropriate.

APPENDIX D
"I Speak" Cards

Remainder of this page left intentionally blank

- | | |
|--|------------------------|
| <input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> Խնդրում ենք նշում կատարել այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> ឈ្មួញបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຂ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

DB-3309

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

- | | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește. | 27. Romanian |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| <input type="checkbox"/> | Обележите овај квадратичић уколико читате или говорите српски језик. | 29. Serbian |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español. | 31. Spanish |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| <input type="checkbox"/> | ให้กาเครื่องหมายลงในช่องดำท่านอ่านหรือพูดภาษาไทย. | 33. Thai |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | 35. Ukrainian |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ | 36. Urdu |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |

APPENDIX E

U.S. Department of Justice

Civil Rights Division

Disability Rights Section

Expanding Your Market

Accessible Information Exchange: Meeting on a Level Playing Field

Introduction

Meetings between businesses and people with disabilities – whether related to researching customer preferences, developing a business education curriculum, or discovering effective ways to comply with the ADA – can result in innovative ideas and powerful collaborations that bring greater access to customers with disabilities and attract new customers to businesses. *Gathering Input from Customers with Disabilities* (<http://www.ada.gov/custinfo.pdf>)

For these meetings to be successful, everyone involved must have an equal opportunity to participate. Three components are key to presenting meetings that are accessible to people with disabilities: where the meeting is held, how the meeting room furniture is arranged, and how the meeting information is communicated. Event organizers will find that when these elements are accessible, they serve not only the participants with disabilities but also a wide range of others, including older adults, baby boomers, and people with temporary disabilities.

Accessible Meeting Location

People attending a meeting are concerned about where to find parking, the building entrance, the meeting room, and restrooms. People with disabilities are no exception. Accessible meeting locations are of primary importance to people with mobility disabilities; accessible locations also ensure easier movement for people who are blind or have low vision. Minimum requirements for an accessible temporary event include the following accessible elements: parking; route to the building entrance from accessible parking spaces, drop-off areas and other accessible elements (e.g., route from a bus stop) within the site; building entrance; route to the meeting room; meeting room; and restrooms.

Accessible Room Set-Up

Once an accessible site is selected, it is essential that the meeting room furniture be arranged to allow everyone to fully participate. An accessible floor plan is one in which people who use mobility devices (e.g., wheelchairs, scooters, walkers, crutches, canes) can maneuver throughout and use the amenities independently; people who are blind or have low vision can navigate easily and safely; people who are deaf or have hearing loss can use assistive listening systems and see speakers, interpreters, and captioning; and all participants feel comfortable and ready to be engaged in discussion.

Accessible Presentation of Meeting Content

An accessible meeting presentation ensures that all participants have equal access to the meeting's content. Auxiliary aids and services bridge communication between people who are deaf or have hearing loss and people who are hearing so that each can understand the other. Assistance may include qualified sign language and oral interpreters, assistive listening systems, and realtime captioning (also called CART -- communication access realtime translation or computer-aided realtime translation) services. Accessible exchange of information for people who are blind or have low vision may require that printed materials are provided in alternate formats (e.g., Braille, large print, on CD) or that notetakers are provided. The auxiliary aids and services needed at any one event will depend both on the participants and the meeting's format, content, and handouts.

Arranging an Accessible Meeting Space

This list of reminders can serve as a guide to creating accessible meeting room floor plans.

Seating Locations: Set up the meeting room to provide access to all participant seating locations, the speakers' area, and refreshments. An accessible seating plan requires aisles that are at least 36 inches wide and have sufficient turning space (e.g., a 60-inch diameter circle) in key locations throughout the room.

These dimensions allow people using mobility devices (e.g., wheelchairs, scooters, walkers, canes, and crutches) to independently enter and exit the room and move throughout the space, sit with other participants, participate as speakers, and get refreshments. Remember, when measuring the accessible route through the space, measure the aisle width as if the chairs are pulled out and occupied.

Registration Table: If a table for registration and handouts is provided, make sure that people with mobility disabilities can approach it and turn around easily to move away again. Place handouts at the front edge of the table to make them easier to reach for participants both seated and standing.

Refreshment Table: If refreshments are served, allow sufficient floor space for people with mobility disabilities to approach the tables. Arrange all food, plates, glasses (supplement stemware with standard drinking glasses for people who have limited hand mobility), straws (for people who have difficulty drinking directly from glasses), utensils, and napkins within the reach range of people who are of short stature or use a wheelchair. Avoid billowing or long tablecloths that pool on the floor -- wheelchair wheels and tips of canes, crutches, and walkers can easily catch on flowing linens and pull them off surfaces. Provide assistance to people who may need help filling their plates and bringing food and drinks back to their tables.

Protruding Objects: Some people who are blind or have low vision use canes to detect objects along a route. One element of a barrier-free meeting space for participants who are blind or have low vision requires cane-detectable protruding objects and sufficient head clearance. Wall-mounted objects, with bottom edges between 27 inches and 80 inches above available, either eliminate the use of a podium for everyone (e.g., have everyone sit at a head table with a tabletop microphone) or provide the speaker who has a disability with a hand-held or lavalier microphone to allow her to speak from a position next to the podium. Provide the speaker with a disability with a small table on which to put lecture notes and a glass of water.

Stage or Dais: If a stage or raised platform is not accessible to all speakers, do not use it. It is insulting to ask a speaker with a mobility-related disability to be the only person to present from below stage level.

Service Animals: Ensure that all participants and the meeting site staff understand that the ADA requires that service animals are allowed to enter the building and remain with their owners throughout the meeting. [*ADA Business Brief on Service Animals*](#)

Seating for Communication: Arrange the lighting and meeting room furniture to facilitate communication among participants, interpreters, and realtime captioners. Try to arrange furniture away from windows or cover the windows so that participants, speakers, and interpreters are not silhouetted by the natural backlighting, which makes speechreading difficult.

Podium: If a podium is used, some speakers who use mobility devices may not be able to use one that is standard height. If possible, provide an adjustable-height podium for all presenters at the meeting. If one is not available, either eliminate the use of a podium for everyone (e.g., have everyone sit at a head table with a tabletop microphone) or provide the speaker who has a disability with a hand-held or lavalier microphone to allow her to speak from a position next to the podium. Provide the speaker with a disability with a small table on which to put lecture notes and a glass of water.

Presenting Meeting Content Accessibly

This list of reminders can serve as a guide to presenting meeting content in an accessible way.

Invitation Information: Include in the invitation clear information about the meeting's accessibility, which tells a prospective participant with a disability that the host understands the issues and that the guest will feel welcomed, comfortable, and able to participate fully in the meeting. Information should include the accessibility of the meeting's location, how to request services for the meeting (e.g., Braille, sign language interpreters, readers), and accessible means to respond to the invitation (e.g., telephone, TTY, text messaging, email).

Written Agenda: Provide a written agenda along with the invitation. Agendas help not only to direct the content of the meeting but also to assist participants in anticipating topics and following the meeting flow. Include beginning and ending times of the meeting to assist people in scheduling accessible transportation and quantifying the time required for participation.

Key Meeting Points: Writing key points from the presentations and discussion on a blackboard or easel-mounted chart pad helps everyone follow the meeting's proceedings.

Auxiliary Aids and Services: If auxiliary aids and services are requested by guests, meeting organizers will need to address before the meeting takes place how to provide such services as interpreters, realtime captioning, and notetakers.

Providing Background Information to People with Sensory Disabilities: At the beginning of the meeting, ask all participants to introduce themselves. This not only serves as an ice-breaker, but also lets people who are blind or have low vision know who is at the meeting. Ask participants to talk one at a time and identify themselves during the discussion so that participants who are blind or have low vision and participants who are deaf or have hearing loss (through the realtime captioner or the interpreter) know who is speaking.

Audiovisual Presentations: If a presentation includes audiovisuals (e.g., computer presentation, video, or printed charts and graphics), it will be necessary to have the visuals described for people who are blind or have low vision. Audio description does not have to be presented separately. The speaker can describe visuals as part of her lecture. It will be helpful to presenters who are not trained audio describers to talk with participants who are blind or have low vision beforehand about the type and level of detail that is useful. If the presentation is provided to participants in print, the handouts must also be accessible.

It is also necessary to have the narration captioned or interpreted for guests who are deaf or have hearing loss. Where there is no captioning on the audiovisual itself, interpreters or realtime captioners can help supply the text.

For more information about the ADA and businesses, call the Department's toll-free ADA Information Line:
800-514-0301•voice or 800-514-0383•TTY

Or, look for the ***ADA Business Connection*** link on the Department's ADA technical assistance website
www.ada.gov.

April 2009

Providing Auxiliary Aids and Services

A meeting that is accessible to people with sensory disabilities enables them to understand the meeting's presentations and to participate in the discussions.

To provide effective communication for participants who are deaf or have hearing loss or who are blind or have low vision, meeting organizers may need to provide auxiliary aids and services, which may include, for example:

- (for people who are deaf or have hearing loss) qualified interpreters, notetakers, realtime captioning, written materials, assistive listening systems, and open and closed captioning.
- (for people who are blind or have low vision) qualified readers, notetakers, texts on CD, audio recordings, Brailled materials, and large print materials.

Some of these aids (e.g., large print, written materials) can be produced by the meeting organizers while some will require a professional service provider. Find out which services are available in the local area, where to obtain them, and how long it takes to arrange for them. For help in locating service providers, call a local Center for Independent Living (CIL) or regional Disability and Business Technical Assistance Center (DBTAC).

When choosing a date for the meeting, make the length of time needed to contract for auxiliary aids and services a key factor in the date selection process. In some locations, for example, it can take several weeks to find and hire an interpreter or to have a document printed in Braille. If the aids and services are provided only after a request from a participant, also plan any invitation response deadlines to accommodate these time constraints. As soon as a participant makes a request for services, contact the appropriate provider of auxiliary aids or services to get the request filled. Be sure to ask what specific services or aids they prefer.

Note: If providing a particular auxiliary aid or service at the meeting will result in an undue burden (i.e., will cause significant difficulty or expense) for the organizers, the organizers are not required to provide that exact service. However, they must try to find an alternative auxiliary aid or service that will not result in an undue burden but will ensure that participants with disabilities can participate fully in the session. Talk with the participant to find the best solution.

Once the service provider is contracted, find out before the meeting what information is needed to do the job effectively. For example:

- Interpreters and real-time captioners will be better able to interpret and transcribe meeting proceedings if they can review ahead of time the agenda, speaker and participant list (for proper name spellings), written handouts, and background information about the meeting topic.
- A supplier of assistive listening systems will have to know if the person requesting services uses a hearing aid, has a cochlear implant, or does not wear a personal device but benefits from amplification.

On the day of the meeting, introduce the service providers to the participants who requested the services. Talk with them all to ensure that seating, lighting, and equipment are in place for effective delivery of the services. For example, people who are deaf or have hearing loss need to see the interpreter throughout the meeting. If the room lights are lowered for audiovisual presentations, separate lighting on the interpreter may be needed. Ensure that assistive listening systems are in working order with sufficient battery power for the entire meeting.

Many participants who are deaf or have hearing loss prefer to see both the interpreter and the speaker during a presentation. If the speaker is positioned at a podium in front of the room, it may be best to have the interpreter stand beside the podium. For other meeting formats and room arrangements, talk with the participants who are deaf or have hearing loss and the interpreters to find the best way to maintain the line of sight between them.

Evaluating the Accessibility of a Meeting Site

<p>A meeting site that is usable by most people with disabilities has, at minimum, the following six accessible features:</p> <p>Feature 1 Parking and Passenger Drop- Off Areas</p> <p>Feature 2 Routes to the Building Entrance</p> <p>Feature 3 Building Entrance</p> <p>Feature 4 Routes to the Meeting Space</p> <p>Feature 5 Meeting Space</p> <p>Feature 6 Restrooms</p>	<p>The following descriptions and accompanying images are designed to help determine if a meeting location has the most basic accessible features needed by participants with disabilities. If not, sometimes a temporary modification can be made that will create access for the day of the meeting. It is essential to remember, however, that such temporary access does not relieve facility owners of their continuing obligations under the ADA to remove barriers and provide increased access to people with disabilities after the meeting has ended.</p> <p>Linked to the descriptions of accessible features are several common access barriers and suggestions for removing them temporarily. By reading the descriptions, carefully reviewing the images provided, and considering temporary barrier removal suggestions, organizers can determine whether a meeting place accommodates all participants either as is or with some short-term changes. If a meeting site cannot be made at least temporarily accessible, another site should be selected.</p>
<p>To access the legal minimum standards associated with each feature, see the ADA Standards for Accessible Design (http://www.ada.gov/stdspdf.htm) The Standards are also available on the U.S. Department of Justice website www.ada.gov or by calling 800-514-0301 (voice) or 800-514-0383</p>	

Feature 1 - Parking and Passenger Drop-Off Areas

When parking is provided for meeting participants, accessible parking must be provided for participants with disabilities. Those who arrive by car or van need an accessible parking space as close as possible to an accessible entrance. The accessible parking space has an adjacent and parallel access aisle that provides needed room for a person to open the car door fully and then to stand with the aid of a walker or crutches, to transfer to a wheelchair, or to lower a wheelchair lift. In order to be usable, the access aisle must be level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.

If there is a drop-off area for meeting participants, an accessible passenger drop-off area is also necessary. An accessible drop-off area has a level access aisle that is adjacent and parallel to the vehicle space to serve the same purposes as described above for a parking access aisle.

The access aisles of both the parking space and passenger drop-off area connect directly to an accessible route that leads to an accessible building entrance. When an accessible route crosses a curb, a curb ramp must be provided. *ADA Standards for Accessible Design: (<http://www.ada.gov/stdspdf.htm>)*

Feature 2 - Routes to the Building Entrance

There must be at least one exterior accessible route that connects accessible parking spaces and other accessible elements within the site, such as accessible drop-off areas or a route from a bus stop to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility devices to get to the accessible entrance of the meeting site.

An accessible route is at least 36 inches wide for the entire length of the route. (It may narrow briefly to 32 inches wide at utility poles, post-mounted signs, street furniture, and doorways.) Abrupt level changes, steps, or steeply sloped sidewalks cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12 (8.33% incline). Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop crutch and walker tips and wheelchair wheels from slipping off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Wherever possible, the accessible route should coincide with the main route to the building. However, if an accessible route is different from the route used by other participants, signs are required at key decision points to direct participants with disabilities to the accessible route to the building.

It is important to note that people who are blind or have low vision may use all routes -- not only the accessible ones -- that lead to a building.

Therefore, objects that do not provide sufficient head clearance or that are mounted too high and protrude into a route can become hazards because they cannot be detected by people who are blind or have low vision and use canes. All routes must be free of overhanging objects that are less than 80 inches above the ground. There must also be no objects that protrude more than 4 inches into the route when the bottom edges of the objects are between 27 inches and 80 inches above the ground. Examples of potential protruding objects include handrail extensions on stairs and ramps, post- or wall-mounted signs, outdoor drinking fountains, and low-hanging tree limbs. *ADA Standards for Accessible Design* (<http://www.ada.gov/stdspdf.htm>)

Feature 3 - Building Entrance

An accessible meeting location must have at least one accessible entrance that is connected to an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, canes, walkers, scooters, or wheelchairs to use it.

The accessible entrance should be the main entrance whenever possible. If the accessible entrance is *not* the main entrance to the meeting site, then signs must be located at all inaccessible entrances to direct participants to the accessible one. The accessible entrance must remain unlocked when the meeting is taking place. *ADA Standards for Accessible Design*: (<http://www.ada.gov/stdspdf.htm>)

Feature 4 - Routes to the Meeting Space

The accessible route to the meeting space must have the same characteristics as the *accessible route to the building entrance*. *ADA Standards for Accessible Design*: (<http://www.ada.gov/stdspdf.htm>)

The interior accessible route connects the accessible entrance with the meeting space. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility devices.

It is important to note that people who are blind or have low vision may use all routes -- not only the accessible ones -- that lead to the meeting space. Therefore, objects that do not provide sufficient head clearance or that are mounted too high and protrude into a route can become hazards because they cannot be detected by people who use white canes. (See Route to the Building Entrance for a detailed description.) Items that can become hazards include wall-mounted fire extinguishers, display cases, and sconces, as well as open staircases, overhead signs and banners, and the curved sides of arched doorways.

Feature 5 - Meeting Space

The meeting space must have an accessible floor plan as described in “Arranging an Accessible Meeting Space.”

Feature 6 – Restrooms

If restrooms are available to meeting participants, then accessible restrooms must also be available to participants with disabilities. Accessible restrooms should be in the same basic location as other restrooms. An accessible stall has a door wide enough to enter; floor space for a wheelchair user to roll up to the toilet; grab bars on the back and side wall nearest the toilet to support the person as he transfers from and back to his wheelchair; a toilet seat at wheelchair seat height to facilitate transfer; a flush valve and toilet paper dispenser within reach; and door hardware that does not require tight pinching, twisting, or grasping to use.

An accessible lavatory has floor space in front so that a wheelchair user can approach it, knee clearance so the person can pull under it, and a lowered top surface height so the person can reach the faucets and soap dispenser and use the bowl easily. The lavatory’s hot water and drain pipes have to be insulated or configured to prevent leg burns or injuries, and the lavatory may not have sharp or abrasive surfaces underneath. Faucets cannot require tight pinching, twisting, or grasping to operate (i.e., they are operable with a closed fist). An accessible lavatory is not necessarily one with an extended shallow bowl – many different lavatories can work if installed properly. Soap dispensers, paper towel dispensers, hand dryers, and trash cans should be near the sink (but not blocking fixtures or dispensers) and within the reach range of someone who is seated or of short stature. Ensure that furniture (e.g., a chair, a large trash can) does not block maneuvering clearances at doors or fixtures and that hand dryers and dispensers are not mounted where they become protruding objects. *ADA Standards for Accessible Design: (<http://www.ada.gov/stdspdf.htm>)*

Temporary Barrier Removal Suggestions for Accessible Features

Feature 1 - Temporary Barrier Removal, Parking and Passenger Drop-Off Areas

Barrier	Modification
Parking is available, but no accessible parking is provided or there are not enough accessible parking or van-accessible spaces.	Find a level parking area near the accessible entrance and designate that area for accessible parking. Use a group of three standard parking spaces to make two accessible parking spaces that are located on either side of an access aisle (which is created from the middle standard space). Traffic cones or other temporary elements may be used to mark the spaces and keep cars from parking in the access aisles. Provide a sign to designate each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.
Accessible parking is provided, but spaces do not have a marked access aisle next to them.	Restripe the accessible parking spaces to provide an access aisle. As a temporary solution for the meeting day, use traffic cones to mark off the access aisle and curb ramp area. The first accessible parking space provided should be a van accessible parking space with an access aisle that is at least 96 inches wide to accommodate a van's wheelchair lift or ramp.
Accessible parking spaces, passenger drop-off areas, or access aisles are on sloped surfaces.	Find a level parking area that is close to the accessible entrance. Provide accessible parking spaces and access aisles in that area. Use one parking space next to the accessible parking spaces to serve as an accessible drop-off area. Make sure the accessible parking spaces and drop-off area connect to an accessible route to the entrance. Provide a sign designating each accessible parking space.
No sign with the international symbol of accessibility is installed at each accessible parking space.	Provide a temporary sign in front of each accessible parking space.
There is insufficient vertical clearance of at least 98 inches (8 feet – 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit for high-top or large vans.	Remove or raise low objects along the route or relocate each van accessible space.

Feature 2 - Temporary Barrier Removal for Routes to the Building Entrance

Barrier	Modification
The sidewalk connecting parking to the meeting site entrance is too steep to be accessible.	Find another route that can serve as the accessible route or provide parking services or parking in another location (e.g., valet parking).
The accessible route crosses a curb and no curb ramp is provided.	Install a portable ramp that has an incline with a slope no steeper than 1:12 (8.33%) with edge protection.
One or two steps are part of the walkway leading to the accessible entrance.	Install a portable ramp that has an incline with a slope no steeper than 1:12 (8.33%) with edge protection and handrails, if needed.
Branches or other objects over a walkway or pedestrian route are less than 80 inches above the walk.	Prune the branches or remove the items that are hanging below 80 inches. Another approach is to install a detectable barrier under the item that is too low. The detectable barrier must be within the range of 27 inches or lower above the route.
One or more objects protrude too far from the side into the circulation path causing a hazard for people who are blind or who have low vision.	<p>When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located more than 27 inches off the ground, it is a hazard if the object protrudes into the circulation path. To make a protruding object detectable:</p> <ul style="list-style-type: none"> • Place an object or a barrier below the protruding object in the cane-detectable area not more than 27 inches above the ground. • If the protruding object can be moved, lower the object so its bottom is within the cane-detectable area (not more than 27 inches above the ground). • Prune or alter the protruding object so it does not protrude into the path.
The undersides of exterior stairs are not enclosed or protected with a cane-detectable barrier.	Add a barrier or enclosure below the stair or relocate the route away from the stair. Enclosing the area below the stair or installing a cane-detectable barrier helps a person who is blind or has low vision stop before hitting her head.

Feature 3 - Temporary Barrier Removal for the Building Entrance

Barrier	Modification
One or two steps at the main entrance prevent access.	If another entrance is accessible and on an accessible route from accessible parking, install a directional sign at the main entrance directing participants to the accessible entrance. Keep the accessible entrance unlocked during meeting hours. If another accessible entrance is not available, install a temporary ramp with edge protection and handrails.
There is a small step at the entrance.	Install a short temporary ramp to provide a smooth transition, with a slope no steeper than 1:12 (8.33%) and edge protection and handrails, if needed.
The entrance door threshold has an abrupt change in level of more than 1/4 inch and no beveled sides.	If the threshold is between 1/4 and 1/2 inch high, add beveled surfaces to both sides of the threshold. Or, replace with a new threshold that is no more than 1/2 inch high and has beveled sides.
The entrance door to the building is heavy and difficult to open.	Keep the door propped open or station volunteers near the door to open it for participants.
The entrance door does not have at least 18 inches of maneuvering clearance on the latch side of the door.	Move whatever is blocking the maneuvering clearance, keep the door propped open, or station volunteers near the door to open it for participants.
The door or one side of a double-leaf door at the accessible entrance provides less than 32 inches clear-passage width when the door is open 90 degrees.	Find another entrance with an accessible door, or prop both doors open during meeting times.
The door handle and/or latch at the entry door is not accessible.	There are four typical solutions: 1) add an accessible pull or handle to the outside of the door and leave the door unlatched; 2) install an accessible door handle and hardware; 3) leave the door propped in an open position; or 4) have someone open the door.

Feature 4 - Temporary Barrier Removal for Routes to the Meeting Space

Barrier	Modification
One or more steps along the hallway to the meeting space block access.	Install a portable ramp that has an incline with a slope no steeper than 1:12 (8.33%) with edge protection and handrails, if needed. Or, relocate the accessible meeting to another area that is on an accessible route.
The meeting space is not on an accessible route and cannot be made accessible.	Look for another area where an accessible meeting may be presented.
Pedestrian routes that lead to or serve the meeting space have objects that protrude from the side more than four inches into the route with the bottom of the object more than 27 inches above the floor. Note: These objects may be wall mounted or freestanding. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.	Place a detectable object on the floor below each object to remove the hazard.
Pedestrian routes leading to or serving the meeting space have overhead objects with the bottom edge less than 80 inches above the floor.	Place a detectable object on the floor below each object to remove the hazard.

Feature 5 - Temporary Barrier Removal for Meeting Space

Barrier	Modification
Routes within the meeting space have objects that protrude from the side into the route with the bottom of the object more than 27 inches above the floor.	Place a detectable object on the floor below each object to remove the hazard.
Pedestrian routes leading to or serving the meeting space have overhead objects with the bottom edge less than 80 inches above the floor.	Place a detectable object on the floor below each object to remove the hazard.
The room has a fixed stage or platform with one or more steps leading up to it.	Install a portable ramp with edge protection and handrails or a portable lift next to the stage. Or, have all presenters speak from the main floor.

Feature 6 - Temporary Barrier Removal for Restrooms

Barrier	Modification
There is no accessible public restroom near the meeting space.	Find the nearest accessible public restroom in the building. Determine the shortest accessible route to that restroom from the meeting space and offer specific directions to participants.
Dispensers and hand dryers in the restroom are not within reach of someone who uses a wheelchair or scooter.	Place toilet paper, soap, and paper towels on a clean, horizontal surface that is within reach.
Hand dryers and dispensers with a bottom edge higher than 27 inches above the floor protrude more than four inches into the route.	Place a detectable object on the floor below each dryer and dispenser to remove the hazard for the meeting day.

Additional Resources for Technical Assistance and Locating Accessibility Services

Region 1 (CT, ME, MA, NH, RI, VT)

DBTAC: New England ADA Center
Adaptive Environments Center, Inc. 180-
200 Portland Street, First Floor Boston,
MA 02114
(617) 695-1225 (V/TTY)
(617) 482-8099 (Fax)
<http://adaptiveenvironments.org/neada/site/home>

Region 2 (NJ, NY, PR, VI)

DBTAC: Northeast ADA Center Cornell
University
Northeast ADA & IT Center
331 Ives Ithaca, NY 14853-3901
607-255-8348
607-255-6686 (TTY)
607-255-2763 (Fax)
<http://www.ilr.cornell.edu/edi/dbtacnortheast/index.cfm>

Region 3 (DE, DC, MD, PA, VA, WV)

DBTAC: Mid-Atlantic ADA Center
TransCen, Inc.
451 Hungerford Drive, Suite 607
Rockville, MD 20850
301-217-0124 (V/TTY)
301-217-0754 (Fax)
<http://www.adainfo.org>

Region 4 (AL, FL, GA, KY, MS, NC, SC, TN)

DBTAC: Southeast ADA Center 490
Tenth Street
Atlanta, GA 30318
404-385-0636 (V/TTY/Spanish)
404-385-0641 (fax)
<http://www.sedbtac.org>

Region 5 (IL, IN, MI, MN, OH, WI)

DBTAC: Great Lakes ADA Center
University of Illinois at Chicago
Department on Disability & Human
Development (MC 728)
1640 West Roosevelt Road, Room 405
Chicago, IL 60608
(312) 413-1407 (V/TTY)
(312) 413-1856 (Fax)
<http://www.adagreatlakes.org>

Region 6 (AR, LA, NM, OK, TX)

DBTAC: Southwest ADA Center
2323 South Shepherd Boulevard, Suite 1000
Houston, TX 77019
(713) 520-0232 (V/TTY)
(713) 520-5785 (Fax)
<http://www.dlrp.org>

The ILRU also provides contact information for federally-funded Centers for Independent Living around the country.

Region 7 (IA, KS, MO, NE)

DBTAC: Great Plains ADA Center
University of Missouri/Columbia 100
Corporate Lake Drive Columbia, MO
65203
(573) 882-3600 (V/TTY)
(573) 884-4925 (Fax)
<http://www.adaproject.org>

Region 8 (CO, MT, ND, SD, UT, WY)

DBTAC: Rocky Mountain ADA Center
Meeting the Challenge, Inc.
3630 Sinton Road, Suite 103
Colorado Springs, CO 80907
(719) 444-0268 (V/TTY)
(719) 444-0269 (Fax)
<http://www.adainformation.org>

Region 9 (AZ, CA, HI, NV, Pacific Basin)

DBTAC: Pacific ADA Center 555
12th Street, Suite 1030
Oakland, CA 94607-4046
510-285-5600 V/TTY
510-285-5614
<http://www.adapacific.org>

Region 10 (AK, ID, OR, WA)

DBTAC: Northwest ADA Center
Western Washington University
6912 220th Street, SW #105
Mountlake Terrace, WA 98043 425-
248-2480 (voice)
425-771-7438 (fax)
www.dbtacnorthwest.org



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

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Ring Road Concept
DATE: January 3, 2018

Recently an APO Board member contacted me and suggested that the Board have a general discussion on the Ring Road concept to keep it fresh in people's minds. Coincidentally, I had also been thinking about the Ring Road concept because we received several public comments about it during the early public-input phase of the Long-Range Transportation Plan (LRTP) development. I've also received one phone call from a developer inquiring about the status of the Ring Road implementation.

The purpose of this agenda item is to have a general, regional discussion of the Ring Road concept and 1.) determine if there is still widespread support for implementing the concept, and 2.) discuss any implementation steps that are being taken or will soon be taken by the jurisdictions, and 3.) (assuming there still is support for implementation) strategize about potential next steps to help implement the Ring Road concept. I'm hopeful the discussion will help APO staff develop the text of a Ring Road section for the next LRTP.

Requested Action Today:
Discussion only; no action needed.